

Great Yarmouth Minster Preservation Trust

Great Yarmouth Minster Preservation Trust

Annual General Meeting

Date: Thursday, 13 November 2014
Time: 09:45
Venue: Council Chamber
Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES

3 - 4

To confirm the minutes of the AGM held on 14 November 2013.

3 APPOINTMENT OF COMMITTEE MEMBERS

Under the Articles of Association of the Trust, Members retire from office each year. If they are willing to continue and no alternative nominations are received they are deemed to be re-elected unless the AGM specifically resolves otherwise. Nominations for membership of the Committee from other persons must be signed by a Member of the Trust and by the person nominated.

- 4 REPORT TO THE TRUST 5 - 7**
- The Chairman of the Trust will report on the activities of the Trust since the last AGM, the report is attached.
- 5 TREASURER'S REPORT 8 - 19**
- The Trust's Accounts for the period ending 31 December 2013 are attached.
- 6 ANY OTHER BUSINESS**
- To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

Great Yarmouth Minster Preservation Trust

Minutes

Thursday, 14 November 2013 at 09:45

Also in attendance at the above meeting were:

Dr Paul Davies (in the Chair), Councillor C Walker, Mr Michael Boon, Mr Jim Carter, Mr Tony King, Mr David McDermott, Mr Ian Miller, Mr Robert Price, Mr Anthony Smith, Rev'd Chris Terry, Hugh Sturzaker, Mr Mike Taylor and Mr Henry Cator.

Mr Robin Hodds and Mrs Karline Smith.

1 **Apologies for Absence**

An apology for absence was received from Colin Smith.

2 **Minutes of the AGM of 8 November 2012**

The minutes of the Annual General Meeting held on 8 November 2012 were confirmed.

3 **Appointment of Committee Members**

The Chairman reported that Mrs McCullagh would like to join the Trust and it was agreed that she should be formally invited to attend the next meeting. The Trust were advised that there were no other notified changes to the membership.

RESOLVED:

It was agreed that the Committee should be re-appointed en bloc.

4 **Report of the Trust**

The Trust considered the Chairman's report and activities carried out with the Trust since the last Annual General Meeting.

RESOLVED:

That the Trust note the Chairman's report and the activities carried out since the last Annual General Meeting.

5 Treasurer's Report

The Trust considered the Accounts for the period ending 31 December 2012.

RESOLVED:

That the Trust's Accounts for the period ending 31 December 2012 be accepted.

6 Any other business

(i) Constitutional Changes

The Trust considered an amendment to the Trust's constitution.

RESOLVED:

That the Trust adopt the following change to the Constitution:-

"The Trust's principal objectives are to restore and maintain, for the benefit of the public, the fabric of the Minster Church of St Nicholas Great Yarmouth. The fabric of the Minster includes the Minster buildings, the Minster fixtures, the Minster Organ and any other area of preservation, maintenance or restoration which the Trustees deem to be appropriate."

(ii) Michael Falcon

The Trust wished to record their thanks to Michael Falcon for his work for the Trust for the past 16 years.

(iii) President of the Trust

The Trust agreed to the appointment of Mr Henry Cator as President of the trust.

RESOLVED:

That Mr Henry Cator be appointed as the President of the Trust.

The meeting ended at: 09:55

Great Yarmouth Minster Preservation Trust Chairman's Report 2013/2014

The Trust welcomed Sandra McCullagh and Collen Walker as two new trustees during the year.

Henry Cator kindly agreed to be the Trust's President following in Michael Falcon's footsteps.

Lady Leicester generously agreed to be the Patron of the Trust. The office of Mayor of Great Yarmouth was appointed a Vice Patron.

Canvassing the Member of Parliament for Great Yarmouth has resulted in reversing the Treasury's edict that VAT on organ restoration is no longer re-claimable. Also other concessions have been made with respect to VAT on repairs on church buildings.

The wording of the constitution was altered to make it much clearer that the Trust is a secular body and stands outside the workings of the Minster.

The Trust continues to be an associate member of the Greater Yarmouth Tourism (£30) and Waveney and Blyth Arts.

The Trust has had an active fund-raising year. Brahams, in Market Row, have continued to sell tickets, for which the Trust is grateful. However, it remains difficult to sell tickets for events and I would urge all trustees to help in this and also to support the events.

A two-month long exhibition was hosted by the Minster entitled Great Yarmouth and WW1. This raised funds and increased footfall in the Minster. Many visited, especially those on holidays and from overseas (Germany, Hong Kong, Holland, Canada, Australia, USA, Israel, etc.) Over 340 people signed the visitor's book for the exhibition. We know by experience that only a small proportion sign visitor's books, so probably over 3,000 attended.

The following events were organised:

Dixiemix Jazz Band

Gorleston Community Choir Concert

Norwich and Ipswich Co-op Society Brass Band

Blessing of the Nets with a herring supper

Christmas Tree and Crib Festival

Afternoon tea with music by Rachel King

Wedding Fair

WW1 Exhibition

Sixties band

Poems and Music of WW1 and cake (this event asked for donations, which from an audience of just over 100 raised £190, whereas if we had charged a reasonable £5 a ticket the take would be considerably more).

A licensed bar has been run at many minster secular events

The Trust has received good publicity with the help of the Yarmouth Mercury, Radio Norfolk, the Norwich Diocesan Magazine and the Advertiser.

It also has a website (www.sncpt.co.uk) and a Facebook page entitled Great Yarmouth Minster Preservation Trust. Both are updated regularly.

The Chairman has performed numerous church and graveyard tours and talks for various groups with the fees being donated to the Trust. Colin Smith has also donated his many lecture fees to the Trust, as has Hugh Sturzaker.

The web-site: www.easyfundraising.org.uk has produced some finance (£194). This site gives a percentage of the cost of purchases made through the site to our Trust. Most of the major firms (eg John Lewis, ebay, Amazon etc) contribute. It is a painless way of raising finance.

It is pleasing to note that progress has been made on the re-ordering of the Minster. The process will take about five years. A Minster project group, with representatives from the Trust, has been set up to oversee this. The money raised for the organ restoration has been ring-fenced. The organ will be restored when the under-floor heating has been installed. The heating installation will raise dust etc, which might damage the organ's pipework.

The Trust acknowledges the excellent secretarial support of Robin Hodds and Karline Smith and their colleagues and the work of Michael Muskett (treasurer). Also, Margaret King, for helping to sell tickets through Brahams.

The chairman thanks the members and trustees for their support over the year, especially those, who have supported and helped at Trust events and sold tickets. However, there have been occasions when more support has been needed and the few trust volunteers at events have had difficulty in maintaining standards and have had to rely on people outside the Trust.

Paul Davies – November 2014

	2009/10		2010/1		2010/2		2012/3		2013/4	
	Tak'gs	Aud	Tak'gs	Aud	Tak'gs	Aud	Tak'gs	Aud	Tak'gs	Aud
Tooke	£443	88	£665	91						
Quiz	£580	58								
Bridge lunch	£345	30								
Childs	£255	70	£780	110			£1,250	147		
Childs			£1,040	c110						
CoFE event	£825	81								
Dannatt	£1,666	166								
Ch Open Dy	£225									
Ch Evensong	£10									
3 Cooks	£2,275	98								
RAF Cycle	£960									
Jazz	£1,695	170	£745	70	£170	45	£1,235	119	£1,450	c160
Sixties	£2,075	145	£879	c80					£784	c50
Tea	£445	53	£360	45	£350	70	£747	c100	£540	61
					£742	123				
Romeo/Juliet	£0	72								
Mayor Char	£5,000		£200		£300				£500	
Elizabethan	£216									
Antiques	£1,056									
Nets	£549	98	£846	100	£859	116	£1009		£986	70
Maasi	£620	78								
Male Voice	£375	64								
Total	£19,615									
Falcon			£670	67						
1940's Band			£400	39						
50 th Buffet			£1,035	150						
N&N fest			£274	33						
Somerleyton			£3,250	50						
Folk band			£352	c40	£110	33				
		Total	£11496							
Walden					£275	35				
Xmas tree					£722		£883		£976	
Grant received					£4000					
Gibson					£325	c45				
Zip Wire					£160		£52			
Boon book					£1,320					
Sturrock legac					£5000					
				Total	£14333					
Carols Rot'y							£173			
Exhibition							£505		£480	c2000
							£137	c400		
Beer Tasting							£250	c20		
Cantus Orien							£490	78		
Brass Band							£335	66	£105	58
Gorl Choir							£757	140	£650	107
Morley Cons							£145	50		
Rose Croix							£984			
						Total	£8952			
Poems WW1									£290	100
Wedding Fair									£935	
GY Rotary									£2516	
FMas Gr Cha									£1000	
Maids Hd Lod									£1000	
Nf Com Foun									£500	
								Total	£12712	

GYMPT Major Funds Received 2009-14

Great Yarmouth Minster Preservation Trust

Company limited by guarantee

**Unaudited annual report and financial
statements**

For the year ended

31 December 2013

Accounts

Charity Number 1057601

Company Registration Number 3226191

Great Yarmouth Minster Preservation Trust Company limited by guarantee

Financial statements

Year ended 31 December 2013

Contents	Pages
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Great Yarmouth Minster Preservation Trust

Company limited by guarantee

Trustees annual report

The trustees present their report and financial statements for the year ended 31 December 2013.

Registered charity name	Great Yarmouth Minster Preservation Trust	
Charity number	1057601	
Company registration number	3226191	
Registered office and principal office	BDO LLP East Coast House Galahad Road Beacon Park Gorleston Great Yarmouth Norfolk NR31 7RU	
Trustees	Dr. P P Davies (Chairman) H G Sturzaker (Vice Chairman) M G Falcon CBE DL (Honorary President) (resigned 14 November 2013) H G Cator OBE DL (Honorary President) (appointed 14 November 2013) M C Boon Mrs S Boone (resigned 10 January 2013) E J Carter B J E Collins (resigned 14 November 2013) E Childs H Crossley A Jones R S King MBE D McDermott I C Miller J W Newman E F Pownall R E Price MBE P G Scott R L S Silver (resigned 10 January 2013) A T Smith C Smith Rev. C L Terry Mrs C M Walker	
Secretary	R Hodds	
Treasurer	M J Muskett MBE FCA FCCA	
Bankers	Standard Life P O Box 23966 Edinburgh EH3 1BF	Barclays Bank PLC 15 Hall Quay Great Yarmouth Norfolk

Great Yarmouth Minster Preservation Trust

Company limited by guarantee

Trustees annual report (continued)

Year ended 31 December 2013

Structure, governance and management

Governing document

Great Yarmouth Minster Preservation Trust is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. It was incorporated on 17 July 1996.

Recruitment, appointment and training of Trustees

Trustees shall be persons who through residence, occupation, employment or otherwise have special knowledge of the area of benefit or who are otherwise able by virtue of their personal or professional qualifications to make a contribution to the pursuit of the objects of the charity.

On appointment, Trustees are provided with copies of:

- a) The Memorandum and Articles of Association
- b) Charities Commission Guidelines "The Essential Trustee - What you need to know"
- c) A copy of the latest full accounts

In addition, the Trustees are encouraged to read Charity Commission and other newsletters and to attend courses designed to keep them abreast of their duties and responsibilities.

Risk appraisal

The Trustees have reviewed the major risks to the charity in accordance with the Statement of Recommended Practice and do not consider there to be any significant matters of concern.

Trustees

The trustees are directors within the meaning of the Companies Act 2006. During the year under review, the trustees were as listed on page 1.

In accordance with the articles of association all the trustees will retire at the annual general meeting and, being eligible, will offer themselves for re-election.

The trustees are responsible for the preparation of the accounts. The trustees consider that neither an audit nor an independent examination is required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) given the income of the charity is less than £25,000.

Objectives and activities

The Trust is a secular organisation. Its principal objectives are to restore, repair and maintain, for the benefit of the public, the fabric of St Nicholas Church (The Minster) Great Yarmouth. The fabric of the Minster includes the building, fixtures, organ and any other area which the trustees deem to be appropriate.

Public benefit

As set out in the primary objective the work carried out by the Trust is for the benefit of the public of Great Yarmouth and Norfolk as a whole. Its work conserves the St Nicholas Church through restoration and repair, and maintains the building. In this work the trustees take due regard of the Charity Commission guidance and requirements.

Achievements and performance

Fund raising events and collections have continued throughout the year and income from this has remained consistent at £9,842 (2012 - £8,790). In addition, a further £1,425 has been received in donations this year for the organ restoration fund.

Great Yarmouth Minster Preservation Trust Company limited by guarantee

Trustees annual report (continued)

Year ended 31 December 2013

Financial review

The Trust had net incoming resources in the year totalling £18,964 as shown on page 6 of the accounts. The trustees consider the results for the year and the year end position to be satisfactory.

Reserves policy

The reserves fund represents both unrestricted funds arising from past operating results and designated funds set aside by the trustees for future projects. Restricted funds are where they have been received for a specific purpose and are utilised accordingly.

At the year end the charity has unrestricted funds of £20,998, designated funds of £75,000 and restricted funds of £41,434. The charity's policy is to match applicable expenditure to its restricted income, with any shortfall being made good from unrestricted funds.


Plans for future periods

The Trust plans to continue with their current strategy, in particular raising money for the restoration of the organ.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the trustees



Dr. P P Davies
Chairman

Great Yarmouth Minster Preservation Trust Company limited by guarantee

Treasurer's Report to the Trustees of Great Yarmouth Minster Preservation Trust

Year ended 31 December 2013

In order to assist you to fulfil your duties under the Companies Act 2006, I have prepared for your approval the financial statements of Great Yarmouth Minster Preservation Trust for the year ended 31 December 2013 which are set out on pages 5 to 10.

Responsibilities of trustees

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act). They also consider that an independent examination is not required given that income is less than £25,000.

It is also the trustees duty to ensure that adequate accounting records have been maintained.



Michael Muskett, MBE FCA FCCA
Treasurer

Great Yarmouth Minster Preservation Trust
Company limited by guarantee

Statement of financial activities (incorporating the income and expenditure account)

Year ended 31 December 2013

		General fund £	Restricted fund £	Designated fund £	Total 2013 £	2012 £
Incoming resources						
Incoming resources from generating funds:						
Voluntary income	2	19,201	1,425	-	20,626	25,919
Investment income	3	2,263	-	-	2,263	574
Total incoming resources		<u>21,464</u>	<u>1,425</u>	<u>-</u>	<u>22,889</u>	<u>26,493</u>
Resources expended						
Cost of generating voluntary income		(976)	-	-	(976)	(991)
Charitable activities	4	(2,249)	(700)	-	(2,949)	(29,782)
Total resources expended		<u>(3,225)</u>	<u>(700)</u>	<u>-</u>	<u>(3,925)</u>	<u>(30,773)</u>
Net incoming resources before transfers		<u>18,239</u>	<u>725</u>	<u>-</u>	<u>18,964</u>	<u>(4,280)</u>
Net movement in funds and net Income for the year		<u>18,239</u>	<u>725</u>	<u>-</u>	<u>18,964</u>	<u>45,210</u>
Reconciliation of funds						
Total funds brought forward		2,759	40,709	75,000	118,468	122,748
Total funds carried forward		<u>20,998</u>	<u>41,434</u>	<u>75,000</u>	<u>137,432</u>	<u>122,748</u>

Great Yarmouth Minster Preservation Trust

Company limited by guarantee

Balance sheet

31 December 2013

Company number: 3226191

	Note	2013 £	£	2012 £	£
Current assets					
Debtors	8	678		723	
Cash at bank		136,754		118,215	
		<u>137,432</u>		<u>118,938</u>	
Creditors: Amounts falling due within one year	9	-		(470)	
Net current assets			137,432		118,468
Total assets less current liabilities			<u>137,432</u>		<u>118,468</u>
Funds					
Restricted income funds	10		41,434		40,709
Designated funds	10		75,000		75,000
Unrestricted income funds	10		20,998		2,759
Total funds			<u>137,432</u>		<u>118,468</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 December 2013 and of its surplus for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

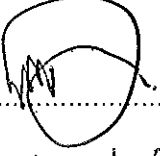
The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved and authorised for issue by the members of the committee and were signed on their behalf by:

Dr. P P Davies

Chairman

Date:


6 March 2014

Great Yarmouth Minster Preservation Trust Company limited by guarantee

Notes to the financial statements

Year ended 31 December 2013

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 and the Companies Act 2006, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

(b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

(c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.
- Legacies are included in the period in which the Trust's entitlement is established.
- Fundraising income is included when received.

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designated to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Great Yarmouth Minster Preservation Trust Company limited by guarantee

Notes to the financial statements

Year ended 31 December 2013

2. Voluntary income

	Unrestricted	Restricted	Total Funds 2013	Total Funds 2012
	£	£	£	£
Donations and legacies	8,846	1,425	10,271	16,406
Gift aid	513	-	513	723
Income from third party events and collections	9,842	-	9,842	8,790
	<u>19,201</u>	<u>1,425</u>	<u>20,626</u>	<u>25,919</u>

3. Investment income

	Total Funds 2013	Total Funds 2012
	£	£
Bank interest receivable	2,263	574
	<u>2,263</u>	<u>574</u>

4. Costs of charitable activities

	Unrestricted	Restricted	Total Funds 2013	Total Funds 2012
	£	£	£	£
Filing and registrations fees	13	-	13	24
Independent examiners fees	18	-	18	420
Administration expenses	120	-	120	618
Organ restoration	-	-	-	8,220
Pinnacles restoration	-	-	-	20,500
Gravestone restoration	-	700	700	-
Other repairs	2,098	-	2,098	-
	<u>2,249</u>	<u>700</u>	<u>2,949</u>	<u>29,782</u>

5. Staff costs and emoluments

No salaries or wages have been paid during the year.

6. Committee members' remuneration

No emoluments or reimbursements of expenditure were paid to any of the trustees in the year.

Great Yarmouth Minster Preservation Trust

Company limited by guarantee

Notes to the financial statements

Year ended 31 December 2013

7. Taxation

No provision is made for taxation as the company is a charity entitled to the various exemptions afforded by the Corporation Tax Act 2010.

8. Debtors

	2013	2012
	£	£
Other debtors	678	723

9. Creditors: Amounts falling due within one year

	2013	2012
	£	£
Other creditors	-	470

10. Restricted income funds

	Balance at 1 Jan 2013 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Dec 2013 £
Restricted funds					
Pinnacles Fund	2,022	-	-	-	2,022
Organ Restoration Fund	37,987	1,425	-	-	39,412
Gravestone Restoration	700	-	(700)	-	-
	<u>40,709</u>	<u>1,425</u>	<u>(700)</u>	<u>-</u>	<u>41,434</u>
Unrestricted funds					
General Fund	2,759	21,464	(3,225)	-	20,998
	<u>2,759</u>	<u>21,464</u>	<u>(3,225)</u>	<u>-</u>	<u>20,998</u>
Designated fund					
Organ restoration	75,000	-	-	-	75,000
	<u>75,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>75,000</u>
Total funds	<u>118,468</u>	<u>22,889</u>	<u>(3,925)</u>	<u>-</u>	<u>137,432</u>

Restricted funds represent funds raised to repair stonework on the north transept and its pinnacles, the church clock, gravestones and the organ.

Great Yarmouth Minster Preservation Trust Company limited by guarantee

Notes to the financial statements

Year ended 31 December 2013

11. Analysis of net assets between funds

	Debtors £	Cash at bank and in hand £	Creditors £	Balance at 31 Dec 2013 £
Restricted Income Funds:				
Pinnacles Fund	-	2,022	-	2,022
Organ Restoration Fund	-	39,412	-	39,412
Gravestone Restoration	-	-	-	-
	-	41,434	-	41,434
Unrestricted Income Funds	678	20,320	-	20,998
	678	20,320	-	20,998
Designated fund	-	75,000	-	75,000
	-	75,000	-	75,000
Total Funds	678	136,754	-	137,432

12. Company limited by guarantee

The charity is a company limited by guarantee and does not have any share capital. The liability of each member in the event of winding up is limited to £1.