

**TRUSTEES OF RIVINGTON CHAPEL**

**ANNUAL REPORT**  
**AND**  
**FINANCIAL STATEMENTS**  
**FOR**  
**THE YEAR ENDED 31 DECEMBER 2018**

Registered Charity Number:

240302

Registered Charity Name:

RIVINGTON PRESBYTERIAN CHAPEL (TRUST PROPERTY HELD IN CONNECTION WITH)

## **RIVINGTON PRESBYTERIAN CHAPEL TRUST**

Registered Charity Number 240302

Date of Registration 03/05/1965

Operating as Rivington Chapel Trust

		Attendance
Chairman	A R Horrocks	(2)
Secretary	P C Bearon	(2)
Treasurer	M Hough	(2)
Trustees:	F Ascroft	(2)
	M E Brownlow	(0)
	P Fairclough	(2)
	Mrs O Fisher	(2)
	C Haighton	(2)
	C Martin	(1)
	V McCully	(1)
	C Oldham	(1)
	Mrs C Worsley	(1)

M E Brownlow resigned during the year owing to business commitments.

During the year the Manchester District Association of Unitarians Cheshire (Inc) continued to act as the custodian trustee.

## **Report of the Trustees for the year ended 31 December 2018**

The Trustees present their report together with the Accounts of the Charity for the year ended 31 December 2018. The Accounts have been prepared on an historical cost basis and reviewed by an independent person so as to comply with the Charity's Constitution and applicable law.

### **1. Constitution & Objects**

During the year the Governing Document comprises the Indenture drawn up on the 15 June 1704 together with the subsequent deeds of trust, conveyances and indenture. The Object of the Charity is the management of the fabric of Rivington Chapel and the associated grounds and buildings, namely the burial area, Garden of Remembrance and the former Sunday School to enable religious worship in accordance with the philosophy of the General Assembly of Unitarian and Free Christian Churches and other related activities to continue.

### **2. Public Benefit Statement**

The Trustees have had regard to the Charity Commission guidance on public benefit. In pursuit of the Objects of the Trust, the Trustees provide a place of worship for all to attend.

### **3. Organisation**

The Trust operates as an unincorporated association and new trustees are appointed on the occasion of retirement and/or death of existing trustees, with a new Deed of Retirement and Appointment being drawn up as required.

The names of the Trustees who have served during the year are set out on the front cover of the Report and Accounts. During the year 2 meetings of the Trustees were held. Figures in brackets indicate attendance. Mr M E Brownlow resigned at the last meeting because of business commitments reducing the amount of time he could devote to the Trust's affairs. The Chairman expressed his appreciation for the many years of service given to the Trust and Chapel.

### **4. Financial Review**

The operating surplus before revaluation of the stock market investments was £2,021 (2017: deficit of £4,049). The revaluation of investments showed a loss of £11,380 (2017: gain of £5,586) to show an overall deficit of £9,359 (2017: surplus of £1,537).

### **5. Risk Management**

The Trustees have examined the major strategic, business and operational risks which the Charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps may be taken to reduce and/or lessen those risks.

## **6. Management & Governance**

Whilst the Governing Document does not provide for a maximum or minimum number of managing trustees, the Trustees are empowered to fill any vacancies. The Chairman of the Trustees is responsible for the induction of any new trustees including awareness of the duties of a Trustee, the Governing Document, procedures and the historical and philosophical approach of the Charity. The Trustees make use of professional advisers and approved contractors\* whenever advice and work is required to manage investments and maintain the buildings and grounds.

\*see Appendix 1 for list

## **7. Reserves**

There are currently no designated or restricted funds ie endowments, those that have existed in the past have been absorbed into the current charity after all the provisions have been discharged. The Trustees have pursued a policy of spending on repairs and maintenance of the buildings and grounds in support of the Congregational Committee to continue the traditions and presence of Unitarianism in Rivington. Surplus funds are invested at an agreed level of risk and return to preserve capital values and generate income.

### **Appendix 1**

- 1/ M & G Securities Ltd – investment managers.
- 2/ Quilter Cheviot – investment broker.
- 3/ IWA Architects Ltd – conservation architects.
- 4/ Thomas V Shaw Ltd – surveyors and valuers.
- 5/ D Edwards Insurance Brokers Ltd – insurance broker.
- 6/ Weightmans LLP – solicitors.
- 7/ CAF Bank – banker.
- 8/ D Worsley – independent examiner.
- 9/ Adlington Electrical Ltd – electrical contractor, inspections and PAT.

## **Chairman's Annual Report 2018**

During 2017 we carried out a number of major works described in my report for last year and based on the recommendations in the Quinquennial Review prepared by IWA Associates in 2016. This year the Trustees have been directing fewer, but no less important initiatives to maintain and upgrade the fabric of the Chapel.

The first task was the replacement of all the top moulding trims on the box pews, which were fitted and stained by a small working party. These have certainly improved the overall appearance of the interior. The second was the fitting of a grab rail and step from vestry into chapel. While seemingly being of a minor nature, the rail has been welcomed and much appreciated by some congregational members, especially those helping with the serving of tea after services.

During a winter with a significant number of cold spells including “the Beast from the East” in March, we have been monitoring the indoor chapel temperature in order to ensure that the storage heater programme is maintaining a minimum value required to ensure that the chapel fabric is conserved while using minimal amounts of electricity. Even during the very cold periods between January and early March, interior temperatures rarely dipped below 6°C, except during mid-March when the external temperature reached -2°C, and 4°C was the lowest interior recorded value. Part of the problem of maintaining the internal fabric of the building is the rise in relative humidity and condensation as the temperature falls. To alleviate this, two dehumidifiers were installed in opposite corners of the building with the expectation that the power they consume will be less than if we raised the internal temperature by altering the storage heater programme. Judging by the amount of water that they remove from the chapel atmosphere over relatively short periods of time, they are certainly working toward this end.

Following the cold winter spells, we experienced the hottest and driest summer since 1976 with the result we had to cope with the fires on Winter Hill, which while not directly affecting the Chapel, did cause the Tea Room to close for a number of days with the consequent loss of income to our tenants. Notwithstanding this absence of rain, the Trustees moved to replace the external chapel guttering to increase its capacity and

effectiveness as advised by the Quinquennial Review. Following a successful bid to the Gregson Trust and an award of £1000 towards the cost, the new cast iron guttering was installed during the late summer period.

During the year, Gift Aid was added to the “MyDonate” facility on our website. Donations via MyDonate totalled £360, including Gift Aid and one significant donation of £250 from a former Rivington resident.

In order to improve the appearance of the graveyard, a small number of Trustees have spent many hours and much energy in placing fresh gravel on the graves, thereby significantly improving the appearance of the chapel grounds – an initiative that has resulted in many complimentary comments from visitors. In addition, to assist with maintenance of the Garden of Remembrance an outdoor tap and electrical socket have been installed close by. Two of the memorial benches which had rotted have been replaced, for which a donation was received from the Crompton family.

As the year drew to a close, the Trustees organised the design and production of a Chapel calendar for 2019 with all the photographs being taken by members. The sale of these generated a significant profit for the Chapel and it is generally agreed that the exercise is worthy of repeating for 2020.

However, before the year did close the November gales blew in the large gable end, south-facing window in the Tea Room. Fortunately this occurred during the night so no customers were injured and no other damage sustained. The staff had to clean the area and tape it off until the opening could be boarded and made weather tight. Our architect has designed a suitable replacement and we are in the process of reviewing quotations for its manufacture and fitting, which once known, will allow us to approach our insurers.

Finally, the progress with the purchase and installation of CCTV has been slower than expected partly because of the discussions to review the scope of any scheme. However, we have now selected a system which we plan to have installed during the first quarter of the New Year.

Richard Horrocks,

Chairman, Rivington Chapel Trust

## Rivington Chapel Trust: Treasurer's Report 2018

### INCOME

**Bank Interest:** only £2.96 received (£2.73 CAF, £0.23 COIF) with low interest rates on reduced cash balances.

**Vat reclaim:** one application was made for £791.25 and £1160.00 received from an application made in late 2017, covering allowable expenditure on repairs and maintenance, total £1951.25 (2017 £ 2826.70).

**Grants:** a grant of £1000.00 from the Hibbert Trust was received towards the cost of installing new cast iron gutters.

**Donations and GiftAid:** a total of £601.03 was received by way of MyDonate (£353.01 online), GiftAid (£7.25) and cash (£240.77).

**Investment Income:** the M&G Charifund continues to pay regular income at £2878 (2017 £2724) but the income paid by Charibond has declined again due to continued low interest rates and the investment manager's action to retain more income for future income smoothing, £336 (2017 £475).

: the 4 Quilter funds have paid a total of income and accumulation of £885.55 (2017 £1057.45) before deduction of fees and charges of £250 and £84 (2017 £193 net).

**Sales: publications** produced £164.65 (2017 £204.60) and the 2019 calendar £823.00 to date; new ones are planned for 2019 by reprinting some of D Owen's series on Rivington & District, together with a 2020 calendar and Christmas cards.

**Rent:** income from the Tea Room lease continues to provide a regular and growing contribution to the overall income of the Trust at £5253 (2017 £4257); under the terms of the lease an increase of £1000.00 was applied in September 2018 at the end of the 4<sup>th</sup> year, taking the annual rent to £6000.00 pa; the rent will again be professionally reviewed ahead of negotiations with the VGTR Ltd for a new lease.

**Garden of Remembrance:** 5 interments produced £550.00 (2017 £600.00) and the interment fee was increased to £150.00.

## EXPENDITURE

**Grounds:** have continued to be maintained on a regular basis £770.00, gathered leaves were taken away in a subsidised skip, a new outside tap and external electric socket were installed at the toilet block £362.00, 2 new benches for the G of R £320.00, restoring graves and repairs £562.00. The Congregation Committee have taken on the responsibility of looking after the Physic Garden. Weightmans have been asked to approach UU with a view to the granting of a new Licence for the remainder of the original area.

**Buildings:** annual inspections of the fire appliances and organ were carried out during the year, dehumidifiers provided to assist with heating and controlling condensation, new handrail and step installed in the Chapel/Vestry passageway. The main item of expenditure for the year involved the installation of new cast iron gutters all around the building, reusing existing downpipes where possible which now discharge into the drainage system put in last year – at a net cost of £2750.00 once the Hibbert grant and reclaimed Vat are taken into account.

**Professional fees:** it is now apparent that due to time/cost pressure on the Planning Dept at CBC we will have to use our conservation architect to submit all requests and details of any work planned to the buildings, including the Tea Room – this resulted in the payment of £1744.80 to cover gutters, cctv, drainage and replacement windows (these last 2 items relate to the Tea Room, when the storm damage to the large gable window required drawings to be produced and submitted – we also took the opportunity to include replacement windows at ground level, all with double glazing). The transfer of the G of R was finally completed at a cost of £1680.00 in legal fees.

**Loan:** the Congregational Committee loan was paid off (£1425.00) plus interest (£25.00) together with £50 paid towards the additional costs of printing the newsletter adverts.

**Insurance:** the policy term has now been brought into line with the Trust's accounts ie calendar year, to avoid complications with the advance prepayment of building insurance by VGTR Ltd; the premium has now reached a level of £2000.00 plus and is a major item of regular expenditure, although held at £1940.00 for 2019 by freezing the building valuations until the 5 yearly survey is carried out in summer 2019.

**Trust Administration:** here is shown those costs not referred to elsewhere: printing £325.00, bank charges £60.00, sponsorship £200.00 and Trustees expenses £60.54 (diesel); following previous discussion on the Trust's constitution and relationship to the Congregation Committee, it should be noted that applications to remove all 6 linked charities from the Charity Commission register were successful and no costs incurred.

## General Comments

- 1/ All figures quoted for expenditure items are Gross ie include Vat, where this is chargeable.
- 2/ Values for land and buildings are now shown in the accounts as Trust assets following a period from 1988 to 2016 when they did not appear, although these are estimated rebuild costs for insurance purposes and not market values. Have discussed including the Garden of Remembrance as an asset now that ownership has been transferred to the Trust but the value would be based on indexation up to 2018 of the capital cost shown in old accounts – this produces a figure of approx £40,000. Decided to defer any action whilst the position of insurance cover for this part of the grounds is investigated with the insurance broker.
- 3/ Investment values are currently affected by political uncertainty over the UK's continued membership of the EU, fears over growth and inflation and continued low interest rates; however, as a long term investor the Trust's funds should continue to show capital growth and a level of income commensurate with the low to medium level of risk.
- 4/ Have not yet been able to determine whether the Trust is liable for Income Tax on the rental income received from VGTR Ltd.
- 5/ Expenditure committed but not yet completed – cctv around the Chapel at a cost of £1885.
- 6/ New guidance issued by Charity Commission on the public benefit statement – want to more detail about who and how they benefit.
- 7/ Chapel usage – apart from the bimonthly services the following events have taken place:

weddings/blessings	3
funerals/interments	2
baptisms/naming	3
open days	50

## The Trustees of Rivington Chapel

### Income & Expenditure Account for the year ended 31 December 2018

	Notes	2017 £	2017 £	2018 £	2018 £
<b>Income</b>					
School Room Rent	2	4,257		5,253	
Niche payments and Internments		600		550	
Income M&G Charifund	1	2,724		2,879	
Income M&G Charibond	1	475		336	
Income Quilter Cheviot	1	883		737	
Grants & Donations	6	3,877		1,601	
Sale of Publications	3	905		988	
Interest received		3		3	
Profit on disposal of investments	1	324		0	
VAT Refund		<u>2,189</u>	16,237	791	13,138
<b>Expenditure</b>					
Grounds Maintenance	4	681		1,339	
Insurance less Tea Room share	7	1,423		(93)	
Repairs & Maintenance		848		518	
Organ		162		162	
Security		90		90	
Administration		231		76	
Quilter annual fee		250		334	
Bank charges		60		60	
Legal fees and reports	5	1,354		3,425	
Printing of Calendars etc		-		375	
Donations		200		200	
Interest paid		125		25	
Written off		-		200	
Major improvements/renewals	4	<u>14,862</u>	<u>20,286</u>	<u>4,406</u>	<u>11,117</u>
<b>Excess of Income to Expenditure</b>			<u>(4,049)</u>		<u>2,021</u>
<b>Revaluation of investments at year end</b>					
M&G Charifund	1	3,908		(7,967)	
M&G Charibond	1	(214)		(491)	
Quilter Cheviot	1	<u>1,892</u>	<u>5,586</u>	<u>(2,922)</u>	<u>(11,380)</u>
<b>Increase/(decrease) in reserves in the year</b>			<u>1,537</u>		<u>(9,359)</u>
<b>Statement of Financial Position at 31 December 2018</b>					
		2017 £	2017 £	2018 £	2018 £
<b>Assets</b>					
COIF Charity Fund		53		53	
M&G Charifund	1	59,858		51,890	
M&G Charibond	1	13,109		12,618	
Quilter Cheviot	1	28,268		25,344	
CAF Bank Gold Deposit Account		3,589		2,155	
CAF Bank Current Account		46		1,298	
Insurance prepaid	7	-		1,941	
VAT Debtor		<u>1,160</u>	<u>106,083</u>	<u>-</u>	<u>95,299</u>
<b>Liabilities</b>					
Congregation committee		<u>1,425</u>	<u>1,425</u>		<u>0</u>
<b>Net Assets (excluding property)</b>		8	<u>104,658</u>		<u>95,299</u>

# The Trustees of Rivington Chapel

## Notes to the accounts

### 1 Return on investment percentages

	Income	Value change	Total
M&G Charifund	4.8%	-13.3%	-8.5%
M&G Charibond	2.6%	-3.7%	-1.1%
Quilter Cheviot	2.7%	-10.3%	-7.6%
Average	4.0%	-11.2%	-7.2%

### 2 School Room Rent

After a formal rent review the annual rent was increased by £996 per annum (19.9%) effective from 1st October.

### 3 Sale of Publications

Included are sales of calendars and booklets.

### 4 Major improvements/renewals

This year the major expenditure was :-

Replacement of rainwater goods in cast iron  
Renovating graves and gravestones

### 5 Legal fees and reports

The architect's fee for the replacement of the gutters was £845 and for the replacement of the Tea Room window Was £900. The solicitor's fee for the transfer of title of the garden of remembrance was £1,680.

### 6 Grants & Donations

Hibbert trust	£1,000
Through Mydonate	£360
Other	£241

### 7 Insurance

In previous years the insurance year ran from August and no adjustment was made at year end for the amount which applied to the following year. Hence the costs for January to August were written off in 2017. The insurance year now starts in January and that amount for 2019 has been paid but treated as a prepayment in this year's accounts. This year's costs therefore are for August to December which are more than offset by the full year recharge to the tea rooms.

### 8 Land & Buildings

In the past the value of the land and buildings have been ignored and records of historic costs are not complete and/or not available. The Trustees write off the expenses of repairs and improvements against that year's income. No formal valuation of the land and buildings has taken place. However a rebuild cost, ascertained for insurance purposes, is £2,135,491.

I have examined the Income and Expenditure Account for the year ended 31 December 2018 and the Statement of Financial Position at that date and have found them to be in accordance with the books, vouchers, investment and bank statements presented to me for audit.