

CYFEILLION CADW TREMADOG

01/12/14 – 30/11/15



Rhif Elusen

1006186

Charity Number

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Annual Report of CYFEILLION CADW TREMADOG Buildings Preservation Trust

Reference and Administration Details

For the Year Ending 30 November 2015

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 (chair)	Bethan Rees Jones	Elsbeth Thomas
Gareth Hughes	Lyn Jones	Aled Griffith
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
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 2015

The trustees present their report and financial statements for the year ending 30 November 2015

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 be 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

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.

ADRODDIAD CADEIRYDD CCT ar gyfer 2014-2015

16 Chwefror 2016

Ers cyflwyno adroddiad blynyddol yn y cyfarfod cyffredinol diwethaf, bylchwyd yr Ymddiriedolaeth trwy farwolaeth Graham Johnson ar Fawrth 21. Yr oedd Graham yn aelod gwerthfawr o CCT ac fe gollwn ei gyngor doeth a'i gyfraniad i'n cyfarfodydd. Yr ydym yn ddiolchgar fod Jane, ei weddw, yn dal yn ymddiriedolwr a chroesawn ei chyfraniad yn y blynyddoedd i ddod.

Ymysg y materion ddaeth ger ein bron yn y flwyddyn a aeth heibio oedd codi arwyddion glas o faint sylweddol gan Beiriannwyr Sifil Gelli sydd yn defnyddio Neuadd y Dref. Wedi cryn ystyriaeth, penderfynwyd i beidio protestio ar sail ewyllys da a chan gofio fod y bwau sydd yn cynnwys yr arwyddion wedi eu cau gyda briciau yn ystod y blynyddoedd aeth heibio.

Ynglyn a'r Barcody, hysbyswyd Frances gan Ron Douglass, ysgrifennydd Cywaith, nad oedd llawer o reswm iddynt fod yn gysylltiedig gan nad oes unrhyw ddefnydd hyfyw wedi ei nodi.

Croesawyd Aled Griffith, Ty Nanney fel ymddiriedolwr newydd yn ystod y flwyddyn ac edrychwn ymlaen i'w gyfraniad i'n gweithgareddau.

Yn ein cyfarfod fis Gorffennaf cyflwynodd Frances daenlen llif arian oedd yn rhestru manylion ein costau megis costau cynnal a chadw cyffredin, arolwg coed 5 mlynedd, atgyweirio goleuadau a fandaleiddiwyd, gwelliannau i oleuadau allanol, drws diogelwch arfaethedig i gau allan porth y cefn, tynnu gwreiddiau o'r draen ar yr ochr ddeheuol a thorri a thocio coed. Yng ngwyneb y taliadau yma mae'n annhebygol y bydd y swm yn ein eiddo wrth gefn yn cynyddu.

Metal, plaen, llwyd ei liw fydd y drws arfaethedig, gyda bollt panig oddimewn i'r gris waelod. Bwriedid ceisio dyfynbrisiau gan weithwyr metal lleol a pharatoi cais am gymorth grant gan y Cyngor Tref ac Ymddiriedolaeth Rebecca. Mae angen gweithredu hefyd er mwyn delio gyda'r unedau gwydriad dwbl methodig ar yr ochr ddeheuol a pheintio'r gwaith coed a metal.

Ar Fedi 12 cynhaliwyd Diwrnod Agored i gyd-fynd a Ffair Haf Tremadog. Denwyd mwy o ymwelwyr nag arfer gan stondinau celf a chreffft ar y llawr cyntaf a gwerthfawrogwyd yr arddangosfa Hanesyddol a baratowyd gan Bethan Rees Jones a Dewi Williams yn y fynedfa.

Yn ystod y flwyddyn gwrthwynebodd yr Ymddiriedolaeth y cais cynllunio am estyniad i rif 6, Y Graig. Barnwyd fod yr estyniad deulawr a gynigiwyd yn rhy fawr ac fod drysau dwbl y garej y tu blaen yn anghydnaws a'r rhesdai hanesyddol ac yn creu problem oherwydd polyn trydan wedi ei osod o'u blaen ac yn cyfyngu mynediad.

Yn ddiweddarach ym 2015 gwnaed cais gan y grwp Crynwyr lleol i cael cyfarfod i addoli yn yr ystafell gyfarfod. Mynegwyd diddordeb gan Frances ond nid oedd gwrthwynebiad gan yr ymddiriedolwyr cyn belled ag y bod Cartrefi Cymru (y tenantiaid) a Chorff Cynrychioladol yr Eglwys yng Nghymru (a osododd y cyfamod wrth werthu'r eiddo i'r ymddiriedolaeth) yn gefnogol.

Yn olaf erys i mi i ddiolch I Frances am ei ymrwymiad a'i ysbrydoliaeth ynglyn a'r holl faterion yn ymwneud a'r Ymddiriedolaeth; Lynn am reoli'r cyfrifion mor ofalus, ac i holl aelodau eraill yr Ymddiriedolaeth am eu teyrngarwch a'u cefnogaeth i'r achos.

Arwyddwyd gan y Cadeirydd.....

Dewi Williams

Chwefror 16, 2016

CHAIRMAN'S REPORT FOR 2014-15

Since presenting the annual report at last year's AGM the Trust has suffered the loss of Graham Johnson who died in March. Graham was a valued member of CCT and we have missed his wise counsel and contribution to our meetings. We are grateful that Jane, his widow, continues as a trustee and we welcome her contribution in the years to come.

Among the issues that have concerned us in the year that has passed was the erection of large blue signs by Gelli Civil Engineering who now occupy the Town Hall. After due deliberation it was decided not to protest out of good will and the fact that the archways where the signs are situated had been bricked up in the years past.

Concerning the Tannery, Frances was informed by Ron Douglass, the secretary of Cywaith, that there was little scope for their involvement as no viable end use has been identified.

Aled Griffith, Ty Nanney, was welcomed as a new trustee during the year and we look forward to his contribution to our activities.

At our July meeting Frances produced a cash flow spreadsheet which enumerated the details of costs such as routine servicing and maintenance charges, the quinquennial tree survey, repairs to vandalised lights, improvements to external lighting and a proposed security door to close off the rear porch, removal of tree roots from a drain on the south side and the felling and lopping of trees. In view of these charges it is unlikely that the sum in our property reserve will be increased.

The proposed security door will be of plain metal, grey in colour, with a panic bolt inside the bottom step. Quotations from local metalworkers were to be sought and an application for grant aid to the Town Council and Rebecca Trust to be prepared.

Action is also required to deal with failed double glazing units on the south side and painting of external timber and metal works.

At a meeting held to discuss the Garden plans there was support for the creation and maintenance of a simple community garden but not for raised flower beds because of the likelihood of vandalism. Rhodri Williams of Tree Services Talysarn was commissioned to carry out the necessary tree works and bramble clearing.

On September 12 an Open Day was held to coincide with the Tremadog late summer fair. Arts and Crafts stalls in the first floor meeting room drew more visitors than usual who also appreciated the Historic display prepared by Bethan Rees Jones and Dewi Williams in the entrance hall.

During the course of the year the trust objected to the planning application for an extension to 6, Sunny Side. It was felt that the two storeyed extension proposed was too large and that double garage doors on the front elevation were unsympathetic to the historic terrace, as also problematic due to an existing electricity pole located in front of the limiting access.

Late in 2015 the local Quaker group requested consent to worship in the meeting room. Frances expressed an interest, but the trustees had no objection provided that Cartrefi Cymru (the tenants) and the Representative Body of the Church in Wales (who imposed the covenant when selling the property to the

trust) are also supportive

Finally it remains for me to thank Frances for her commitment and inspiration as regards all matters appertaining to the Trust; Lynn for her careful management of the accounts; and all the other Trust members for their loyalty and devotion to the cause.

Signed by.....

Dewi Williams, Chairman

16 February 2016

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 1st December 2014 to 30th November 2015.

1. CCT trust general account 11194879

This account is where we bank any unrestricted income from selling booklets, key rings, 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 no other donations this year. Gift Aid has not been reclaimed this year.

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 £121.50. When adjusted for the cost of the stock, this gave a net income of £56.80.

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 £115.00

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

Expenses

General expenses include secretarial costs that are not related to the former church property (£20.53, including the Companies House fee, printing coloured posters, documents for the AGM and for obtaining Listed Building Consent for works to the trees, for the porch door, and the proposed garden paths; and for inviting tenders for tree works, garden works, and the porch door.)

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

Income

The only income this year was the transfer into this account of the rent.

Expenditure

The total costs of maintaining and insuring the church amounted to £7,356.53. Works included installing new lights at the external steps and outside the front door, the quinquennial tree survey and the tree safety work this survey recommended; work to clear undergrowth from the garden, in addition to all the routine safety and operational checks and maintenance.

I record the costs of postage, photocopying etc incurred in carrying out landlords' duties separately from the general trust costs, and these amounted to £28.47 included in the total.

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 £17.21

No grants were received this year.

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. (But note the tenants' deposit, held on trust)

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 - 5p; A3 -10p

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 2014/2015 my costs as trust secretary amounted to:

General trust purposes: £20.53 *Church property: £28.47*

In 2014/2015 my time amounted to 42.25 hours made up as:

General trust admin: 24.5 hours *Church property: 17.75 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

Year	General Account	Property Deposit	Property Current	Total at bank
2011-2012	£2,114.11	£12,516.35	£4,994.63	£19,625.09
2012-2013	£2,670.31	£16,996.71	£4,067.13	£23,734.15
2013-2014	£2,285.99	£22,614.04	£4,695.98	£29,596.01
2014-2015	£2,296.08	£26,040.34	£64.14	£28,400.56

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 Companies House summary, SHOWN IN THE Abbreviated Balance Sheet and notes on the following pages.

Frances Voelcker, Secretary

Financial report for period 1st December 2014 to 30th November 2015

Signed on behalf of the Trustees of Cyfeillion Cadw Tremadog

.....(Dewi Williams, chair)

At the Annual General Meeting of Governing Body (trustees) held 16 February 2016

Abbreviated balance sheet :Charity No 100619 Company No 2660688

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

ABBREVIATED BALANCE SHEET AS AT 30 NOVEMBER 2015

	2015	2014
FIXED ASSETS		
Property	<u>£ 6,234.00</u>	<u>£ 6,234.00</u>
	£ 6,234.00	£ 6,234.00
CURRENT ASSETS		
Gen bank a/c	£ 2,296.00	£ 2,286.00
Church property cheque ac	£ 64.00	£ 4,696.00
Church property deposit ac	£ 26,040.00	£ 22,614.00
Prepayments	£ 4,123.00	£ 3,888.00
Sales Stock	<u>£ 1,119.00</u>	<u>£ 1,184.00</u>
	£ 33,642.00	£ 34,668.00
CURRENT LIABILITIES		
Church property a/c: tenants deposit	£ 2,500.00	£ 2,500.00
Church property a/c: insurance		£ 3,888.00
Church property a/c: sundry creditors		£ 744.00
General bank a/c	<u>£ 20.00</u>	<u>£ -</u>
	£ 2,520.00	£ 7,132.00
NET CURRENT (LIABILITIES)/ASSETS	£ 31,122.00	£ 27,536.00
NET (LIABILITIES)/ASSETS	£ 37,356.00	£ 33,770.00
REPRESENTED BY		
Balance brought forward	£ 33,770.00	£ 28,498.00
Stock recount at start of year		£ 136.00
Income over expenditure for the year	<u>£ 3,586.00</u>	<u>£ 5,136.00</u>
	£ 37,356.00	£ 33,770.00

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act.

The Trustees acknowledge their responsibilities for:

- i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- ii) preparing financial statements which give a true and fair view of the state of affairs of the company at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

These financial statements were approved by members of the committee **16-Feb-16** and are signed on their behalf by:

.....
DEWI WILLIAMS CHAIRMAN
Director

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

NOTES TO THE ACCOUNTS YEAR TO 30 NOVEMBER 2015

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.

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.

