



**HENRIETTA PARKER TRUST**  
**Charity Number: 312094**

**Annual Report and Accounts**

**Year Ended 31 March 2017**

**HENRIETTA PARKER TRUST**  
**Charity Registration No. 312094**

**Legal and Administrative Details**

The principal address of the Charity is as follows:

Henrietta Parker Trust  
Molesey Henrietta Parker Adult Learning  
Ray Road  
West Molesey  
Surrey KT8 2LG

The addresses of other relevant officials are as follows:

Representing the County Council as Trustees:

Councillor Mary Lewis  
Cabinet Member for Education  
County Hall  
Penrhyn Road  
Kingston upon Thames  
KT1 2DN

Lead County Council Officers:

Mr Peter Milton  
Head of Cultural Services  
Room 353, County Hall  
Penrhyn Road  
Kingston upon Thames  
KT1 2DN

Mr Paul Hoffman  
Principal Community Learning and Skills  
Room 340, County Hall  
Penrhyn Road  
Kingston upon Thames  
KT1 2DN

Ms S Little  
Treasurer to the Charity  
Finance Group  
Surrey County Council  
County Hall  
Kingston upon Thames  
KT1 2DN

BlackRock Investment Management (UK) Limited  
33 King William Street  
London  
EC4R 9AS

Independent Examiner  
Kings Mill Partnership  
Chartered Accountants and Statutory Auditors  
75 Park Lane  
Croydon  
Surrey  
CR9 1XS

# **HENRIETTA PARKER TRUST**

## **Charity Registration No. 312094**

### **Structure, Governance and Management**

Surrey County Council (SCC) is responsible for managing and administering the Henrietta Parker Trust Fund (HPT), which is a registered charity (#312094).

The Charity is governed by a Scheme from the Charity Commissioners for England and Wales sealed on 1 February 1984.

'The Board' was set up early March 16, and consisted of:

Linda Kemeny, Cabinet Member for Schools, Skills and Educational Achievement;  
Mary Lewis, Cabinet Associate Member who represent The County Council as Trustees.

Ian Burrows, Elmbridge Borough Council; Cheryl Poole, Community Partnerships and Committee Officer, Elmbridge; Peter Milton, Head of Cultural Services; and Paul Hoffman, Principal Surrey Adult Learning who represent The County Council Lead Officers.

Councillor Kemeny retired from Council in May 2017. Councillor Mary Lewis took over her portfolio as Cabinet Member for Education. In addition Cheryl Poole has left her employment with the County Council. Her replacement in her substantive post will be invited on the board.

There has been a major up-turn in the level of activity by the Trust. This followed the formation of the new management board, with enrolment numbers at the Henrietta Parker centre increasing significantly. This new sense of direction and purpose, emanating from the enhanced governance arrangements, has prompted the delivery of several new projects. Basic computing and cookery courses have been subsidised and have been met with high levels of demand. While the Family Learning team have commissioned a series of cookery workshops and elementary maths.

Several officers of the Surrey adult learning service are now supporting the board to deliver the objectives of the Trust. While the business development team has successfully raised the profile of the programme supported by the Trust in the local community.

Two large projects are being developed, one to build a workshop in the grounds of the Henrietta Parker Centre that will enable DIY skills to be delivered. The other is to renovate the teaching kitchen at the Camberley centre that is in poor condition. It is proposed to fund these out of the accumulated surpluses not utilised in earlier years.

# **HENRIETTA PARKER TRUST**

**Charity Registration No. 312094**

## **Restrictions to the operation of the Charity**

Specific restrictions to the operation of the charity as specified by the Charity Commissioners are as follows:

### **Cash Investment**

“Subject as hereinafter provided and to any further direction of the Charity Commissioners all sums of cash now or at any time belonging to the Charity, other than sums of cash needed for immediate working purposes, shall be invested in the name of the Official Custodian for Charities.”

**HENRIETTA PARKER TRUST**  
**Charity Registration No. 312094**

***Annual Report for the year to 31 March 2017***

**Statement of Public Benefit**

The County Council has paid due regard to the guidance on public benefit produced by the Charities Commission and are confident that the work of the charity meets all the criteria for public benefit.

**Objectives, Organisation and Activity**

The Charity is established to promote the education of the public by providing technical and manual instruction in the domestic sciences and allied subjects.

The Henrietta Trust fund dates from 1927 and was bequeathed for the funding, in Molesey, of a 'School or Institution for technical and manual instruction in Cookery, Laundry Work and Hygiene'.

As to fees people were to be admitted 'either without payment on specified terms, so that no preference is given to any person or class of person'.

It came to serve any adults (i.e. persons over the compulsory school age) who wished to learn from a curriculum defined as "Home and Family Studies" in the Molesey area. The current Henrietta Parker Centre was established when the former location in East Molesey had fallen into disrepair in the 1980's. Trust fund monies were used to convert the former school accommodation into an adult learning centre.

In 1984 the scheme was amended and approved by the Charity Commission with the Object of the Charity to promote education of the public by the provision of technical and manual instruction in the domestic sciences and allied subjects, either free of charge or payment of such reasonable fees that the Trustees may from time to time see fit. Henrietta Parker House was in West Molesey and the Charity Commission Order confirmed that SCC would provide premises for an adult education centre that, at the current Ray Road site, would be called the Henrietta Parker Centre.

# HENRIETTA PARKER TRUST

Charity Registration No. 312094

## ***Annual Report for the year to 31 March 2017(continued)***

### **Review of progress and achievements during 2016/17**

The Henrietta Parker Trust Fund supports the provision of learning for adults predominantly in Elmbridge, through the Molesey Adult Learning Centre (Henrietta Parker Centre). In addition, learning opportunities are being supported in community venues.

The Trust fund is used to support access to learning; provide and improve facilities at the Centre; and to promote and engage the local community in the programmes available at the centre. While many courses are funded from a grant from the Skills Funding Agency and the contribution made by learners through fees charged, there are many in the community who require further support in order to be able to access learning. The Trust is enabling this to happen.

In 2016/17, 1040 learners (726 in the previous year) made 1994 enrolments on courses at the centre, including: 40 learners attended discrete courses for those with learning difficulties and disabilities; 145 Learners on courses in computing; 116 learners enrolled on cookery classes; 152 chose fine art and 260 for craft.

Basic computing skills (108 enrolments), basic cookery courses (69 enrolments) for those wishing to prepare nutritious food on a limited budget, and Family learning (108 enrolments) have been key programmes in the year. A partnership continued with "Wellness with a Goal charity" (WWAG), who refer vulnerable adults to the learning programme has continued to be supported. English and Math's courses again offered at the Henrietta Parker centre having been reintroduced in the previous year, there was a good level of take up, with 30 GCSE Starts and 74 pre-GCSE starts.

An amount of £43,140 was used in the 2016-17 financial year. The expenditure was committed to: providing Basic Computing Skills, Basic Cookery Skills, Family Learning courses in Children Centres in Elmbridge, childcare for children of adults on the programme; equipment to support learning including a new set of computers for the IT teaching suite.

### **Financial Review**

The attached Financial Statement shows the position of the of the Trust Fund as at 31 March 2017

Interest earned on investments totalled £29,228. Due to an oversight interest earned on cash balances was not processed in 2016/17, this was applied early 2017/18. Interest earned of £849 will be included in the Trust's 2017/18 annual accounts.

Spend in 2016/17 financial year was £43,140, on courses and equipment at the Henrietta Parker Centre

The total reserves of the charity as at 31 March 2017 are £1,383,625. Reserves are split between Restricted funds of £424,372 and Capital funds of £959,253. The market value of investments has increased from £849,287 as at 31 March 2016 to £959,253 as at 31 March 2017.

# **HENRIETTA PARKER TRUST**

**Charity Registration No. 312094**

**Annual Report for the year to 31 March 2017(continued)**

## **Investment Policy**

There is currently no formal Investment Policy of the Trustee.

The management board is working with the finance department to identify options on generating a higher return on the capital assets of the fund. In particular the monies currently held in a bank account that constitutes carried forward income.

## **Future Developments**

The new governance arrangements for the Trust has led to a substantial increase in activity funded for residents in the community. The current plans are to build on this work. In addition two major developments are being planned. Firstly a workshop to be constructed in the grounds of the Henrietta Parker Centre in Molesey. This will enable the teaching of DIY skills and broaden the appeal of the activities in the centre. In addition, the management board is of the view that it would support the improvement of one of the teaching kitchens in another of the adult learning centres in Surrey to enable other disadvantaged residents to benefit from the cookery programme.

## **Responsibilities of the Trustees**

The Charities Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**This report was approved by Trustee Board on .....**

**and signed on its behalf by:  
Councillor Mary Lewis  
Representing the County Council as Trustees**





**HENRIETTA PARKER TRUST**

**ACCOUNTS FOR THE YEAR ENDED**  
**31 MARCH 2017**

**Accounts prepared by C&C, E&I, Business Services and CEO Finance Team,  
Surrey County Council, County Hall, Kingston-upon-Thames, KT1 2DN**

## HENRIETTA PARKER TRUST

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017

	Restricted Fund £	Capital Fund £	Total Funds 2016/17 £	Total Funds 2015/16 £
<b><u>Incoming Resources</u></b>				
Investment Income - Quoted	29,228	-	29,228	30,740
<b>Total Incoming Resources</b>	<b>29,228</b>	-	<b>29,228</b>	<b>30,740</b>
<b><u>Resources Expended</u></b>				
Charitable activities:				
Education courses at Henrietta Parker Centre & equipment	43,140	-	43,140	12,075
Governance cost				500
<b>Total Resources Expended</b>	<b>43,140</b>	-	<b>43,140</b>	<b>12,575</b>
Net Incoming Resources Before Transfer				
Transfer Between Funds	-	-	-	-
<b>Net Incoming Resources for the Year</b>		-		<b>18,165</b>
<b><u>Other Recognised Gains And Losses:</u></b>				
Unrealised Gain / (Loss) on Investment Assets	(13,912 )	109,966	96,054	(28,716)
<b>Net Movement in Funds</b>				<b>(10,551)</b>
Balances Brought Forward as at 1 April 2016	438,284	849,287	1,287,571	1,287,571
<b>Balances Carried Forward as at 31 March 2017</b>	<b>424,372</b>	<b>959,253</b>	<b>1,383,625</b>	<b>1,287,571</b>

**HENRIETTA PARKER TRUST**  
**BALANCE SHEET AS AT 31 MARCH 2017**

	2016/17 £	2015/16 £
<u>Fixed Assets</u>		
Investments	849,287	878,003
Prior years adjustment	<u>109,966</u>	<u>(28,716)</u>
	959,253	849,287
<u>Current Assets</u>		
Cash at bank	424,372	438,284
Net Assets	<u><u>1,383,625</u></u>	<u><u>1,287,571</u></u>

Signed by Director of Finance

Sheila Little

Date:

**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2017**

1. Accounting Policies

- a) The accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards.
- b) Statement of Recommended Practice, Accounting by Charities
  - i. These accounts comply with the Statement of Recommended Practice (The Charities SORP), October 2005.
  - ii. The investments are included at market value. The difference between the opening and closing valuations is stated in the accounts as unrealised gain or losses on revaluation.
- c) The Accounts are prepared on an accruals basis.

2. Investments and Reconciliation of Funds

All of the income of the charity can be applied under the terms of the trust deed. The investments can be allocated between two different funds: the Capital Fund which has the original capital invested; interest from these investments is placed in the Revenue Fund to meet costs in promoting the education of the public by the provision of technical and manual instruction in the domestic sciences and allied subjects.

The Capital fund are invested by our fund managers, BlackRock, in two pooled investment funds, Charinco and Charishare, which are specifically tailored to meet the needs of the smaller charity. The following tables are included as a requirement of the new reporting arrangements contained within the Statement of Recommended Practice

Over a number of years the cash balance of the Revenue Fund has increased. The balance held in cash as at 31 March 2017 by SCC is £424,372

Surrey County Council Finance in conjunction with 'The Board' are reviewing this balance, to ensure that any surpluses are invested or disbursed appropriately.

**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2017**

**HENRIETTA PARKER TRUST FUND (312094) FINAL ACCOUNTS 2016/17**

**FIXED ASSET INVESTMENT**

<u>Quoted Investments</u>	2016/17 £	2015/16 £
Market Value as at 1 April 2016	849,287	878,004
Net Unrealised Gains/(Losses)	109,966	(28,716)
<b>Market Value as at 31 March 2017</b>	<b>959,253</b>	<b>849,287</b>
Original Cost	531,513	

Restricted Fund

	Balance 01/04/2016 £	Surplus/(Deficit) For Year £	Balance 31/03/2017 £
Surrey County Council Amounts falling due within one year Revenue Fund	438,284	(13,912)	424,372
	<u>438,284</u>	<u>(13,912)</u>	<u>424,372</u>

	Balance 01/04/2016 £	Unrealised Gains £	Balance 31/03/2017 £
Capital Fund	849,287	109,966	959,253
	<u>849,287</u>	<u>109,966</u>	<u>959,253</u>

Analysis of Net Assets between funds

	Investments £	Net Current Assets £	Total £
Revenue Fund as at 31 March 2017		424,372	424,372
Capital Fund as at 31 March 2017	959,253		959,253
<b>Total Funds</b>	<b>959,253</b>	<b>424,372</b>	<b>1,383,625</b>
	<u>959,253</u>	<u>424,372</u>	<u>1,383,625</u>

**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2017**

3. Proceeds from sales

No items were sold in this financial year.

4. Running costs of Henrietta Parker

Running costs consist of the cost of the utilities, cleaning costs and the insurance of the property. These are currently met by Surrey County Council

5. Management and Administrative Costs

These costs relate to officers' time for the general and financial administration of the charity. These are currently met by Surrey County Council

The revised scheme proposes that:

“The Trustee shall first defray out of the income of the Charity all the proper costs, charges and expenses incidental to the administration and management of the Charity”

6. Trustees Remuneration

No remuneration was paid or expenses reimbursed to the trustees.

7. Inventory of Contents

There is currently no inventory of contents.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HENRIETTA PARKER TRUST**

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 8 to 13.

### ***Respective responsibilities of trustees and examiner***

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### ***Basis of Independent Examiner's Report***

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### ***Independent examiner's statement***

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kings Mill Partnership  
Chartered Accountants  
75 Park Lane Croydon  
Surrey  
CR9 1XS

Date: