
THE
FORGOTTEN GARDENS OF
EASTON LODGE

Company No. 4638621

Charity No. 1101442

**THE GARDENS OF EASTON LODGE
PRESERVATION TRUST**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31st JANUARY 2016**

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FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST JANUARY 2016**

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**THE GARDENS OF EASTON LODGE PRESERVATION TRUST
TRUSTEES' REPORT – STATUTORY INFORMATION
FOR THE YEAR ENDED 31ST JANUARY 2016**

TRUSTEES @ 31st January 2016

R DREVER - CHAIR

C DEAN

S GILBERT

J GOLDSMITH

R HAVIS

C MATTHEWS

R WHALLEY

REGISTERED OFFICE

C/O THE OLD BARN
PARSONAGE ROAD
TAKELEY
ESSEX
CM22 6QX

COMPANY NUMBER

4638621

CHARITY NUMBER

1101442

BANKERS

Barclays Bank
Dunmow Branch

INDEPENDENT EXAMINER

Nicholas Wood
Ashwood House
Thaxted
CM6 2NE

**THE GARDENS OF EASTON LODGE PRESERVATION TRUST
TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST JANUARY 2016**

STATUS

The company, number 4638621, is limited by guarantee and has charitable status. The charity registration number is 1101442. It has a Memorandum and Articles of Association as its governing documents.

PRINCIPAL ACTIVITIES

The principle activity of the charitable company in the period under review was the continued preservation of the Gardens of Easton Lodge and keeping them accessible to the public.

ACHIEVEMENTS

Net income this year was substantially improved. Although income was down a little compared to last year (we had some one off donations last year), our expenses were substantially reduced. This is mainly due to lower administration costs as Trustees took on some of the time consuming administrative tasks with the help and cooperation of our Administrator. Also we did not have the same large printing costs that we incurred last year due to the reprint and update of our History book.

The Gardens were open to the general public for 9 Sundays, which generated most of our income. Our visitors consistently report that they have a good experience, giving us a rating of 4.7 out of 5, for the second year running. This is due to the work of our volunteers - now numbering about 50, who provide their help for the Gardens in a number of ways. These include gardening tasks all year round, as well as providing cover for open days, baking cakes and many other behind the scenes tasks. All this is greatly appreciated by the Trustees and the public and we thank them for their help and dedication. We also open the Gardens during the week for Group visits (10 or more) and last year we had 10 such visits which made a useful contribution to our income.

We have added to the visitor experience with new information boards and signage. At each Open day we try to provide extra entertainment through live music and events.

Our catering features homemade soup and cakes as well as bacon rolls and hot drinks in an idyllic setting, which is much appreciated by the public and provides us with a good income.

We continue to make good progress in the restoration of the walled garden, which will be fully open to visitors during 2016. We have access to the old plans so our restoration work is focussed on restoring as many as the original features and plants as we can. For example we are planting old varieties of fruit trees and roses as well as restoring the original edging tiles.

We are very sorry to report that one of our very long serving Trustees, Jim Boutwood, passed away in July 2015. Jim was heavily involved in the restoration of the gardens right from the start and was instrumental in the restoration of the Peto pavilion. He will be very much missed.

Our next major project is creating a replica of the 1902 Peto tree house. This was a large thatched structure, which was sited on an old oak tree and was a key feature of the original Gardens. Sadly it fell into disrepair and was demolished. We think that its restoration will add significantly to the charm and attraction of the Gardens. We hope to start construction by the end of 2016, subject to securing the necessary funding.

PUBLIC BENEFIT

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

REVIEW OF THE YEAR

In the Trust's 14th year of operation the Trustees:

- a. Continued to manage and enhance the Gardens of Easton Lodge
- b. Continued restoration of the Walled Garden

FIXED ASSETS

No fixed assets were acquired during the year.

TRUSTEES

The Trustees who served during the year are as follows:

- J BOUTWOOD (Died July 2015)
- R DREVER (Chair)
- C DEAN
- S GILBERT (Appointed 7th May 2015)
- J GOLDSMITH (Appointed 18th December 2015)
- R HAVIS (Appointed 18th December 2015)

- C MATTHEWS
- R WHALLEY

TRUSTEES RESPONSIBILITIES

Company and charity law 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 charitable company and the surplus or deficit of the charitable company for that period. In preparing those financial statements the company are required to:

1. Make suitable accounting policies and apply them consistently.
2. Make judgements and estimates that are reasonable and prudent.
3. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

As far as the directors are aware at the time the report is approved

- There is no relevant financial information of which the company's independent examiner is unaware, and
- The directors have taken all the steps that they ought to have taken to make them aware of any relevant financial information and to establish that the independent examiner is aware of that information.

SMALL COMPANY EXEMPTIONS

This report has been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

This report was approved by the board on 9 June 2016 and signed on their behalf.

TRUSTEE

Independent Examiner's Report to the Members of the Gardens of Easton Lodge Preservation Trust for the Year Ended 31st January 2016.

I report on the accounts of the Charitable Company for the year ended 31st January 2016 which are set out on pages 8 to 12.

Respective responsibilities of the Trustees and the Examiner.

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts. I understand that the Trustees consider that an audit is not required for the year under section 144 (2) of the Charities Act 2011 and that an independent examination is required.

Having satisfied myself that the charity is not subject to an audit under company law and it is eligible for an independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- 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 to state whether any particular matters have come to my attention.

Basis of my Report.

My examination was undertaken in accordance with the general directions given by the Charity Commission. Such examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented to me with those records. It also includes consideration of any unusual items or disclosures in the accounts and obtaining explanations from the Trustees concerning any such issues. These procedures do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts represent a 'true and fair' view. As a result my 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 any material respects the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006;
- and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the 2006 Companies Act and with the methods and principles contained within the Statement of Recommended Practice for the reporting by Charities dated 2005, 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.

Nicholas Wood M.Sc
Independent Examiner

Ashwood House
Thaxted CM6 2NE



4th June 2016

THE GARDENS OF EASTON LODGE PRESERVATION TRUST
STATEMENT OF FINANCIAL ACTIVITIES (including the income and expenditure account)
FOR THE YEAR ENDED 31ST JANUARY 2016

	Note	Total 2016 £	Total 2015 £
Incoming Resources			
<i>Incoming Resources from generated funds</i>			
Voluntary Income			
Gifts & Donations		3,231	7,880
Membership Income		290	425
Grant from Land Securities		3,900	3,900
		7,421	12,205
Activities for Generating Funds			
Catering Income		8,326	8,371
Sales		3,799	2,409
Children's Activities		109	230
		12,234	11,010
Investment Income	10	10	6
<i>Incoming resources from charitable activities – admissions</i>		14,499	13,587
Total Incoming Resources		34,164	36,808
Resources Expended			
Charitable Activities	8	25,606	36,053
Governance Costs	5	-	-
Total Resources Expended		25,606	36,053
Net Income	2	8,558	755
Reconciliation of funds			
Total funds brought forward at the 1st February 2015		41,139	40,384
Total funds carried forward at the 31st January 2016		49,697	41,139

The company made no recognised gains and losses other than those reported in the income and expenditure report.

THE GARDENS OF EASTON LODGE PRESERVATION TRUST
BALANCE SHEET
AS AT 31ST JANUARY 2016

	Note	At 31st January 2016		At 31st January 2015	
		£	£	£	£
Fixed Tangible Assets	7		5,042		8,926
Current Assets					
Debtors & Prepayments		598		583	
Cash at bank and in hand		44,370		32,230	
Less Creditors & accrued income Amounts falling due within one year		313		600	
Net Current Assets			44,655		32,213
			<u>49,697</u>		<u>41,139</u>
Total Net Assets			<u><u>49,697</u></u>		<u><u>41,139</u></u>
Financed by:					
Unrestricted Funds			49,697		41,139
Restricted Funds			-		-
			<u>49,697</u>		<u>41,139</u>

In approving these financial statements as Trustees, and directors of the company we hereby confirm the following:

For the year ending 31st January 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

The members have not required the company to obtain an audit of its accounts in accordance with section 476 of the Companies Act 2006

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

The accounts were approved by the board of Trustees on 9 June 2016



TRUSTEE

THE GARDENS OF EASTON LODGE PRESERVATION TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST JANUARY 2016

1. ACCOUNTING POLICIES

1a. Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008), comply with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

1b. Tangible fixed assets

Fixed assets are shown at historical cost.

Depreciation is provided at an annual rate of 20% in order to write off each asset over its estimated useful life by the straight line method.

1c. Taxation

The charitable company is exempt from taxation under s505 Income and Corporation Taxes Act 1988.

1d. Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1e. Funds

The Restricted Funds are income funds given to the charity for specific purposes. There were no restricted funds in 2015/2016.

The Unrestricted Funds are expendable at the discretion of the trustees in furtherance of the objectives of the charity

2. OPERATING SURPLUS 2015/16

	2015/16	2014/15
	£	£
The surplus is stated after charging depreciation on fixed assets of	3,884	4,390

3. STAFF COSTS

The Trust had no employees during 2014/15 and 2015/16

4. VOLUNTARY INCOME

Gifts and Donations include £280 Gift Aid income

5. GOVERNANCE COSTS

Independent Examination fee

Total 2016	Total 2015
£	£

-	-
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The Independent Examiner made no charge to the Trust for examination of the 2014/15 and the 2015/16 accounts.

6. MOVEMENT ON RESTRICTED FUNDS

Opening Balance at 1st February 2015

Closing Balance at 31st January 2016

7. TANGIBLE FIXED ASSETS

At Cost

At 1st February 2015
 Additions during 2015/16
 Disposals

Depreciation

At 1st February 2015
 For the year 2015/16
 Disposals
 At 31st January 2016

Net Book Value

At 1st February 2015
 At 31st January 2016

13,023
3,884
-
16,907

8,926
5,042

Represented by:

	Original Cost £	Accumulated Depreciation £	NBV 31:01:16 £
Portable Toilet Units	4,386	3,281	1,105
Tea Pavilion	7,719	7,719	0
Archive Building	9,844	5,907	3,937

8. CHARITABLE ACTIVITIES

	Total 2016 £	Total 2015 £
Administration	5,625	8,264
Commission	41	67
Event Expenses	1,750	3,376
Entertainment & gifts	22	16
Catering	2,250	2,404
Toilets – purchase & servicing	1,260	1,024
Insurance	1022	1003
Light and Heat	7	6
Gardening, plants, maintenance and repair (inc. building maintenance)	6417	6631
Telephone	0	10
Printing, postage & stationery	1,261	4184
Advertising and marketing	317	958
Travelling expenses	42	70
Subscriptions	194	189
Sales Merchandise	1,248	618
Professional Fees	36	26
Training	70	135
Archive Building	83	504
Tea Pavilion	77	2,178
Depreciation	3,884	4,390
	25,606	36,053

9. TRUSTEES EXPENSES

The trustees neither received nor waived any emoluments during the year (2015 - 16)

There were no trustees expenses paid for in the year. (2015 - 2016)