

BERKHAMSTED TOWN COUNCIL
MINOR GRANTS (up to £1,000)
APPLICATION FORM

Name of Organisation:

Friends of St Peter's, Great Berkhamsted

Correspondence Address:

Name

Dr James Moir

Address

(provided)

1. What is the nature of your organisation's activity?

The Friends of St Peters' objects include 'Preservation, repair, maintenance, restoration, improvement and ornamentation of the fabric of the Parish Church of Great Berkhamsted and of the churchyards occupied by or belonging to the said church.' The Friends are therefore undertaking the restoration of the Rectory Lane Cemetery to provide a publicly accessible green open space in the heart of the town through conservation, landscaping and community events and activity, with the aim of changing 'perceptions of cemeteries as 'dead spaces', transforming ours into a vibrant and diverse contemporary garden of commemoration, a pivotal heritage asset and an environmental haven by making connections, promoting health and wellbeing and welcoming all".

2. Is your organisation a registered charity? YES: 1160314

3. Is your organisation part of, or affiliated to, any national organisation? YES

If yes please give details:

We are a member of the National Federation of Cemetery Friends

4. What is the catchment area covered by your organisation?

Berkhamsted, Dacorum, and with links through those buried in the Cemetery across the world.

5. Briefly describe the project or purpose for which you require a grant

We wish to install a beautifully designed seat with integrated bookshelf and a stock of books for the community, young and old, to enjoy.

Further information is provided here:

<https://donate.thebiggive.org.uk/campaign/a051r00001QMKEAAA5>

6. How will the project benefit the community or residents of Berkhamsted?

The three-acre cemetery is a vital heritage asset, yet it has been very neglected. It is a beautiful green space, but its benches are rusting and inappropriate 1960s metal ones. All members of the community would benefit from spending time in this quiet sanctuary and natural haven in the middle of town, but inadequate seating is limiting this, particularly with the elderly. We want to share the life stories of those buried here but there is no place for that information to be kept and enjoyed.

The benches form part of the wider restoration project. Through it, the Cemetery will become a better, safer, well-stewarded place, somewhere the community of Berkhamsted can be proud of and connected to, rather than the painfully neglected and little visited eyesore of the past. Trips through the Cemetery are already totalling over 80,000 a year. Over 100 volunteers now assist the Project through working parties and help run highly successful events such as BerkoBookFest and Heritage Open Days. With the new Garden of Remembrance, the Cemetery will again become an active place of commemoration. In nurturing biodiversity, encouraging wildlife and recycling through composting and focussing on minimising use of resources, the project will demonstrate the role cemeteries can play in encouraging sustainability.

7. Is your organisation VAT registered ? NO

8. When do you intend to start the project: January 2020

Completion date: September 2020

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

£11,800

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

Funds immediately available from your organisation (including pledges): £ £5900

Balance being raised through The Big Give Campaign, of which this grant would form a contribution:

Grant requested from Berkhamsted Town Council : £1000

TOTAL FUNDING OF PROJECT: £11,800

10. Please give details of any reserves or savings held by your organisation

Balance at 2nd December 2019: £17,646.29

11. Who should cheque be made payable to?

Friends of St Peter's, Great Berkhamsted

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name

Dr James Moir

Signed

Position: Project Manager

Date 4th December 2019

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents MUST be submitted with your application:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be sent to:

The Town Clerk
161 High Street,
Berkhamsted, HP4 3HD

THE FRIENDS OF ST. PETER'S GREAT BERKHAMSTED

Charity number 1160314

ANNUAL STATEMENT OF ACCOUNTS

Year ended 31 March 2019



About the Friends

The Friends of St Peter's Great Berkhamsted, established as a charitable trust by a Trust Deed dated 5th March 2013, achieved charitable status on 3rd February 2015.

The Friends' objective is to use its funds (the Trust Fund) for the preservation, repair, maintenance, restoration, improvement and ornamentation of the fabric of the Parish Church of Great Berkhamsted and of the Churchyards occupied by or belonging to the Church. The charity is based and focused in Berkhamsted, Hertfordshire which is an ancient market town with a long and important history. Pivotal to the town's history is both St Peter's Church and the associated churchyards.

St Peter's Church is a medieval building full of historical and architectural interest which lies at the heart of Berkhamsted. In the eight hundred years of the church's history, we can trace the fortunes of our town. Townspeople, school children and visitors can find in St Peter's a rich heritage of local and architectural history.

The detached churchyard (Rectory Lane Cemetery) is the only large open space at the east end of the town and has the potential to become an attractive public amenity. The lives of those who are buried in St Peter's and its churchyards are a source of interest to people in Britain and overseas researching their family histories.

The Trustees support this heritage and provide the resources and practical support that will enrich these facilities for the local community and safeguard these important sites for our children and grandchildren. The charity aims to provide an opportunity for individuals, families, local institutions and businesses to become involved in the care and conservation of this irreplaceable heritage.

Our Patrons

Carolann Smith Dorrien

The Venerable Jonathan P. Smith, Archdeacon of St Albans

The Trustees

Mr Peter Williamson	(Chairman)	Revd Timothy Pilkington
Mrs Catherine Imber	(Secretary)	Dr Christopher Green
Mr Steve Elliff	(Treasurer)	Mr Paul Crosland
		Mr Peter Matthews
		Mr Justin Apthorp

Governance and Management

Chairman's Statement

I am delighted to report that during the year to 31st March 2019 the Trustees continued to make excellent progress in the development of their key projects.

Following the National Lottery award of £907,000 in 2017, The Rectory Lane Cemetery Project moved into full swing and during 2018 all the principal conservation works were undertaken by four contractors. The Memorial Arch and Gatepiers were jacked back into a vertical position and restored; buttresses, anchors and stitching were introduced where the boundary walls were unstable or had collapsed. Nineteen selected memorials in the Lower Cemetery were overhauled, and our resident stonemason apprentice, Will Yendell, received valuable training and instruction, to the extent where he is now able to provide a service for the restoration of family memorials. The ironwork of the boundary fencing and gates was taken away, fully repaired and reinstated. Designs for the Volunteer facility at the top of the site were finalised. Over the winter, all the proposed tree works were carried out, and tenders sought for the landscaping works which are now the focus of the Project.

A full events and activity programme was delivered, such as the highly successful Heritage Open Days in September themed around the stories associated with the memorials and WW1, an Easter discovery walk, creative writing sessions, a batwalk, birdwatching and nestbox building, beekeeping and participation in the Chiltern Walking Festival. These are all examples of the range of experiences the Cemetery is offering to new audiences - schools, social and learning groups, scouts and community organisations. With regular bulletins, social evenings and training sessions, the programme is steadily building community support and without the growing number of volunteers who give up their time to assist at the regular work parties, to carry out research and to help at events, the Project could not be sustained.

Other possible projects in the course of development include the restoration of the Bryceson organ, the re-painting and re-gilding of the dials of the clock on the Church tower, the consolidation of the guides to St Peter's Church and the refurbishment of the Court House. So far as the last mentioned of these is concerned, following correspondence with the Charity Commission the Trustees decided that it was not necessary to apply for permission to include both the Court House and Court House Cottage in the charitable objects of the Friends. It was accepted that the definition of "Churchyard" in the Trust Deed could, and was intended to, cover the Court House and Court House Cottage.

Peter Matthews was re-appointed as a Trustee for a further three year term commencing on 3rd August 2018. Original Trustees Paul Crosland, Christopher Green, Catherine Imber and Peter Williamson were all re-appointed as Trustees for further three year terms commencing on 5th March 2019.

In addition to the talk on 15th October 2018 by Professor Heather Jones entitled "Myths and Realities of the First World War – One Hundred Years On" which was referred to my Statement last year, the Friends held a showing of the Armistice Centenary Edition of "A County at War" on 13th May 2019. This is the updated version of the highly acclaimed film of life on the Home Front in Hertfordshire commissioned by the Lord Lieutenant to commemorate the First World War.

Structure, Governance and Management

The Trustees are responsible for the overall direction and policy setting of the Charity. They meet at least four times per annum (in fact five times in the year to 31st March 2019) and Minutes of all meetings are recorded, agreed and duly signed.

Risks are managed through both Financial and Health & Safety monitoring with:

- Updates of the current financial position in the form of Financial Reports presented at all Trustees' meetings.
- Reserves Policy agreed and maintained with Unrestricted Funds representing a third of annualised regular expenditure.
- Health & Safety Assessments undertaken prior to events of a social or volunteer nature.

All Trustees give their time freely and no payments other than reimbursement of expenses were made during the year.

Specific projects / activities are sponsored by a nominated Trustee who is responsible for:

- Providing regular updates at Trustees' meetings on relevant projects / activities.
- Obtaining approval for the application of funds when necessary and when no third party grant is available.

Trustees are appointed for terms of 3 years and are eligible for re-appointment. The appointment of new Trustees is agreed by the continuing Trustees.

Treasurer's Report

The Friends have continued to take responsibility for the maintenance of both the Church and Cemetery grounds with contracts funded by the PCC of St Peter's and Dacorum Borough Council. These works are undertaken by two local sub-contractors, namely SRT Trading and Frank Cooper and Son Ltd. Funding for contractual commitments in respect of this maintenance activity is secured and paid ahead of the scheduled works.

Grants from the Heritage Lottery Fund and Dacorum Borough Council have provided ongoing funding for the work at the Rectory Lane Cemetery.

Membership funds have remained steady year on year and the Friends continued to receive support from the Cowper Society which hosts at the Friends' social events.

FRIENDS OF ST. PETER'S CHURCH

**Receipts and payments
FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2019 £	2018 £
Receipts					
Maintenance funding		2,685	-	2,685	5,685
Funding/grants	3	-	266,197	266,197	49,876
Donations		1,751	-	1,751	1,510
Membership subscriptions		1,537	-	1,537	1,574
Gift aid		1,749	-	1,749	-
Total Income		7,722	266,197	273,919	58,645
Payments					
Maintenance contracts		1,319	-	1,319	4,474
Projects	4	-	284,457	284,457	45,214
Insurance		1,243	-	1,243	603
Other/Audit		2,090	-	2,090	346
Total Expenditure		4,652	284,457	289,109	50,637
Net Incoming/ (Outgoing) Resources		3,070	(18,260)	(15,190)	8,008
Transfers between funds		(9,527)	9,527	-	-
Net movements in funds		(6,457)	(8,733)	(15,190)	8,008
Balances brought forward at 1 April 2018		12,094	8,733	20,827	12,819
Balances carried forward at 31 March 2019		5,637	-	5,637	20,827

FRIENDS OF ST. PETER'S CHURCH
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2019

	2019	2018
	£	£
CASH FUNDS		
Cash at bank	5,312	20,502
Cash in hand	325	325
	5,637	20,827
	5,637	20,827
FUNDS		
Unrestricted	5,637	12,094
Restricted	-	8,733
	5,637	20,827
	5,637	20,827

Notes to the Accounts

1. The financial statements have been prepared in accordance with the Statement of Recommended Practice; Accounting and reporting by Charities (SORP 2015).
2. The Restricted Fund at 31st March 2019 relates to the Heritage Lottery Grant and Hertfordshire CC Locality Grant which are specific funding for the development of the strategy and detailed plan of the Rectory Lane Cemetery.

3. Project Funding / Grant Income Analysis

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Lottery Funds	-	254,197	254,197
Dacorum Borough Council		11,000	11,000
Groundwork UK		1,000	1,000
Total	-	266,197	266,197
	-	266,197	266,197

4. Projects Expenses Analysis

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Cemetery	-	284,457	284,457
Total	<u>-</u>	<u>284,457</u>	<u>284,457</u>

Approved by Friends of St Peter's Church on 2nd December 2019 and signed on its behalf by:

.....
Mr. Peter Williamson (Chairman)

**INDEPENDENT EXAMINER'S REPORT
TO THE
FRIENDS OF ST. PETER'S GREAT BERKHAMSTED**

Independent Examiner's Report to the Trustees of St. Peter Great Berkhamsted

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2019 which are set out on pages 5 to 7

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination 3.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Shaun Brownsmith FCA
Haines Watts
Chartered Accountants
Milton House
Gatehouse Road
Aylesbury
Buckinghamshire
HP19 8EA

Date:

01741676
00636 01



Current Account



Branch details
Berkhamsted Branch
199 High Street
Berkhamsted
Herts
HP4 1AW

Summary 5 Sep 2019 to 4 Oct 2019
Sheets 160 to 163

Previous balance	42,355.63
Withdrawn	13,151.25
Paid in	35.00
New balance	29,239.38

N35800/01741676/M 600221/00636



Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

If you have changed your address or telephone number, please let us know.

For Bank use

THE FRIENDS OF ST PETER'S
GREAT BERKHAMSTED
BUSINESS CURRENT ACCOUNT

BIC NWBK GB 2L
IBAN GB08 NWBK 6002 2164 1092 16