

# CPRE Norfolk

Trustees' Annual Report - Year ended 31 December 2013

---

CPRE Norfolk  
Cardinal House, 86 St Benedict's Street,  
Norwich, NR2 4AB  
01603 761660  
[info@cprenorfolk.org.uk](mailto:info@cprenorfolk.org.uk)  
[www.cprenorfolk.org.uk](http://www.cprenorfolk.org.uk)

Registered charity no. 210706



# CPRE Norfolk

Trustees' Annual Report - Year ended 31 December 2013

## Index to Accounts

---

<b>Contact Details</b>	<b>Page 1</b>
<b>Index</b>	<b>Page 2</b>
<b>Report of the Executive Committee</b> Reference and Administrative Information Objectives and Activities Achievements and Performance Financial Review	<b>Pages 3 - 8</b>
<b>Independent Examiner's Report</b>	<b>Page 10</b>
<b>Receipts and Payments Accounts</b>	<b>Page 11</b>
<b>Statement of Assets and Liabilities</b>	<b>Page 12</b>
<b>Notes to the Accounts</b>	<b>Pages 13 - 14</b>
<b>Acknowledgement of Donors and list of Patrons</b>	<b>Page 15</b>

# CPRE Norfolk

Report of the Executive Committee - Year ended 31 December 2013

## Reference and Administrative Information

---

**Charity Name:**

CPRE Norfolk

**Charity Registration Number:**

210706

**Address of Charity:**

Cardinal House, 86 St Benedict's Street  
Norwich  
Norfolk NR2 4AB

**Further Contact Details of Charity:**

Tel: (01603) 761660

Email: [info@cprenorfolk.org.uk](mailto:info@cprenorfolk.org.uk)

Web: [www.cprenorfolk.org.uk](http://www.cprenorfolk.org.uk)

**Trustees of the Executive Committee during 2013:**

Professor Tim O'Riordan (President)

James Parry (Chairman)

John Davies (Treasurer)

Bryan Robinson (Secretary)

Keith Bacon

Chris Dady

Peter Forbes

David Hook

Rosalie Monbiot

Greg Peck

Barry Porter

John Salisbury

Dr Ian Shepherd

Martin Walton

**Vice Presidents**

Maurice de Soissons

David Mawson

Lady Walpole

**Bankers:**

CAF Bank Ltd  
25 Kings Hill Avenue, Kings Hill  
West Malling  
Kent  
ME19 4JQ

Barclays Bank Plc  
5-7 Red Lion Street  
Norwich  
Norfolk  
NR1 3QH

**Reporting Accountants:**

Voluntary Norfolk  
83-87 Pottergate  
Norwich NR2 1DZ

# CPRE Norfolk

## Report of the Executive Committee - Year ended 31 December 2013

### Structure, Governance and Management

---

CPRE Norfolk is governed by its Constitution and Rules which were adopted in 1933 and registered with the Charity Commission (registration number 210706) on 5 August 1964. The Constitution and Rules were last updated in 2004.

A county tier of the national environmental organisation Campaign to Protect Rural England, CPRE Norfolk is part of and works alongside CPRE nationally and regionally, but is a separate registered charity. It is a membership organisation with approximately 1,200 members and supporters who subscribe or give regular donations. They include individuals, families, parish and town councils and other local amenity bodies.

The charity has an Executive Committee of Trustees with a wide range of expertise, including conservation, farming and landscape, as well as management and charity governance. Vacancies are advertised through regular e-bulletins and newsletters, in the press and through the online recruitment service REACH.

Trustees also play an active part in the management committee of the Norfolk Historic Buildings Trust.

CPRE Norfolk has an office in Norwich which is staffed by a part-time Branch Manager with freelance financial support.

The branch has a Volunteers Policy and actively encourages the contribution and involvement of volunteers of all ages and backgrounds. A network of volunteers, supported by the Branch Manager and trustees, monitors planning matters across the county. There are also active campaigning teams, run by volunteers, on litter, footpaths and light pollution.

# CPRE Norfolk

Report of the Executive Committee - Year ended 31 December 2013

## Objectives and activities

---

The Norfolk branch of the Campaign to Protect Rural England (CPRE Norfolk) exists to promote the beauty, tranquillity and diversity of rural Norfolk by encouraging the sustainable use of land and other natural resources in town and country. As an independent voice for the landscape, we monitor 'the big picture' of how the land, coast, skies and communities of Norfolk are being affected by development and we engage with decision-makers on an ongoing basis. In particular we encourage Norfolk MPs, councillors, planning departments and other decision makers to support the countryside, safeguard precious and protected area, promote urban renewal, restrict development on greenfield sites, protect country lanes and footpaths preserve rural tranquillity and dark skies. We focus on promoting positive solutions that will support the long-term future of Norfolk and its precious countryside.

We provide independent 'on the ground' responses to large-scale planning issues, ensuring that development and growth proposals take into account the social, aesthetic, environmental and economic benefits of the countryside. Backed by in-depth research and many years of collective experience, we give evidence at Public Inquiries into complex and long-running Norfolk planning debates and we provide planning support to parish councils, conservation groups and individuals across the county, running seminars and conferences on planning and other issues affecting the countryside. We reward excellence in local authorities, schools, architectural practices and conservation bodies and work to highlight and improve public understanding of exemplar environmental projects.

Further information on the charity's history, objectives and current activities are available from our website [www.cprenorfolk.org.uk](http://www.cprenorfolk.org.uk)

# CPRE Norfolk

## Report of the Executive Committee - Year ended 31 December 2013

### Achievements and performance

---

#### Introduction

2013 was the 80<sup>th</sup> anniversary of CPRE Norfolk and we entered it with some trepidation. The acute financial situation at the end of 2012 necessitated a significant reduction in our staffing complement and it was uncertain how much we would be able to achieve with just one part-time member of staff. Our expectations were modest initially, but I am delighted to say that, with the support and dedication of our volunteers and some project-specific grants, we have managed to achieve rather more than looked possible at the beginning of the year. In particular, we continued to respond to major planning consultations, including opposing the Northern Distributor Road; we maintained our campaigns to keep footpaths in Norfolk open and the county's countryside free of litter and fly-tipping; we launched a very successful new Patrons Programme to help secure long-term funding for the charity; we continued our highly successful young people's photography competition, the Corbin Prize, with the support of a private sponsor; and with the help of a project manager, we were able to put on a series of Open Days, enabling public access to award-winning buildings and landscape projects.

#### Planning

With the departure of our Planning and Campaigns Manager at the end of 2012, our ability to respond to smaller, site-specific planning proposals was clearly reduced. We therefore took the decision to focus the charity's planning work on opposing the large-scale threats to the county, including the excessive number of houses planned for our market towns and on greenfield sites, and also challenging major infrastructure proposals such as the Northern Distributor Road.

We continued to develop the CPRE Norfolk Alliance; an informal network of parish councils and campaign groups who share our concerns about the housing numbers, and by the end of 2013 the number of partners in the Alliance had grown to 25. In November we held a public meeting at the Assembly House in Norwich, at which we discussed the main threats to the Norfolk countryside and highlighted the lack of meaningful and effective democracy within the planning system.

#### Campaigning

We continued to put pressure on Norfolk County Council to restore a proper footpath maintenance regime across the county, in the light of a five-fold increase in complaints recording problems of inaccessible, overgrown or unsigned public rights of way. We raised a question to Norfolk County Council's cabinet in June 2013, challenging the legality of their footpath maintenance programme and asking when they would be reviewing their policy. We were delighted to see that the Council appears to have responded to our concerns, and in their recent budget consultation, proposed a partial restoration in the footpath maintenance budget.

Throughout 2013 we co-ordinated a Heritage Lottery Funded project to enable community groups from the parishes of Beachamwell, Horning, Reepham and Thompson to research the history of the footpaths in their parish. The four groups have produced some valuable and fascinating research and have raised community awareness of the value of local footpaths and the benefits of countryside walking. The project will conclude in May 2014.

We continue to support 35 Litter Wardens in the county, by providing them with equipment and advice.

#### Fundraising

In April 2013 we launched a Patron's programme, inviting existing and potential supporters of CPRE Norfolk to become an annual Patron, in return for a donation of £500, or equivalent support in kind. Over the course of 2013, we were pleased to welcome 16 New Patrons to the Programme, raising over £10,000. This includes a 10-year patronage arrangement, worth £5,000 with Mr Ivor Braka.

## Events

Our patrons have also been extremely supportive in practical ways by generously providing venues for our events. In particular we would like to thank the Marquess of Cholmondeley, Viscount Coke and Lady Walpole for enabling us to hold successful fundraising and governance events at Houghton Hall, Holkham Hall and Mannington Hall respectively.

A fundraising event at Holkham Hall in March attended by 180 people, raised over £2,500 in much needed funds, and our 80th anniversary celebration at Houghton also raised over £1,000 whilst giving members and supporters the opportunity to attend a Private View of *Houghton Revisited*, an exhibition of remarkable paintings loaned to Houghton from the Hermitage.

We held a Strategy Day in March at Mannington Hall, where members of our Executive Committee discussed our priorities for the future and enabling us to produce a new Forward Plan for the period 2013-15.

We were also pleased to run the Corbin Prize for a second year, thanks to continued sponsorship from Wex Photographic. This photography prize for school children was organised in conjunction with the Education Department of Norfolk County Council and culminated in a well-attended presentation ceremony and exhibition at The Fairhurst Gallery in Norwich.

Following a successful bid to the Big Lottery Fund, we were able to appoint a project manager to help us organise a series of Anniversary Open Days, with the first phase taking place in October and November 2013. Guided walks, talks and tours were organised at six outstanding buildings and projects, all of which had won CPRE Norfolk Awards in previous years. Bespoke tours were also organised for groups from local mental health charities, to emphasise the value of open spaces in promoting physical and mental well-being.

## Membership

Despite the recruitment activities of CPRE locally and nationally, our membership continues to decline gradually and at 31 Dec 2013 we have 1170 members, a 4.1% decrease, year on year. Other CPRE branches, as well as other charities, are facing similar falls in their membership so we are not unusual in this respect, although it is of course a situation we would like to redress.

## Staffing and Volunteers

Katy Jones started as part-time Branch Manager in January 2013, working 17 hours a week and supported by a Freelance Finance & Admin Officer, Liz Edwards. Liz left in August 2013 to concentrate on other career opportunities, and we were pleased to be able to recruit Paula Coombe to replace her. Paula has settled in well to the role and is already making an excellent contribution, streamlining procedures and identifying opportunities to make further efficiency savings.

CPRE Norfolk simply could not exist without the tireless commitment of volunteers, in all areas of the charity's work; campaigning, planning, events, promotions and in governance. More than 100 people regularly give their time to support CPRE Norfolk's activities and we are indebted to them all.



**James Parry, Chairman, April 2014**

# CPRE Norfolk

## Report of the Executive Committee - Year ended 31 December 2013

### Financial Review

---

The year began with the simplified staffing structure firmly in place, continued use of the auditor's recommended accounting system and a directive for efficient, effective working on behalf of members.

It is with pleasure that I can report that the income position has strengthened this year and that there was a surplus for the year to the 31<sup>st</sup> December 2013 of £45,337, plus restricted funds of £12,024 -committed for projects ongoing in 2014 from the 2013/14 income period.

We are hopeful that if we continue with our current structure and activities this should help secure the long term stability of the branch to ensure it continues to work effectively for members and to fulfil its objectives.

#### Summary

Income received amounted to £69,385, just over double the income received during 2012, arising largely from our new Patron's programme, generous donations and fundraising activities. After deducting expenditure of £31,855, the surplus for the year amounted to £37,530. The members of the Executive Committee consider the year-end financial position to be very satisfactory given the current economic situation and confirm that the charity can meet all known financial obligations.

#### Income

No new legacies were received in the calendar year, however, income from individuals, Trusts and grant-making bodies amounted to £61,593 including substantial amounts from Roger Vere Foundation, Lady Hind Trust, HB Allen, D Webster, Philip & Elizabeth Rackham, Charles Barratt, Stella Symons, West Norfolk CPRE, R Mann.

Our Patrons and Vice Patrons continue to support us; their contribution is greatly valued and important.

We are grateful to Sarah Grieveson for her continued work as an independent fundraiser in a difficult economic climate.

A grant of £8011 was received for the Anniversary Open Days Project which continues into 2014.

Membership subscriptions are the most reliable part of our income and contribute around £14,000 per annum. We encourage members to make their money work as hard as possible, by signing up to Direct Debit to reduce our administration costs and by signing up to Gift Aid where the member is a UK taxpayer - we claimed £1145 from HMRC for 2013.

Many members also take part in our 100 Club bi-annual prize draw, which raises further funds for the charity.

We are extremely grateful to all organisations and individuals who have donated to CPRE, or raised funds on our behalf, and I take this opportunity to record our thanks to them.

#### Expenditure

Expenditure has been kept under strict control and is under-budget in most areas. All efforts are taken to reduce costs and procure goods and services at best value for money possible. The office is staffed by Katy Jones as part time Branch Manager with help from Paula Coombe as Finance & Administration Officer on a freelance basis.

### **Reserves Policy**

The charity's general funds, excluding any designated funds, will be maintained at a level equivalent to six months to nine months expenditure. Staff and Trustees of the charity will engage in fundraising activities to bring reserves back up to this level or will set annual budgets to maintain them at this level. If reserves fall to the minimum level required to fulfil all known contractual liabilities, Trustees will act accordingly. This reserves policy will be reviewed annually by the Trustee Board.

### **Plans for future periods**

Income from membership subscriptions is fairly stable but it is impossible to predict our income from other sources. The expectation is that income will improve in 2014 following fundraising events, a new Patrons' programme and an appeal for donations. The branch has reduced some of its activity, such as the CPRE Norfolk Awards, unless future funding is received. Fundraising events in 2014 include a concert at Voewood Hall, Open Days events, plus a Volunteer's Day.

We are always looking out for people who can offer their time and support, for example in an active Trustee Role.

Funds can also be donated in a variety of ways – online through our website, by cheque, Direct Debit or Standing Order.

This is my last report before handing over the reins to a new treasurer. I am pleased to be leaving it with a solid financial base. I record my thanks to Paula Coombe who joined last autumn for quickly and efficiently assuming her role, and to Katy Jones who with Paula are always willing and able to provide whatever help I needed. They are a good team.

### **Accountants**

The reporting accountants, Voluntary Norfolk, are willing to continue in office and a resolution to reappoint them will be proposed at the Annual General Meeting.

By order of the Executive Committee

A handwritten signature in black ink, appearing to read 'J E Davies', with a flourish at the end.

J E Davies (Honorary Treasurer)

April 2014

# CPRE Norfolk

Independent Examiner's Report to the members - Year ended 31 December 2012

## 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

## Basis of Independent Examiner's Statement

My examination was carried out in accordance with General Directions given by the Charity Commission.

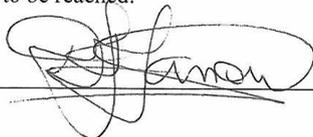
An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The 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 Charities Act
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

Signed



Date

13/3/2014

Voluntary Norfolk, St Clements House, 2 – 16 Colegate, Norwich, NR31BQ

# CPRE Norfolk

## Statement of Financial Activities for year ended 31st December 2013

	Notes	Restricted £	Unrestricted £	Total 2013 £	Total 2012 £
<b>Incoming Receipts</b>					
Voluntary income	1	14,911.00	46,682.11	61,593.11	27,841.95
Activities for generating funds:					
Fund-raising	2	0.00	7,748.55	7,748.55	3,584.12
Investment income		0.00	44.19	44.19	20.59
<b>Total receipts</b>		<b>14,911.00</b>	<b>54,474.85</b>	<b>69,385.85</b>	<b>31,446.66</b>
<b>Resources Expended</b>					
Direct charitable expenditure	3	2,887.30	21,460.22	24,347.52	33,162.02
Other expenditure					
Fund-raising and publicity costs	4	0.00	6,428.00	6,428.00	7,948.54
Governance costs	5	0.00	1,079.54	1,079.54	979.88
<b>Total payments</b>		<b>2,887.30</b>	<b>28,967.76</b>	<b>31,855.06</b>	<b>42,090.44</b>
<b>Net Incoming Resources + ( - )</b>		<b>12,023.70</b>	<b>25,507.09</b>	<b>37,530.79</b>	<b>10,643.78</b>
<b>Fund Balance as at 31st December 2012</b>		<b>0.00</b>	<b>19,829.96</b>	<b>19,829.96</b>	<b>30,473.74</b>
<b>Fund Balance as at 31st December 2013</b>		<b>12,023.70</b>	<b>45,337.05</b>	<b>57,360.75</b>	<b>19,829.96</b>

# CPRE Norfolk

## Statement of Assets and Liabilities - Year ended 31 December 2013

---

	<b>2013</b>		<b>2012</b>
<b>Fixed Assets</b>			
Property	0.00		0.00
Tangible assets	<u>0.00</u>		<u>150.00</u>
		0.00	150.00
<b>Current Assets</b>			
Debtors & Prepayments	3,508.86		1,954.58
Cash at bank and in hand	55,335.76		26,898.36
Premium Bonds	50.00		50.00
		58,894.62	28,902.94
<b>Liabilities</b>			
Accrued Accounting Fees	335.40		322.00
Trade Creditors	1,198.47		998.48
Other Accruals	0.00		7,902.50
		1,533.87	9,222.98
<b>Net Assets</b>		<u><b>57,360.75</b></u>	<u><b>19,829.96</b></u>
 <b>Represented by:</b>			
Restricted Funds	12,023.70		0.00
Unrestricted Funds	<u>45,337.05</u>		<u>19,829.96</u>
		57,360.75	19,829.96
		<u><b>57,360.75</b></u>	<u><b>19,829.96</b></u>

# CPRE Norfolk

Notes to the Accounts - Year ended 31 December 2012

	Restricted £	Unrestricted £	Total 2013 £	Total 2012 £
<b>1 Voluntary income</b>				
Membership				
CPRE subscription	0.00	15,526.67	15,526.67	14,414.39
Friends	0.00	6.00	6.00	0.00
Donations	0.00	31,124.44	31,124.44	11,031.40
Appeal	0.00	25.00	25.00	672.18
Grants	14,911.00	0.00	14,911.00	1,617.54
Miscellaneous	0.00	0.00	0.00	106.44
	<u>14,911.00</u>	<u>46,682.11</u>	<u>61,593.11</u>	<u>27,841.95</u>
<b>2 Fund-raising and publicity income</b>				
Sale of goods	0.00	579.65	579.65	607.12
Events	0.00	6,304.90	6,304.90	2,977.00
100 Club	0.00	864.00	864.00	0.00
	<u>0.00</u>	<u>7,748.55</u>	<u>7,748.55</u>	<u>3,584.12</u>
<b>3 Direct charitable expenditure</b>				
Salaries	0.00	12,273.98	12,273.98	20,832.85
Rent and rates	0.00	4,000.00	4,000.00	4,000.00
Insurance	0.00	663.73	663.73	613.94
Equipment repairs and renewals	0.00	0.00	0.00	444.05
Stationery	0.00	488.40	488.40	278.06
Postage	0.00	102.87	102.87	596.37
Telephone	0.00	450.34	450.34	446.97
Bank charges	0.00	47.83	47.83	0.00
Employee expenses	0.00	114.30	114.30	426.22
Volunteer expenses	0.00	1,261.68	1,261.68	1,308.88
Recruitment advertising	0.00	33.95	33.95	0.00
Fundraiser commission	0.00	1,695.22	1,695.22	1,342.92
Small Grants	0.00	0.00	0.00	2,200.00
Project Consultants Fees	2,859.30	0.00	2,859.30	0.00
Project Resources	28.00	0.00	28.00	0.00
Project Publicity & Promotion	0.00	0.00	0.00	0.00
Subscriptions/regional levy	0.00	177.92	177.92	199.32
Depreciation	0.00	150.00	150.00	472.44
	<u>2,887.30</u>	<u>21,460.22</u>	<u>24,347.52</u>	<u>33,162.02</u>

Continued overleaf

# CPRE Norfolk

## Notes to the Accounts - Year ended 31 December 2012

---

### 4 Fund-raising and publicity costs

Miscellaneous	0.00	38.40	38.40	130.82
100 Club prizes	0.00	531.44	531.44	295.00
Printing (including Countryside Review)	0.00	1,950.88	1,950.88	2,074.74
Awards	0.00	598.72	598.72	1,860.01
Events	0.00	3,308.56	3,308.56	3,587.97
	0.00	6,428.00	6,428.00	7,948.54

### 5 Governance costs

Committee expenses	0.00	703.59	703.59	446.08
AGM	0.00	40.05	40.05	214.00
Accountancy	0.00	335.90	335.90	319.80
	0.00	1,079.54	1,079.54	979.88

# CPRE Norfolk

## Acknowledgement of Donors - Year ended 31 December 2013

---

CPRE Norfolk would like to thank all of our members, friends, supporters and volunteers for their invaluable contribution to the charity's success in 2013. We also thank the following donors for their generous support:

Lady Hind Trust  
Sir Robert & Lady Jane Fellowes  
Roger Vere Foundation  
H B Allen  
D Webster  
Peter & Elizabeth Rackham  
Bishop of Norwich  
Barratt Charitable Trust  
Stella Symons Charitable Trust

### Patrons 2013

Sir Nicholas Bacon  
Charles Barratt  
Ivor Braka  
Henry Cator  
Marquess Cholmondeley  
Viscount Coke  
Thomas Cook  
Helen Corbin

Paul Doyle  
Paul Gismondi  
The Earl of Leicester  
Sir Rupert Mann  
Rosalie Monbiot  
Professor Timothy O'Riordan  
Lord & Lady Walpole

Other Patrons have asked to remain anonymous