

# ***RPLC***

**Richmond Parish Lands Charity**

## **Report of the Trustees & Financial Statements**

**Year ended**

**30 June 2011**

## REPORT OF THE TRUSTEES

### Report of the Trustees for the year ended 30 June 2011

The Trustees present their report along with the financial statements of the charity for the year ended 30 June 2011. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Scheme, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

### Governance, Structure and Management

The Charity is governed by a Charity Commission Scheme sealed on 13 May 1991 and is a registered charity number 200069. Richmond Parish Lands Charity administers a royal gift made in 1786 to help the community in Richmond. Through grant-giving and social housing we seek to improve the quality of life of disadvantaged people within our benefit area which comprises the London postal code districts TW9, TW10 and SW14.

### Recruitment and appointment of Trustees

In October 2010 Colin Craib succeeded Jeff Harris as Chairman.

About half of the Trustees are recruited by the RPLC through advertisement; others are nominated by local voluntary sector organisations. Trustees have particular regard for the need to co-opt people with a broad range of relevant skills and experience to carry out the work of the charity. Following an interview with a sub-committee of Trustees, recommendations are made to the full Board for approval.

During the last 12 months we have been pleased to welcome **Ashley Casson** as a Trustee and member of the Education Committee. Nominated by Richmond Charities she replaces **Martin Taylor** who has completed his eight year term as a Trustee. Martin served for some time as Chairman of the RPLC's Property Committee and was a key advocate for the charitable housing provided by the Charity. **Jonathan Brewer** stepped down as a Trustee during the year following his appointment to the United Nations. His input as a member of the Education Committee will be missed. Finally thanks are due also to **Councillor David Marlow** for his contribution as a Trustee whilst Mayor; welcoming **Councillor Clare Head** as his successor.

At the end of the year a number of Trustees completed their terms of office. **Robert Guy** was Chairman of the Finance & Investment Committee where he led the recruitment of new investment managers and auditors. He was also a member of the Grants Committee. **Janet Kingston** and **Margaret Marshall** were both members of the Grants and Property Committees. Their work on liaising with tenants and chairing the Grants Committee respectively will be sorely missed. **John Wylie** also completed his eight years as a Trustee having been a valued member of the Property and Finance & Investment Committees. Finally **Margaret Saunders**, an LBRuT nomination, has also left the RPLC finishing as Chairman of the Grants Committee and a member of the Education Committee.

Following a successful online and press recruitment campaign the RPLC received a large number of applications to join the Trustee Board. After short-listing and interview we are pleased to welcome **Kate Ellis**, **Paul Cole**, **Ros Sweeting**, **Rosie Dalzell** and **Tim Sketchley** as new Trustees from July 2011. They are joined by **Councillor Lisa Blackmore** as a new LBRuT nomination.

### Induction and training of Trustees

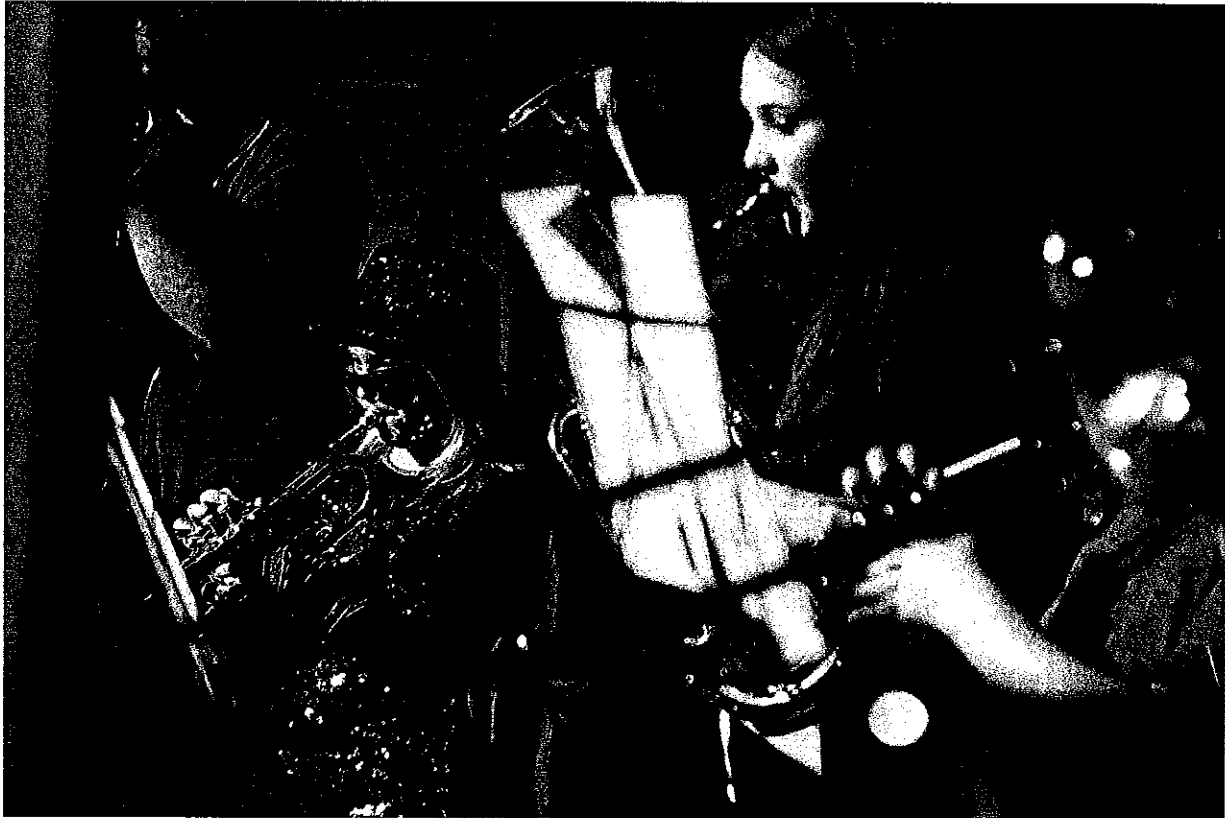
All trustees give of their time freely and no trustee remuneration was paid in the year. Details of related party transactions are disclosed in Note 17 to the accounts. Trustees are required to disclose all relevant interests and register them with the Director annually, and withdraw from decisions where a conflict of interest arises. Neither the Charity nor any of the trustees have interests in the Charity's investment vehicles or properties, but any such interests would be disclosed.

All new Trustees are introduced to the Committee Chairmen, meet the office team and are offered an opportunity to visit some of our investment and residential properties. New Trustees are provided with briefing material, including a copy of the Charity Scheme, key policy documents and minutes from the Board Meetings and the Committees to introduce and explain their role and the full remit of the Charity.

Trustees serve initially for a four-year term which may be extended for a further four-year term. The Charity Scheme provides for a minimum of 9 Trustees, to a maximum of 15 Trustees.

### **Organisation**

The full Board of Trustees meets at least 6 times a year. Four other committees of Trustees: Finance & Investment, Grants, Property and Education review the financial and charitable activities of the Charity in greater detail. The committees also review the RPLC's investments and strategically review the needs of the Charity and its beneficiaries.



**Richmond Music Trust**

## **Our Values**

### **We aim to: -**

Optimise the relief of need  
Consider all our stakeholders  
Be rigorous in everything we do  
Monitor effectiveness of our donations and work

### **We seek to be: -**

Progressive in our appraisal of and our approach to need;  
Responsive to need without prejudice and with a generosity of spirit;  
Open, accountable and transparent in our activity;  
Compassionate in our dealings with people;  
Fair, independent and balanced in our approach

### **By: -**

Researching and understanding the causes of deprivation in Richmond  
Providing support to the needy and deprived  
Responding promptly to voluntary organisations seeking support  
Helping individuals in our area to live independently  
Managing our social housing properties for our tenants

### **Objects of the Charity for public benefit**

The objects of the Charity under the Charity Scheme are to further all or any of the following purposes within the Benefit Area, the London post code zones of TW9, TW10 and SW14:

1. The support of the elderly and those in need
2. The care of those suffering ill health or hardship
3. The provision of recreational facilities and support for leisure activities
4. The promotion of education and helping people to undertake courses and training.
5. Any other charitable purposes for the benefit of the local community

Income constraints mean that Trustees do not support initiatives outside the Benefit Area.

### **Main charitable activities for the public benefit**

- General grants to charitable organisations and individuals in need within the benefit area.
- Grants to support the education and training of individuals and education projects within the benefit area.
- Provision of housing to those in need within our benefit area
  - 89 tenantable units owned by the RPLC
  - 35% nomination rights for 346 London & Quadrant dwellings.
- Hiring of public meeting room (The Vestry Hall) to local organisations.



***Young Parents Project, Art Session***

## **ACHIEVEMENTS AGAINST OBJECTIVES FOR 2010-2011**

Trustees aimed to review the RPLC's support to needy and vulnerable people in Richmond, its regular funding of many local charities, and the accommodation offered to families through the provision of charitable housing.

### **Property**

The review of charitable housing led to trustees deciding to set varied rent increases depending on the size of property. It is important that rental income is greater than maintenance costs.

A lunchtime forum was hosted by the RPLC to promote further understanding of recent changes in local and national funding priorities and the potential impact these may have on our tenants.

### **Grant Giving**

While in the past a significant percentage of grants have been given to regularly funded organisations, steps are being taken to increase the amount available to strategic priorities. During the year over £100k was awarded in strategic funding to allow projects supporting Family Life to extend the range of their activities.

The RPLC hosted a lunchtime forum on 'Social Inclusion' which was attended by representatives of over 20 organisations. The promotion of social inclusion has been set as the priority for strategic funding in the next two years. The forum enabled the RPLC to understand the topic more fully and to develop some criteria for the allocation of funding.

### **Grants to Organisations**

The RPLC continued to support the voluntary sector in Richmond by contributing to the core costs of 55 organisations. These regularly funded groups enjoy the relative security of knowing that some of their salary, office and maintenance costs will be met by the RPLC grant. These groups cover a wide range of activities and operate in such fields as the Arts, Mental Health, Care for the Elderly and Youth work. Over £400,000 was awarded for this purpose.

One of the largest grant recipients, The Vineyard Project, which had been funded through a grant to RBMIND, closed during the year. RPLC supported the Project since its inception and their client group also received many crisis grants through the referral process. A grant of £21,400 was made to help with the transition of the service users to other support groups. Trustees also awarded a grant of £10,000 to the Vineyard Community Centre to assist in the setting up of a project which will work with this client group. Sizeable grants were also awarded to Age Concern, the Cambrian Centre, SPEAR, Richmond CAB and the Integrated Neurological Services.

Activities in Ham and Mortlake were strengthened by grants to Ham SOS and Mortlake Community Centre. A refurbishment programme at Kew Community Trust benefited from a grant and Kew Cricket Club received a grant to repair the outdoor nets on Kew Green.

Other sporting activities which take place on Ham Playing Fields have been awarded funds through a grant to the Kew and Ham Sports Association.

People with learning difficulties received one to one support in Richmond from Voiceability and the Bold Balladiers once again entertained the frail and elderly in local care homes with nostalgic songs from the past. RPLC helped finance both these initiatives.

## Grants to Individuals

We give three types of grants to people living in our benefit area:

### 1. Crisis Grants

These grants offer a fast response to crisis situations arising where people cannot access statutory funding. RPLC is in contact with a network of referral agencies, such as the CAB, Social Services, Richmond Housing Partnership and the Community Mental Health Teams. The Charity helps with the purchase of white goods, furniture or household items, and the payment of utility bills or child related expenditure. Each summer we invite representatives of the referral teams to meet with us. This has a dual purpose: to inform new referrers of what is available for their clients and explain how to access these grants speedily. The RPLC tries to respond to the requests within 24 hours but this can depend on the quality of the information we are given. The recipients often write to express how much the grant has helped them at a very low moment in their lives.

Applicants are encouraged to use the Furniture Scheme where appropriate and this can often be an excellent way of making a small grant go a long way. An applicant wrote to us to thank the Charity for a grant to furnish her new tenancy.

*"...you gave me £100 to spend at the Furniture Scheme and £200 to spend at Argos. With these funds I was able to buy a bed, fridge-freezer, curtains, rails, lampshades, a chest of drawers and a tool kit that enabled me to settle into my new place. ...I feel very fortunate to have been offered a place to live and thanks to you I have been able to make it into a home. Thank you ever so much."*

**Crisis grant recipient**

*"I just wanted to say thank you so very much for the financial assistance you have given me towards my electricity debt. It has not only reduced the amount to a more manageable amount until I am once more gainfully employed but it has also taken off a great deal of pressure. It has given me peace of mind."*

**Crisis grant recipient**

*"Our client is incredibly pleased that she will be able to begin computer lessons with UCanDoIT and I envisage that having access to the internet and developing skills around using the computer will enable her to have greater independence and far more contact with family and friends. It was an absolute joy to see her response when she found out that her application had been successful."*

**Crisis Grant Referral Agency**

### 2. Winter Fuel Grants

The particularly cold winter created anxiety for many elderly people on low income. Trustees continue to help pensioners on a means tested benefit with a contribution towards their winter fuel bill. This year the grant rose to £60. This enabled more than 603 vulnerable people in the benefit area to leave their heating on a little longer as the temperature dropped.

Some examples of notes from Warm campaign recipients: in 2011.

*"...it is very much appreciated—especially with the long cold spell which continues to prevail."*

*"Many thanks for your generous cheque towards my fuel bill. It is a tremendous help. What a winter of snow! Lovely but lethal! I did manage to escape falling over, I am thankful to say."*

*"This is so generous and so much needed. It is one of the few good moments of any year."*

*"This gift is very useful, especially over such a cold and dark winter."*

*"It was a Godsend to me as my bill was so high. I had to burn electric fires that my son bought me, day and night, as this flat is so cold."*

### **3. Education**

These grants are to help adults of any age to obtain vocational, professional or academic qualifications or to retrain after unemployment. We aim to improve employment prospects, increase independence and enhance quality of life. Grants can range from £50 to cover books to several thousand pounds over four years for fees. Applications are made directly to our Deputy Director Barbara Gilgallon, applicants must either work in, or have lived in, our benefit area for at least 6 months before they apply. Applications are decided on by our Education Committee which meets 6 times a year.

## **ACHIEVEMENTS AND PERFORMANCE**

### **a) Funding for local charities**

During the year the RPLC made grants to 93 organisations, many receiving annual payments to help them with their core salary and administration costs. Following a review by the Grants Committee most organisations received a 4% increase in the level of their funding and four organisations were added to the Regularly Funded list: Fitzherbert House, Isabella Court, Still Building Bridges and Richmond Legal Advice Service. No organisations were removed from the Regularly Funded list.

<b>Numbers of Grants Made</b>	<b>2010-11</b>
Grants to individuals	1,020
Grants to organisations	<u>93</u>
<b>Total number of grants</b>	<b>1,113</b>
<b>Amount paid</b>	<b>£893,807</b>

### **b) Strategic Grants (£106,946)**

Trustees agreed, as part of the 2010-2015 Strategic Development Plan that the priority for funding in the year to June 2011 would be the consolidation of previously funded projects particularly those associated with Family Breakdown. Following scrutiny by the Grants Committee the following organisations received strategic grants during the year:

- 1) Brentford Community Sports (£20,000)**  
Encouraging Ham residents to participate in sports initiatives
- 2) Crossroads Care (£6,400)**  
Families with disabled children were offered additional respite care
- 3) Crossway Pregnancy (£6,000)**  
Support to those affected by an unplanned pregnancy
- 4) Home Start (£7,100)**  
Vulnerable families benefited from a advocacy worker visiting them at home.
- 5) MID Mediation and Counselling (£15,750)**  
Good parenting programme to support children post divorce
- 6) LBRuT Arts Service – Orleans Gallery (£9,230)**  
An Arts based family support programme.

- 7) **Off the Record (£3,000)**  
Counsellor support
- 8) **Petersham & Ham Scouts (£2,466)**  
Additional security for scout facilities
- 9) **Relate (£12,000)**  
Family Counselling with those affected by domestic abuse.
- 10) **Richmond Carers Centre (£5,000)**  
Supporting carers emotionally and practically where there is a risk of breakdown.
- 11) **SPEAR (£20,000)**  
Mentoring programme to put isolated individuals back in contact with family and friends



**The new SPEAR building – Penny Wade House**

**c) Grants made during the year July 2010 – June 2011**

Addiction Support and Care Agency	11,700	MiD Mediation and Counselling (2 grants)	21,150
After School Care, Richmond	1,560	Mortlake Community Association (2 grants)	13,700
Age Concern	20,000	Mortlake Organ Appeal	500
Alzheimer's Society SW London Branch	5,000	Museum of Richmond	4,500
ArtsRichmond	2,000	Off The Record	10,600
Bold Balladiers	800	Orange Tree Theatre	16,500
Brentford Football Community Sports	20,000	Orleans Gallery	9,230
British Trust Conservation Volunteers	2,700	Palmer House	400
Citizens Advice Bureau (2 grants)	40,200	Parkinson's Society	500
Cambrian Community Centre	35,000	Performing Arts Festival	500
Care Leavers Support	10,000	Petersham & Ham Scouts	2,466
Careline Rentals	1,920	Q2 Players	300
Central & Cecil Housing Trust	7,800	Richmond Advice & Info. on Disability	9,900
Crossroads Care (2 grants)	25,300	Richmond & Kingston Accessible Transport	5,000
Crossway Pregnancy Crisis Centre	6,000	RB Mind—Vineyard Project	24,700
Cruse Bereavement Care	3,100	Relate (2 grants)	22,600
Ethnic Minority Advisory Group	7,000	Richmond Avicenna	1,755
FISH Neighbourhood Scheme	4,500	Richmond Carers Centre (2 grants)	7,100
Fitzherbert House (2 grants)	750	Richmond EAL Friendship Group	500
Friends of Strathmore School	3,000	Richmond Good Neighbours	12,000
Furniture Scheme	5,200	Richmond Legal Advice Service	2,000
Ham SOS	12,000	Richmond MENCAP (2 grants)	15,400
Handyperson Scheme	10,300	Richmond Music Trust	15,250
Holly Lodge Centre	2,435	Richmond Orchestra	500
Home-Start (2 grants)	16,000	Richmond Ravers	300
Integrated Neurological Services	20,600	Richmond Youth Partnership (2 grants)	18,200
Isabella Court Residents Association	750	River Thames Boat Project	4,500
Kew & Ham Sports Association	9,400	Russell School	1,000
Kew Cricket Club	3,500	School Food Matters	500
Kew Community Trust (2 grants)	12,835	Sheen Lane Day Centre	2,500
Kew Neighbourhood Association	11,100	SPEAR (4 Grants)	42,400
Kew Out of School Club	2,694	St Matthias Community Centre	6,000
Kingston & Richmond Advocacy	4,400	St Richard's with St Andrews School	600
Latchmere House	6,000	Three Wings Trust	3,500
Learn English at Home	1,235	-the bridge- (2 grants)	4,500
Library & Information Service	1,500	Try Learning	4,623
Marble Hill Play Centre	4,100	Vineyard Community Centre	20,000
Meadlands School	1,612	Voiceability	3,000
		Young Science Events Richmond	1,000
	<b><u>333,991</u></b>		<b><u>309,674</u></b>
		<b>Sub Total</b>	<b>643,665</b>
		Forums	162
		Anti-poverty grants to schools	29,610
		<b>Total Grants to Organisations</b>	<b><u>£673,437</u></b>

Education awards to individuals	106,953
Education Sector Training Grants	9,864
Crisis Grants	67,373
Energy Poverty Grants	36,180
<b>Total Grants to Individuals</b>	<b><u>£220,370</u></b>
To Individuals	<b><u>£220,370</u></b>
To Organisations	<b><u>£673,437</u></b>
<b>Total Grants Awarded 2010-11</b>	<b><u>£893,807</u></b>

## **d) Commitment to Education**

### **1) Individuals**

*"You have allowed me to follow my dreams and for that I am grateful"*

**MSc Student**

The effect of the recession on the nature of applications to the Education Committee has been evident in the past year. Redundancies have made many people seek retraining and new career pathways. Some have needed to improve their skills to increase employability and others have faced the challenge of following a new career path.

In the year 2010-11 the Education Committee approved 119 (2010:109) grants to individuals totalling over £110,000. 36% of these were vocational and we have provided grants for a variety of occupations including plumbers, tilers, beauticians, counsellors, football coaches, childminders, accountants, book keepers and security guards. The Charity also continues in supporting the voluntary sector in Richmond by ring fencing some of the budget for the training and improving the skills of volunteers and paid employees. Four youth workers nominated by Richmond Youth Partnership received assistance to gain an NVQ level 3 in Youth Work. An employee at SPEAR undertook an NVQ in Information, Advice and Guidance to enhance her skills and workers at AgeUK Richmond and ASCA also benefited from sector training grants.

Several grants were made where the applicant's mental or physical health were improved through the therapeutic nature of the course. Programmes of study such as Painting, Ceramics, Musical Appreciation, Creative Writing, Pilates and Keep Fit have helped participants on the road to recovery. Trustees were pleased to hear of the successful conclusion of research for students studying at doctorate level in fields including Cancer research, Integrative Psychology and Counselling Psychology. Second degrees (Masters) are increasingly becoming the norm in many professions, especially where students wish to teach in Adult Education or specialise in a particular field. This further commitment to study is difficult for people with young families or student debt. 20% of the funding now goes to people studying at this level.

The Education Committee receives many letters of thanks which underline the impact on the lives of grant recipients.

*"I am so pleased to be able to move forward and develop my learning ..."*

**Sector training student**

*"A great big thank you for making another year of study possible."*

**Building trade skills student**

*"...the grant meant I was able to further my career at a crucial stage"*

**MA student Fine Art**

Letters come not only from grant recipients but from those who support them and who see the difference it had made in their lives. One of our student's referees wrote recently regarding the impact of a grant on a father of three who was training as a Bereavement Counsellor after 20 years working in an unfulfilling job.

*"...He sent me a moving email yesterday not long after he had opened the letter from yourselves. He expressed his joy at being offered a grant. It is great to know that people believe in him. I am sure that he will not let you down ...."*

## **2) Organisations**

### **Anti-Poverty Grant to schools**

16 schools in the benefit area received grants to assist pupils from families on low income through the anti-poverty scheme. £29,610 was distributed for this purpose. Head Teachers use this grant in a variety of ways, and many utilise it to help with the cost of school journeys and outings which can be challenging for some families.

*"It is very much appreciated- people have already been asking if we can help them with their payments. I can now say yes, we can. It really makes a difference."* **Primary school Head teacher**

### **HMP Latchmere**

The closure of Latchmere Resettlement Prison in Ham in September 2011 brought to an end a decade of support for inmates who acquired skills and qualifications which enabled them to find employment on their release. In recent years the RPLC entered into partnership funding with the Royal London Society and the Building Trades Skills Centre to fund courses leading directly to employment. It has been acknowledged that support of this kind greatly reduced the risk of re-offending.

### **Care leavers grant**

In partnership with Hampton Fuel Allotment Charity the Charity gives a grant each year for young people leaving care who are following a course of education or training. RPLC is represented on the grants panel which allocates payments and this support is recognised as a helpful incentive for these vulnerable students to complete their courses.

### **Regularly supported organisations**

Richmond Music Trust continues to receive a grant to support children to access instrumental tuition and the Museum of Richmond offers educational activities to local schools with the help of an RPLC grant. Young Science Events in Richmond and the Library and information service used their grants to encourage local children's interest in science and literacy.

### **New Projects**

The Education Committee approved 13 new projects in 2010-11. In a busy and productive year groups serving many people in the community offered activities for all age levels. An outdoor Arts festival in Richmond Park used the grounds of Holly Lodge to tell well known stories in attractive surroundings with an emphasis on accessibility. Food Education in Richmond Schools was supported through a grant to School Food Matters and the unit for disabled children at the Russell School received help with the cost of horse riding lessons. An After school group in Mortlake was saved from possible closure and the young parents group in Richmond enjoyed cooking lessons and art classes while their children are looked after by trained carers. Meadlands School planted an orchard with RPLC funding and the Friends of Strathmore School received a contribution to a new mini bus. A charity which helps isolated women learn English at home was supported and the young members of the Afghan community enjoyed the ongoing facility of the Avicenna Saturday School which maintains the connection with their language and culture.

### **e) Charitable Housing and Property**

Trustees, aware of the advice contained in the Charity Commission's guidance on Public Benefit, believe that prudent management of the charity's property portfolio offers real benefit not only to tenants living in its charitable properties but also to users of the Vestry Hall and Dickson House. The RPLC continues to maintain and improve a range of properties including residential, charitable and commercial units. There is still a real need for charitable housing in the Benefit Area and Trustees are committed to doing what they can to relieve that need. The charity, alongside its grant giving, makes a significant charitable contribution to tenants in its residential properties estimated to be in excess of £900k, or £10.2k per household in the year

to June 2011. Income received from our tenants and licence or leaseholders, after the deduction of management and maintenance costs, is distributed in grants within the Benefit Area.

### **Charitable Housing**

During the year one Cambrian Road property was sold and two 3-bed properties were purchased in Ham. The RPLC has 89 tenantable units offered as charitable housing. This enables people to live and work in Richmond, who otherwise would not be able to afford to do so. The charity is also determined that its housing stock is improved where possible and maintained to a high standard. Maintenance and improvements were carried out on over 50 units at a cost of nearly £250k.

*“Just a short note to say thank you so much for putting a roof over my head after 16 months living in a tent. It has been the answer to many prayers that have been said on my behalf. I can’t put into words just how grateful I am to you...”*  
**(Charitable Housing Nomination)**

124 adults and 95 children are currently living in charitable housing. Over the last 12 months two families have moved into RPLC accommodation in Ham. Aside from its own properties, the RPLC has nomination rights to 35% of the housing units, as and when they are vacated, on the Queens Road Estate of which the RPLC owns the freehold. Two people were nominated to one-bed units managed by London and Quadrant.

*“This last 12 months have passed so quickly that it surprised me to be given my secure tenancy, having been here for one year. My flat is warm, comfortable, convenient, secure – and location, location, location! I want to thank everyone at Parish Lands for making it possible.”*  
**(Charitable Housing Nomination)**

### **Investment Properties**

Dickson House is a specially designed block of 8 art studios on the Queens Road. Lease holders at Dickson House include painters, jewellers, photographers, illustrators and designers. The building was fully occupied during the course of the last 12 months.

### **Vestry House Offices**

The commercial office suites that we have at the Vestry House continue to be fully occupied with Hays renewing their lease on a ground floor suite for a further 3 years. The funds raised through letting out these offices is a vital part of the income that we are able to distribute in grants to individuals and local organisations within our benefit area.

### **Vestry Hall**

The Vestry Hall, with a capacity of about 70, continues to be a popular venue for meetings of local voluntary sector groups and some commercial ventures. Over 200 bookings were made during the six months to 30 June 2011. More than 40 separate organisations used the hall, with 75% of them being from the Voluntary Sector. Among the regular users of the Vestry Hall are: The Richmond Art Society, Richmond Society, The Historical Association, Cercle Francais and the Richmond Archaeological Society.

### **Housing Forum**

In March 2011 representatives from 12 organisations involved with the provision of housing attended a meeting held at the Vestry House. Representatives came from London & Quadrant Housing, Barnes Workhouse Fund, Richmond Charities, Richmond Central & Cecil, and Hastoe Housing. Topics discussed at the meeting were varied and included: anti-social behaviour, property maintenance, and housing needs in Richmond.

### **The Cambrian Centre**

An extension of one year to the Lease on the Cambrian Centre was granted in June 2011. This gives the Centre Trustees an opportunity to see if there is sufficient support among the local community to move forward with a new three year lease from July 2012.

## **Valuation of Property Holdings**

During the year a valuation of all the RPLC's property holdings, including the charitable and investment properties was carried out. This is carried out at least every five years for inclusion in our annual accounts.

## **MONITORING ACHIEVEMENT AND OUTCOMES**

All organisations in receipt of a grant of more than £500 are required to complete a monitoring and evaluation form. Questions on the form include: 'What unexpected issues did your organisation encounter in the past 12 months?' and 'How will your organisation make any changes as a result of your evaluation?' Grant recipients are also invited to bring to the attention of the Trustees any matters of concern relating to their grant or to the service offered by the RPLC. We are grateful to those who have been in contact with us during the last 12 months and have provided valuable feedback on the work we are undertaking.

As a local charity our funding impacts on many voluntary sector organisations and individuals. During the course of 2010/11 we made awards to 93 organisations and 1,020 individuals. The public benefit of the RPLC's grant giving becomes clear when we receive notes of thanks from those we have assisted.

"We have just had a lovely party day – appreciated by one and all – and looking forward to a proper Christmas lunch for all those unable to be with family or old friends. Many thanks for the help the RPLC has given us to celebrate."

**Fitzherbert House Residents Association**

**The Director of a local charity** wrote:

"We supported a young man on an ongoing basis after he expressed distress from being allegedly bullied at College. We worked with him to increase his self confidence. This included some coaching techniques to establish goals and the provision of a range of safe and supported activities available to him, so to increase his sense of independence. He is now less dependent and appears happier."

**Another recipient** receiving a grant for running costs stated:

"The grant from RPLC has enabled us to launch and maintain the transition Youth Club which is having a major impact on the lives of the teenagers taking part. For most of them this is their only opportunity to mix socially with their peers. Before January 2009 their main form of recreation was to stay at home with TV and their computers. Two of the boys were more outgoing and attended structured activities but none had friends. Attendance for term 1 was 88 per cent for 9 two hour sessions, and for first half of term 2 was 85 percent for 5 two hour sessions."

**The head of another organisation** told us:

"Without the support of the RPLC we would have been unable to provide a universally accessible relationship counselling service. We have been especially grateful for support during the most recent period of uncertainty around our counselling centre." A family counselling client said *"What has been most enlightening for me is how we are now seeing issues from each other's point of view. We're all taking more responsibility for what goes on between us."*

## OVERVIEW OF THE YEAR

This year has seen LBRuT implement the first round of commissioning for services for young people. This has meant that local charities are competing against some regional or national organisations in bidding to provide services locally. Inevitably there have been some charities supported by the RPLC who have missed out and if unsuccessful next year they will have to reconsider the focus of their work. Trustees are acutely aware that in the coming 12 months many more charities are going to be expected to join the commissioning process. It leaves the charities uncertain about the level of income they can expect and leaves the RPLC open to appeals for additional support.

While the economic downturn has continued to impact on grant giving, education, housing and other benefits, the RPLC has been fortunate in that income from our investments rose by more than we expected. This meant that we were able to distribute about £890k in grants, an increase of c.£30k on last year.

While the closure of the Vineyard Project by RBMind meant that there was an under spend on resources set aside for regularly funded organisations, trustees were able to allocate extra funds to new projects. The Social Inclusion Forum held at the RPLC gave some indication of the level of interest there is likely to be in 2011-13 when this is the priority for strategic funding.

During the year it was noted that salaried positions for community development work are being cut back. Trustees are aware that there are many local projects operating in Ham and Mortlake, the two regions in most need within our benefit area. Salary support for some of the people working on these projects could help strengthen the voluntary sector locally. With this in mind Trustees have made contributions to a couple of positions and have earmarked further funds for this in the coming year.

The second impact is now beginning to be felt more keenly: reduced central and local government support for the voluntary sector. This is happening whilst individuals' standards of living are under increasing pressure which both reduces the amount of private giving, and increases the needs of those amongst us who are worst off.

The RPLC continues to help 90 families locally through its provision of charitable housing. Along with the investment properties such as the offices at Vestry House and the Art Studios at Dickson House, property is important in contributing to funds that are available for grant giving.

Whilst Trustees have recommitted to the continuation of the charity's subsidised housing programme, greater priority is now given to those working in the voluntary sector.

My thanks go to Jonathan Monckton our Director, and his deputy Barbara Gilgallon, together with Dorothy Caygill, Frank Galea and Helen Aloof for their day to day management of the Charity.

Finally I would like to thank Jeff Harris for his four years service to the RPLC as Chairman. My thanks also go to many other trustees who have retired during the year for all their help and support.

## FINANCIAL HIGHLIGHTS

The year which ended on 30<sup>th</sup> June 2011 was a good year for the charity with Trustees able to approve increased levels of funding at a time when many organisations and funding bodies are cutting back. Given the continued economic uncertainty there is still a need for caution. The level of grant giving to individuals and to local charities rose during the year by over 3.7% to £893,807 (2010: £861,927). We continued to maintain our charitable housing properties and our financial commitment to this cause. By offering affordable rents we gave a rent subsidy of some £900,000 this year, an average of £10,200 per household. During the year we spent a total of £443,306 (2010 £279,540) on the maintenance of our properties.

The Charity is reliant principally on the income from its investments which amounted to £871,051 (2010: £734,712). The remaining income, £699,965 (2010: £684,988), derives from rental income from our residential and investment properties. The open market value of the RPLC's charitable properties is £40,917,154 (2010: £38,927,000) which is £3,313,154 (2010: £4,552,109) higher than the carrying value which has been assessed on a tenanted basis. The Trustees consider a tenanted basis to be more appropriate as it reflects the expected long term use of these properties providing accommodation at charitable rents to residents in the Benefit Area.

### **a) Investment Managers**

Sarasins & Partners, our investment managers, report:

"RPLC investments are split into two portfolios, both of which are managed by Sarasins & Partners: a Permanent Endowment Fund and an Income Fund, which is expendable capital. The combined portfolios were worth £26,919,043 as at 30<sup>th</sup> June 2011, a significant uplift over the value some 12 months ago (£21,652,598).

The investment objective of the Permanent Endowment Fund is to produce an attractive level of income while rebuilding the capital that has been lost over recent years. It is expected that the income, and thus capital, will grow in "real" terms and over the medium to longer term. In terms of asset allocation, this has resulted in an equity-oriented portfolio (75%), with about one quarter of the equities invested outside the UK. The remainder of the portfolio is invested in a mixture of government and corporate bonds. Over the past 12 months, the portfolio produced a total return of +21.1%, which compared favourably to the bespoke benchmark return of +19.1%. UK equity and bond stock selection were once again better than market indices over the period concerned and drove the outperformance, but overseas equities lagged the MSCI index a little. From an income perspective, performance was especially strong with Sarasins Partners significantly exceeding the target set by the trustees.

The Income Fund is managed in a more conservative manner: approximately 60% of the assets are invested in bonds and cash, which is a slightly more defensive asset mix than at the previous year end. Over the 12 months to 30<sup>th</sup> June, this portfolio produced a total return of +10.7%."

### **b) Investment policy and performance**

The Charity's investment strategy aims to provide for more sustainable income growth in the future through a more widely diversified portfolio. It seeks to protect the capital and income in real terms through a diversified portfolio of equity, fixed interest and cash investments. It is essentially an income strategy with the overall aim of generating sufficient funds to support our grant giving to the current generation while at the same time enabling future generations to benefit from the Permanent Endowment. At 30 June 2011 the total value of the investment portfolio of the Endowment Fund was £25,110,752 (2010: £20,257,091). The total value of the Income Fund was £1,808,291 (2010: £1,395,507).

### **c) Reserves policy**

The Trustees seek to retain free reserves sufficient to enable it to meet expected recurring demands, together with exceptional requests in response to emergency need, during periods of falling investment income. Reserves may also be required to fund working capital requirements. The policy is reviewed on a periodic basis. The actual level of general reserves at 30 June 2011 was £2,205,264 (2010: £2,098,526). The current level of reserves is therefore at the upper end of the range determined by the Trustees. At the time the 2012 Budget was approved in June 2011, Trustees agreed that expenditure on grants should be increased significantly in order to lead to a deficit of £150k and therefore reduce the level of our reserves.

### **d) Designated reserve**

The level of the designated reserve in June 2011 was £244,222 (2010: £219,119). It is held to meet the fluctuation in maintenance costs over the years on the charity's charitable properties. The level of reserve is reviewed periodically.

## **PLANS FOR THE FUTURE**

Trustees are aware of their responsibility in setting a strategy for the RPLC that is able to respond to the changing needs of vulnerable people and voluntary sector organisations in Richmond. Within the total grant giving programme we continue to prioritize funding in support of activities we believe will have the most significant impact locally, these include training for personnel working in the voluntary sector, the promotion of social inclusion initiatives and focused support for projects in Ham and Mortlake.

With statutory and local government funding likely to be much reduced the trustees have decided to increase the grant giving budget for 2011-2012 by nearly 16% to £1.04m compared with actual grants of £893,807 for 2010-11. The challenge in the year ahead will be to encourage organisations to submit funding applications that make good use of these resources in support of our stated aims.

In June 2011 the Lease on the Cambrian Centre expired and Trustees at the Centre agreed to accept an offer of a one year extension to June 2012. Any further Lease will be dependent on the submission of a business plan showing the Centre will be financially viable and substantially used by residents of the Queens Road Estate over a period of three years from June 2012. Meanwhile Trustees will look at a number of options for its properties in the area.

### **Public Benefit**

The Charity has paid due regard to the Charity Commission's guidance on public benefit when examining its activities. The identifiable benefits and how they are achieved are outlined within this report.

### **Risk management**

During the year the Trustees reviewed the major risks which the Charity faces and believe that its various policies including the annual review of the control over key financial systems, and the level of reserves will provide sufficient resources in the event of adverse conditions. Trustees have also examined other operational and business risks which the Charity faces and confirm that they have established systems to mitigate the significant risks, including an annual risk assessment.

Trustees consider the variability of investment returns on the permanent endowment to constitute the charity's major risk to its ability to support the voluntary sector in Richmond as all grant giving comes from the income received from the investments. The Charity currently operates an income strategy rather than a total return approach in relation to investments. Trustees consider this to be the best approach in order to ensure that the Charity is able to offer a continuous service to this generation and to future generations in perpetuity. Trustees have recently approved an investment strategy that aims to place more emphasis on Capital Growth.

## Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and regulations made there-under. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 28th September 2011 and signed on their behalf by:



**Colin Craib**  
Chairman, RPLC

Further information can be found on our website at [www.rplc.org.uk](http://www.rplc.org.uk)

# Administration

## TRUSTEES

### Nominated

Colin Craib, <i>Chair</i>	LBRuT
Ashley Casson	Richmond Charities (from March 2011)
Jeffery Harris	Christians in Richmond
Janet Kingston	Richmond Philanthropic Society (to June 2011)
Margaret Saunders	LBRuT (to June 2011)
Martin Taylor	Richmond Charities (to March 2011)
Rita Biddulph	Richmond Council for Voluntary Service
Sue Jones	LBRuT
Vivienne Press	Richmond Society

### Ex Officio (LBRuT Mayor)

David Marlow	(to May 2010)
Clare Head	(from May 2010)

### RPLC Appointed

John Wylie	(to June 2011)
Jonathan Brewer	(to November 2010)
Margaret Marshall	(to June 2011)
Niall Cairns	
Susan Goddard	
Robert Guy	(to June 2011)

## OFFICERS

Jonathan Monckton	<i>Director</i>
Barbara Gilgallon	<i>Deputy Director</i>
Frank Galea	<i>Accountant</i>
Dorothy Caygill	<i>Vestry House Administrator</i>
Helen Aloof	<i>Secretary</i>
Lynne Bell	<i>Vestry Hall Caretaker</i>

## RPLC OFFICE

RPLC, The Vestry House, 21 Paradise Road, Richmond TW9 1SA  
Telephone: 020 8948 5701 Facsimile: 020 8332 6792 Web Address: [www.rplc.org.uk](http://www.rplc.org.uk)

## ADVISERS

### *Auditors*

PKF (UK) LLP, Pannell House, Park Street, Guildford, GU1 4HN (appointed December 2009)

### *Bank*

Barclays Bank, PO Box 385, Onslow Hall, The Little Green, Richmond, BX3 2BB

### *Fund Management*

Sarasin & Partners, Juxon House, 100 St Paul's Churchyard, London EC4M 8BU

### *Property Management*

HML Shaw & Company, 9 – 11 The Quadrant, Richmond, Surrey TW9 1BP

### *Solicitors*

Dixon Ward, 16 The Green, Richmond, Surrey TW9 1QD