

# BIRMINGHAM CONSERVATION TRUST ANNUAL REPORT AND ACCOUNTS TO 31 MARCH 2013



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*With thanks to our funders:*

Birmingham City Council  
Heritage Lottery Fund  
English Heritage  
Greater Birmingham & Solihull Local Enterprise Partnership  
AIM Biffa Award  
Birmingham Common Good  
The Pilgrim Trust

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### **Contact details**

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## 1. OUR MISSION AND STRATEGY

The charitable purposes of Birmingham Conservation Trust are:

- To preserve and enhance Birmingham's threatened architectural heritage
- To promote an enjoyment and understanding of the city's historic buildings

We work **for** the benefit of the people of Birmingham and its visitors and believe in working **with** local people to find imaginative, sustainable solutions to secure the long-term future of buildings at risk.

We aim to:

- enhance local distinctiveness and create a new identity for the city that integrates the best of the old with the new
- form partnerships with local communities, with business, industry and the voluntary sector
- empower communities within the city to help improve their environment for the better
- act as a catalyst for urban regeneration in rundown areas of the city
- contribute to the local economy by drawing funds into the city and encouraging tourism and leisure
- combine the best of modern design with the use of traditional construction skills
- encourage people to visit and engage with their built heritage
- provide a forum for discussion and exchange of information about Birmingham's heritage
- sustain the operation of the Trust for the long-term benefit of the people of Birmingham.

## 2. WHO WE ARE AND HOW WE WORK

Birmingham Conservation Trust is a charitable company limited by guarantee that was set up on 29<sup>th</sup> May 1977. It is governed by a Memorandum and Articles of Association, which were last amended on November 21<sup>st</sup> 2011, when a new constitution based on the updated Architectural Heritage Fund template was adopted.

The management of the business and the control of the Trust is vested in its Governing Body - a board of Trustee Directors of up to 13 members, which meets bi-monthly. There are no formal sub-committees but smaller groups of Trustee Directors meet as required to discuss specific tasks. The Trust Director is appointed by the Trustees to manage the day-to-day operation of the Trust. All new Trustee Directors receive an induction pack containing the Memorandum and Articles of Association, Annual Report and Accounts and details of supporting information for Trustees available from the APT Guidance Notes for Building Preservation Trusts and the Charity Commission.

The Trust has close ties with Birmingham City Council. For so long as it remains a member of the Trust, the Council has the right to appoint three councillors to serve on the Trust board, including the Chairman. The Trust is housed by the City Council in office accommodation at Lancaster Circus, although we will move to our own premises in the Coffin Works in 2014. Close ties are maintained with key heritage organisations, such as English Heritage and the Heritage Lottery Fund. The Trust also has a very good relationship with the National Trust through the partnership on the Back to Backs project. Birmingham Conservation Trust is a building preservation trust and a member of the UK Association of Preservation Trusts.



**The Trustee Directors serving in the year to 31 March 2013 were:**

Councillor Bob Beauchamp – Chairman  
Councillor Peter Douglas-Osborn – resigned 14 May 2012  
Councillor Carol Jones – from 16 July 2012  
Councillor Keith Linnecor – from 16 July 2012  
Councillor Paula Smith – resigned 14 May 2012  
Ms Jane Arthur  
Mr Jason Ashman  
Mr Nicholas D Booth – resigned 19 November 2012  
Ms Carol Bowsher  
Ms Rachel Cockett – from 19 November 2012  
Mr William Lilley – from 19 November 2012, resigned 20 February 2013  
Ms Jennifer Price  
Mr Michael Sharpe – resigned 14 May 2012  
Mr Les T Sparks – resigned 19 November 2012  
Ms Jenni Waugh – from 19 November 2012  
Mr Leigh Walker – resigned 26 November 2012



New trustees recruited in 2012 (from left to right) Jenni Waugh, William Lilley and Rachel Cockett

### Staffing

Elizabeth Perkins resigned as Director in October 2012. Kate Dickson served as Interim Director from October to December 2012. Simon Buteux took up his appointment as the new Trust Director in January 2013.

The Directors were assisted by a new Development Officer, Suzanne Carter, appointed in May 2012.



New staff recruited in 2012/13 (from left to right) Kate Dickson, Simon Buteux and Suzanne Carter

## PROJECTS

### a. The Coffin Works

Since the completion of the Back to Backs, the Coffin Works in Birmingham's historic Jewellery Quarter has been the Trust's major project. With grant support from Birmingham City Council, the Trust bought this semi-derelict late Victorian factory in 2010. In 2011 a grant of £999,400 was secured from the Heritage Lottery Fund. Much of our effort since then has been devoted to securing the necessary match funding to get the project on to site.

Built in 1894, the Newman Brothers coffin fittings factory is a Grade II\* listed building, complete with its historic contents (most now removed to temporary storage off site). Until 1998 Newman Brothers produced high-quality coffin fittings initially in solid brass, then in stamped electro-brass, silver and nickel plate, and latterly in moulded resin. Additionally the company sold shrouds and coffin linings, which they manufactured at the factory from the mid 20th century. In its heyday Newman Brothers employed a workforce of around 100 people. They produced goods that were sent out across the world and adorned the coffins of the great and the good, such as Joseph Chamberlain, Winston Churchill, the Queen Mother and reputedly Princess Diana. When the factory finally closed in 1999 it was left with its machinery, stock, furniture, office equipment etc. in situ, as if at the end of an ordinary working day – a 'time capsule' of Birmingham's industrial heritage.

The Coffin Works project involves the repair and refurbishment of the Newman Brothers factory to bring it into sustainable new use, to secure the long-term future of the buildings, and to make a significant contribution to the economic, social and cultural life of Birmingham's Jewellery Quarter. When the repair and conservation is complete the buildings will have multiple use:

- 'Newman Brothers': a heritage attraction/educational resource comprising five rooms of the original factory (including the Stamp Room and Shroud Room) with original machinery and stock.
- A store room and conservation workshop/ research room for work on the Newman Brothers collection
- New offices for the Birmingham Conservation Trust (including work and office space for volunteers)
- Six workshop/office units for let, aimed at the heritage and creative sector and with low rents for start-up businesses, together with a meeting room for the shared use of tenants and the BCT.

The project will seek to develop partnerships with other heritage attractions, with other enterprises, and with schools, colleges and universities, mainly but not exclusively in

Birmingham's Jewellery Quarter, to maximise both the sustainability and the social, economic and cultural value of the initiative.

Maximising community engagement and participation, especially the participation of youth and ethnic minorities (through, for example, innovative arts and cultural events), is a major goal of the project.

Three important grants were secured in 2012/13: an additional £200,000 from English Heritage, an AIM Biffa Award of £49,235 and a 'Growing Places' grant of £208,539 from the Greater Birmingham & Solihull Local Enterprise Partnership. Together with an interest-free working capital loan from Birmingham City Council, these provided the match funding needed for the capital works phase of the project, and on 5<sup>th</sup> March 2013 the Heritage Lottery Fund gave the project official permission to start.

Building work did not start immediately, however. During the long period – more than a decade – that the project had been under development, circumstances had changed. Given this, in early 2013 the Trust's new Director, Simon Buteux, decided that reviews of the architectural scheme, the Activity Plan and the overall Business Plan were needed to ensure fitness for purpose. While this delayed the start of the building works to the 2013/14 financial year, we are convinced that it has resulted in a considerably improved architectural scheme, an enhanced Activity Plan and a more robust, sustainable Business Plan.

Meanwhile we started working with volunteers to develop our education offer for Newman Brothers. While a full programme of on-site visits will be developed with the appointment of a Learning Manager in 2014, we began building relationships with teachers and schools through development workshops and giving pupils pre-restoration tours of the factory.

We recruited a filmmaker and digital interactive developer to produce a range of 'iPad tours' of the factory, working with young people. This activity, funded by the AIM Biffa Award, will run through to December 2013.



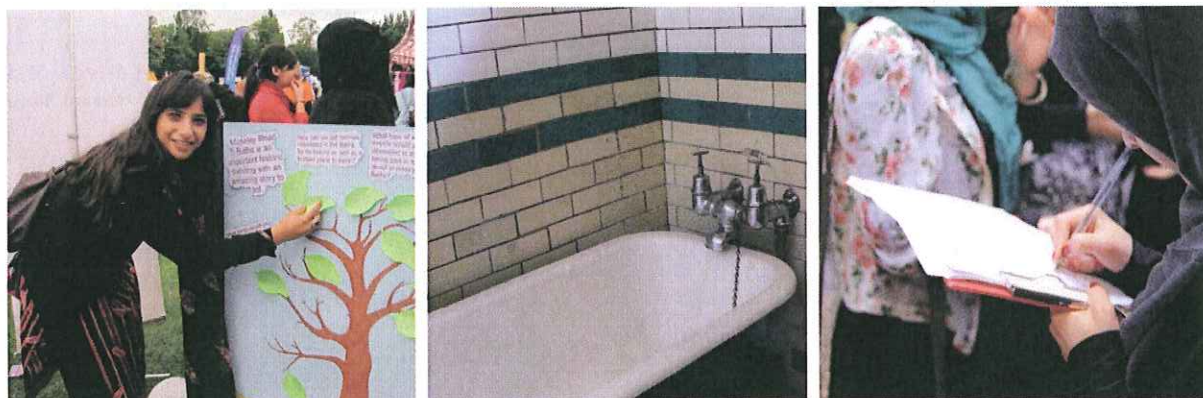


## b. Moseley Road Baths

The spectacular Moseley Road Baths in Balsall Heath is a building of national importance. It is the oldest of only three Grade II\* listed swimming pools currently operating in Britain. Built in 1907, it contains rare and unique features including the only complete set of pre-war private 'slipper' baths, possibly the only surviving steam-heated drying racks in a British swimming baths, and upper storey balconettes in its three-sided spectator gallery. The building, operated by Birmingham City Council, is currently on English Heritage's 'Buildings at Risk' register.

Working alongside the constituency team, Acivico and conservation architects Rodney Melville and Partners, Birmingham Conservation Trust were commissioned to work on the long-term plans and activities for the Stage 1 Heritage Lottery bid. BCT led an extensive community consultation exercise and prepared a 12-month programme of proposed community engagement and interpretative activity.

The HLF Stage 1 bid to tackle the external repairs and improvements to Pool 2 was due for submission in December 2012. Unfortunately, due to the pressure on its funds, the Council decided not to submit the bid as proposed. For more about the continuing campaign to save this building for swimming visit [www.friendsofmrbc.co.uk](http://www.friendsofmrbc.co.uk).



## c. Stirchley Baths

Stirchley Baths is a Grade II listed Edwardian building, richly detailed in a baroque style, which was officially opened in 1911 and closed in 1988. The building is derelict after being closed for the last 25 years.

Birmingham Conservation Trust were invited to work with Birmingham City Council (Selly Oak District) on their Stage 2 funding application to the Heritage Lottery Fund to bring the former baths back into use as a 'community hub', to replace the nearby community centre.

BCT was commissioned to write the Activity Plan; which covers all the activity that the HLF will fund that is not capital works to the building (so anything that involves people!). We also wrote the Interpretation Plan for the new building. From February 2012 to the end of March we ran an extensive programme of engagement with local residents and potential

new users of the community hub and consulted on plans for the HLF funded programme of activity .

More about this project, along with a huge quantity of blog posts, audio and images can be found at [www.stirchleybaths.org](http://www.stirchleybaths.org). (In a happier outcome than Moseley Road Baths, we are pleased to report that the bid was submitted in June 2013 and its success announced in October.)



#### **d. Highbury Trust Estate**

Highbury Hall was the Birmingham residence Joseph Chamberlain built for himself and occupied from 1880 until his death in 1914. The Grade II\* listed house, designed by John Henry Chamberlain (no relation), is in the 'Venetian Gothic' style with much terracotta decoration. The surrounding grounds were landscaped by Edward Milner. The hall and grounds passed to the Corporation of Birmingham in 1932 'for the benefit of the people of Birmingham' and in 1984 the house was restored by Birmingham City Council. It is used primarily as a venue for weddings, conferences and banqueting.

Highbury Park is a high priority for the City Council as part of its heritage strategy. In 2010 we were commissioned by the City Council to develop an Options Appraisal for the future of the Highbury Trust Estate. Our objective has been to find a way to make the Estate sustainable, whilst achieving its charitable aims and preserving its heritage. To do this we have had to identify and evaluate possible options for conservation, repair and future management of the assets.

In 2012/13 we undertook further work on the Options Appraisal, culminating in a public consultation undertaken by the Council in November/December 2012. The Council's preferred option is for the establishment of an independent trust to manage the Estate but there is a diversity of views amongst the many stakeholders.

#### **e. Yardley Cemetery Lodge**

For some time we have been considering a tiny, semi-derelict but lovely late Victorian building in Yardley Cemetery as a future project. Currently owned by Birmingham City Council (Bereavement Services), and no longer suitable for current purposes, the building is in poor condition and at risk. An architectural appraisal and costing exercise has

showed that the project comes with a conservation deficit, as capital costs for repair appear to be higher than the end value of the property.

During 2012/13 the BCT maintained liaison with Bereveament Services over the future of the building although the Council's preferred option is to attempt to sell it at auction.

#### **f. Rookery House**

In 2012 BCT contributed to Acivico's Options Appraisal on this magnificent eighteenth century villa in Erdington, owned by Birmingham City Council, which is sadly deteriorating. In a controversial decision, in March 2013 the Council decided to put the house up for sale.



Projects (from left to right) Highbury Hall, Yardley Cemetery Lodge and Rookery House

## **PEOPLE AND PROFILE**

Birmingham Conservation Trust has always prided itself on its ability to engage people with the city's historic buildings, and place people at the heart of what we do, whether they are a student, conservation specialist, volunteer, trustee or member of the public.

This community engagement increased further in 2012/13, partly because we have been gearing up to start delivery of the Heritage Lottery Fund Activity Plan for the Coffin Works Project, but also in part due to the background and skills of our Development Officer.

#### **a. Staff**

The year saw a complete change in the staff of the Trust. In May 2012 a new part-time Development Officer was appointed, Dr Suzanne Carter, who has a strong community engagement and events background, previously working for English Heritage. The major change, however, was the departure in October 2012 of the Trust's Director Elizabeth Perkins after more than 13 years of service. Amongst Elizabeth's many achievements at the BCT, the great success of the award-winning Back to Backs project must rank highest. Elizabeth also worked tirelessly, in the face of many setbacks, to bring the Coffin Works project to the point of commencement. She left, however, to take on an even bigger challenge, as project manager for the Ditherington Flaxmill in Shrewsbury, the world's first

iron-frame building and first fully steam-driven factory.

For a brief period from October to December 2012 the Trust was without a full-time director. However, Kate Dickson, who had spent the last twelve years running Heritage Works, a building preservation trust based in Manchester, was appointed Interim Director during this period. An architect by training, Kate's particular remit was to keep the Coffin Works project on track towards commencement. This she did with great efficiency, and in particular she secured a 'Growing Places' grant from the Greater Birmingham & Solihull Local Enterprise Partnership, which was the last piece of match funding needed to enable the capital works phase of the project to go ahead. Kate's association with the BCT continued, as through her heritage consultancy, Creative Heritage, she was appointed in March as Capital Works Project Manager for the Coffin Works project.

In November a new full-time Director, Simon Buteux, was appointed and took up his post at the beginning of January. An archaeologist by training, Simon worked at the University of Birmingham from 1988 until 2007, where he was Director of the University's Field Archaeology Unit and, from 2002-5, Divisional Leader for Archaeology and Heritage Management. He has been a project manager for numerous projects in Birmingham, the west Midlands and further afield. In 2008-11 he undertook the repair and conversion of the Reader's House, a 17<sup>th</sup> century Grade I listed building in Ludlow.

Simon's remit is to focus on achieving a sustainable future for the Birmingham Conservation Trust, through developing new initiatives and diversifying income streams. In particular he is tasked with managing the period of transition as the Trust moves into its future premises at the Coffin Works, runs 'Newman Brothers', the Trust's own heritage attraction, and becomes a landlord for the first time.



(From left to right) Nick Booth, Elizabeth Perkins and Les Sparks

## **b. Trustees**

The departure of Elizabeth Perkins at a crucial point in the development of the Coffin Works project increased the workload of our trustee directors. Not only did the trustees have to manage a complete change in the staff of the Trust over this twelve-month period, but they also developed a new vision and strategy for the Trust, adapted to the changed financial landscape following the 2008 recession and aimed at a sustainable future.

At the end of July we ran a successful recruitment afternoon for potential new trustee directors, based on a tried and tested approach: a tour of Newman Brothers, a

presentation about the Trust and an opportunity for candidates to ask questions and discuss plans for the future. From this process we recruited Jenni Waugh, Rachel Cockett and William Lilley onto the Board of Directors.

As well as saying goodbye to Elizabeth Perkins, during this year we also said goodbye to Les Sparks and Nick Booth who had been active members of the Board of Trustees for over a decade themselves, and had made an enormous contribution.

### c. Heritage Open Days: 8-9 September 2012

In the past we have offered limited pre-booked tours of the Coffin Works for HODS. This year we invited the public to drop into a family-friendly weekend event. We welcomed around 450 people into the factory and sunny courtyard over the two days. As well as guided tours we had music and performance thanks to our collaboration with Tin Box Theatre Company, children's activities, displays and even a Vintage Car in the courtyard. We also opened the Stamp Room with all the old machinery and our chairman Bob, an expert in manufacturing processes, explained to visitors how it all worked - so everyone got a Coffin Fitting 'experience' if not the full works! Both volunteers and trustees got involved, and we trained up five new tour guides this year to build our capacity.



### d. Volunteers

In preparation for all the activity (events programme, interpretation, learning) being funded by the Heritage Lottery Fund and others alongside the repair and conservation of the Coffin Works, we formally launched our volunteering programme in July 2012.

This has steadily grown, with 28 volunteers registered by the end of March 2013. We involved 23 volunteers and trustees in running our Heritage Open Days event this year. At the Coffin Works we have offered the following roles: tour guides, event assistants, a caretaker, researchers and photographers. Without them we would not have been able to run our fundraising tours.

Our team of heritage bloggers who write about Birmingham's history and news and events in the historic environment, contributed 51 blogs. The popular The Friday Photo was started in November with a new photograph of a piece of Birmingham heritage every week for our followers.



### e. Arts Projects

Tin Box Theatre Company returned, not with a show but a candle-lit fundraising event; bringing acoustic music, drama and poetry to the factory.

Film production students from Joseph Chamberlain College came and filmed three short pieces; two fictional and one a documentary on site.

Four professional photographers visited the site to take photographs of the building; they have given us their images for our expanding photographic archive.



### f. Talks and Tours

#### Talks

We were invited to give talks on the work of the Trust, and especially the Coffin Works project, to the following groups: Kidderminster and District Archaeological and Historical Society, The Victorian Society, The Midlands Institute, DeafPLUS, the Friends of Arkwright Mill and Stockland Green Ladies group.

#### Tours

Each year we give a number of tours of the Coffin Works to students. This year we accommodated groups from Leicester University, the Ironbridge Institute and Munich University. We also hosted a visit by members of the UK Association of Preservation Trusts.

In this year we also decided to organise more events to raise money for the work of the Trust and particularly the Coffin Works project. This was only possible with the help of our volunteers. These events were a huge success, with every ticket available sold! We welcomed 303 members of the public on either a candle-lit 'twilight tour' of the Coffin Works in October or 'Victorian Christmas-themed' tour in December. Our final weekend of

pre-restoration public tours in March was rescheduled to April due to snow. We also gave ticketed tours to the following small groups: MADE, Midlands Textile Forum, SPICE West Midlands, Heart of England Blue Badge Guides, Probus (Sutton Coldfield), Birmingham Civic Society, Coventry History Society and DeafPLUS.



### g. Website

Our on-line presence grew steadily during the year and the website was further developed, reflecting the development of the Trust. Google analytics shows we had 22,530 unique visitors to the website during these 12 months: 85% of these visitors were from the UK and 29% from Birmingham. This shows the audience for our work is not just local.

Affiliate links with Amazon and Spend and Raise continued to generate a small amount of additional income for the Trust through a charity referrer's fee scheme, without any cost to the purchasers (BCT receives up to 10% of any purchase).



### h. Social Media

We worked hard during the year to build a digital audience, thanks to three trustees with social media experience and lots more events than previous years to promote through our

networks. Over the year we grew our Facebook audience from 66 to 247 'likes'. Twitter followers grew significantly to an estimated 1800 by the end of March as a result of an average of 4-5 daily tweets or retweets from trustee Rachel Cockett, who has raised the profile of the Trust within on-line networks.

#### 4. AMBITIONS FOR 2013/14 AND BEYOND

Over the past three years, fundraising for the Coffin Works project and the drive to get it to the point of commencement has seriously eroded the Trust's financial reserves. 2012/13 saw the most substantial erosion of these reserves to date, as is reflected in the Financial Statement below. This is a measure of the commitment and determination of the Trust to the project, which is seen as a key component of building a sustainable future for the Trust, and diversifying our income streams.

#### 2013/14

2013/14 will be a year of transition:

- At the beginning of the year the repair and conservation work at the Coffin Works will commence and by the end of the year this work will be nearing completion. The main focus throughout the year will be the successful completion of this building work, on budget. We have an excellent professional team – project manager, architect, quantity surveyor and engineers – and a very well specified programme of works with adequate contingencies, so we are confident that this will be achieved.
- A second major focus, in parallel with the building works, will be on preparing everything that is needed to create the 'Newman Brothers' heritage attraction, promote it, and make it ready for opening within about two months of the completion of the construction works. This is a complex project in itself, which will be managed primarily by our Development Officer Suzanne Carter, and which will involve *inter alia* commissioning and coordinating the work of a diverse range of consultants. An important aspect of this will be the recruitment and appointment of additional members of staff, a *Collections and Exhibitions Manager* and an *Operations and Volunteering Manager* who will help to take this side of the project forward in last quarter of the year, in preparation for the opening of Newman Brothers in summer 2014.
- A third, related task will be to prepare and begin to deliver the HLF Activity Plan for the Coffin Works – an ambitious programme of educational initiatives and community engagement. During the building works we will be focussing on providing training placements in building conservation skills for students from local colleges, and short courses for professionals. Engagement with a broader public, including schools, will also focus on the repair and conservation work, with a programme of 'hard hat' tours led primarily by our contractors, FWA, and including the Heritage Open Days in September 2013. We will also need to secure the £105,000 shortfall in match funding for our Activity Plan. When successful, we will be recruiting our *Learning Manager*, who will help to deliver our ambitious programme when Newman Brothers opens. In parallel, we will initiate a targeted marketing campaign to recruit the Education Volunteers who will also be crucial in



delivering the programme.

- A fourth task will be to market the units for let at the Coffin Works and encourage their occupation by suitable tenants.
- Last but not least, the Trust will need to prepare for, and make provision for, the move of its office from City Council accommodation to the Coffin Works.

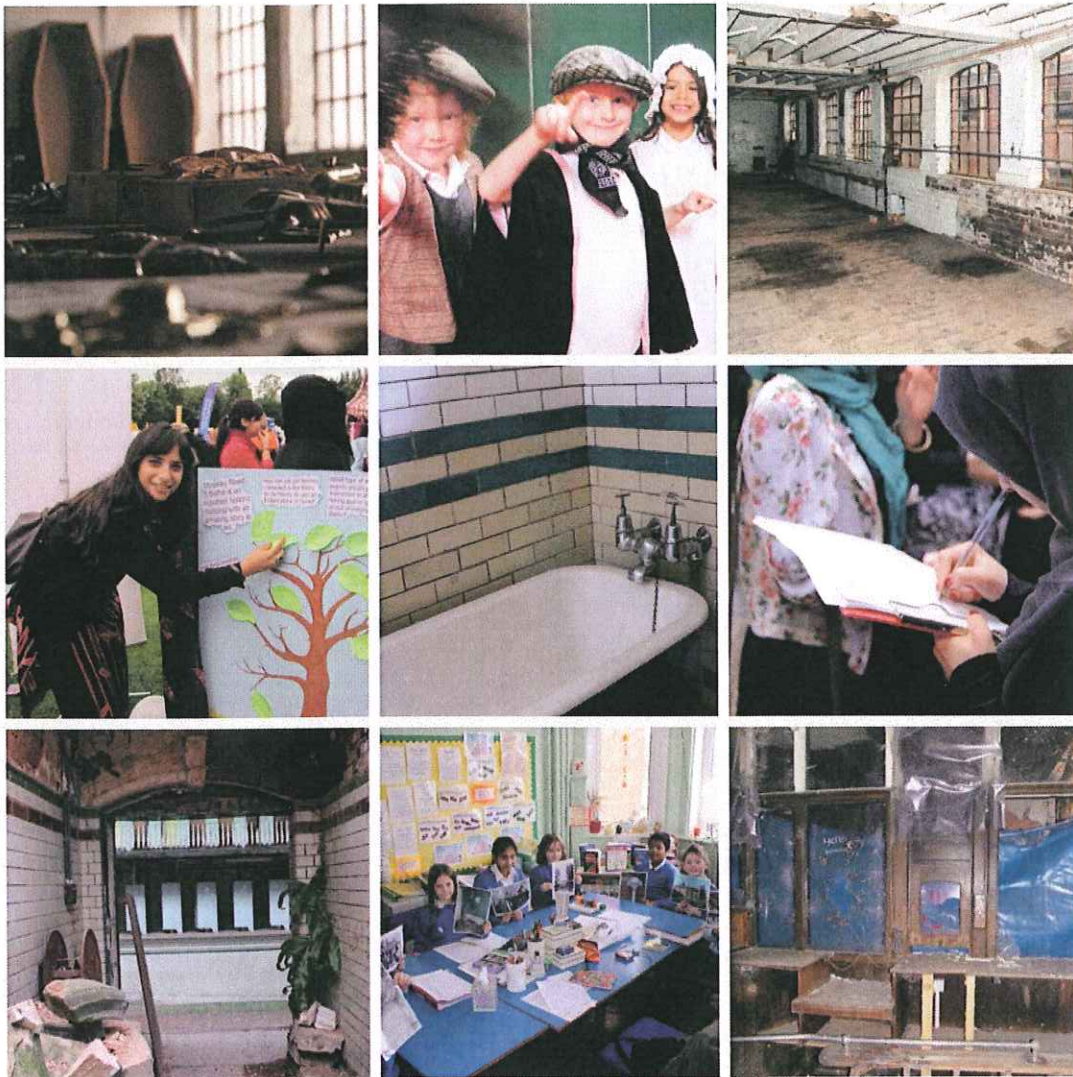
All the above must be achieved without further erosion of the Trust's reserves. In addition to these challenging new tasks focussed on the Coffin Works, the Trust will continue to fulfil and develop its wider remit of preserving and enhancing Birmingham's historic buildings and promoting an enjoyment and understanding of the city's architectural heritage. We will do this by:

- Continuing to provide consultancy services to Birmingham City Council and others, notably in the preparation of Heritage Lottery Fund bids
- 'Horizon scanning' for future potential major projects to follow on from the Coffin Works.
- Strengthening our links with existing partners and establishing new partnerships, including with developers, especially in the Jewellery Quarter
- Exploring new ways of generating income to build and maintain reserves
- Continuing to develop our formal volunteering programme.
- Establishing a Supporters' Group to support and build capacity for the Trust
- Developing a strategy for engagement with businesses, including but not limited to corporate giving. For this purpose we will submit an application for an HLF 'Catalyst' grant, seeking funding primarily for consultancy services from a professional fundraiser.
- Carrying out a structured recruitment campaign to fill vacant places on our Board of Trustees and at the same time providing the Board with the range of expertise and experience needed to take forward both the Coffin Works project and our broader initiatives.
- Instituting an 'Away Day' for our Board of Trustees, where the focus will not be on the day-to-day business of the Trust but on strategic planning for the future.
- Continuing to develop and upgrade our website, recruiting at least three new volunteer bloggers to up-date content, ensure the continued success of the popular 'Friday Photo' feature, and maintain the frequency of blogs at at least two new blogs each week.
- Creating a BCT Calendar using the best of the 'Friday Photos', both as a fundraising initiative and to better publicise and disseminate our work.

- Further developing our social media presence and communications through Facebook and Twitter.

### Beyond 2013/14: A Sustainable Future

The period from 2014 to 2017 will see the Trust operating the Coffin Works with substantial revenue grant support from the HLF and others. Successful commercial operation of the Newman Brothers heritage attraction and successful letting of the commercial units at the Coffin Works will allow the Trust to rebuild its reserve funds in preparation for running the Coffin Works as a self-sustaining enterprise from 2017 onwards. This period of grant support will also provide the Trust with the opportunity to develop the range of other initiatives – Supporters’ Group, business engagement – that we see as fundamental to the future success of the Trust. Most importantly, we will use this period to develop the services, projects and partnerships that will enable us to better deliver our charitable aims and achieve a long-term sustainable future.



## 5. Financial Statement

The financial statement commences on page 20.

**Birmingham Conservation Trust**  
**Legal and Administrative Information**

**Constitution and objectives**

The Trustees, who are also Directors of the Charity for the purposes of the Companies Act, submit their annual report and the financial (SORP) statements for the year ended 31 March 2013. The Trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the Charity.

Birmingham Conservation Trust is a charitable company limited by guarantee and was set up on 29 May 1997. It is governed by a Memorandum and Articles of Association, which were last amended on 21 November 2011, when a new constitution based on the updated Architectural and Heritage Fund template was adopted.

Its objects are to preserve for the citizens of Birmingham and in the County of West Midlands and of the nation at large, whatever of the historical, architectural and constructional heritage may exist in and around the City of Birmingham aforesaid in the form of buildings (including any building as defined in Section 336(1) of the Town and Country Planning Act 1990) of particular beauty or historical, architectural or constructional interest and to promote the education of the general public as regards the occupation and use of such buildings throughout their history.

**Directors and trustees**

The directors of the charitable company, Birmingham Conservation Trust, are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The trustees that served during the year were:

Councillor Bob Beauchamp – Chairman  
Mr Nicholas D Booth - resigned 19 November 2012  
Mr Les T Sparks - resigned 19 November 2012  
Mr Leigh Walker - resigned 26 November 2012  
Mr Jason Ashman - resigned 20 May 2013  
Councillor Peter D Osborn - resigned 14 May 2012  
Councillor Michael Sharpe - resigned 14 May 2012  
Councillor Paula Smith - resigned 14 May 2012  
Councillor Keith Linnecor - appointed 16 July 2012, resigned 15 July 2013  
Ms Jane Arthur  
Ms Carol Bowsheer  
Ms Jennifer Price  
Councillor Carol Jones - appointed 16 July 2012  
Ms Rachel Cockett - appointed 19 November 2012, resigned 30 September 13  
Mr William Lilley - appointed 19 November 2012  
Ms Jenni Waugh - appointed 19 November 2012  
Councillor Martin Straker Welds - appointed 15 July 2013  
Mr Ken Fisher - appointed 15 July 2013  
Mr Shane Kelleher - appointed 15 July 2013  
Ms Katie Kershaw - appointed 15 July 2013  
Mr Andrew Moody - appointed 15 July 2013  
Ms Sally Szarka - appointed 15 July 2013

Secretary Mr Andrew Moody

Company Registration Number 03380637  
Charity Registration Number 1063124  
VAT Registration Number 754 1150 55

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Birmingham B4 7DJ

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Solicitors Gateley  
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Birmingham B3 2HJ

Independent Examiner: Mr S Atkins BSc (Hons) FCA  
Partner in Clement Keys LLP  
8 Calthorpe Road  
Edgbaston  
Birmingham  
B15 1QT

Constitution The charity is a company limited by guarantee and is governed by its memorandum and articles of association.

## Organisation

The management of the business and the control of the Trust is vested in its Governing Body, a board of trustees of up to 13 members, who meet bi-monthly. There are no formal sub-committees but smaller groups of Trustees do meet from time to time to discuss specific tasks.

The Trust has close ties to Birmingham City Council. For so long as it remains a member of the Trust, the Council has the right to appoint three councillors to the Trust, including the Chairperson, and to nominate four suitable organisations who are in turn given the right to nominate one of their members to the Board of the Trust.

Each nominating organisation shall:

- 1) be a non-profit organisation (whether charitable or not) the aims and objectives of which are compatible with, or
- 2) have representations within, or carry on at least part of its activities in the City of Birmingham;
- 3) be appointed or removed by notice in writing served upon it by Birmingham City Council.

The Trust also has close links with the National Trust through the partnership on the Back to Backs Project, The Trust maintains close ties with the Heritage Lottery Fund as the funder of several projects.

## Public Benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aim and objectives of the trust and in planning any future activities.

## Induction of Trustees

All new Trustees receive an induction pack containing its constitution, draft business plan, annual report and accounts and supporting information from the APT Guidance Notes for building preservation trusts.

## Statement of Financial Activities

The Statement of Financial Activities for the year is set out within the financial statements. Any surplus funds are invested with Birmingham City Council. The Trust's wholly owned Trading Company was dormant in the year.

## Reserves

The Trustees have reviewed the reserves of the Charity. The Charity undertakes projects with a view to making a surplus that goes towards funding future projects.

## Risk Management

The Trustees examine the major strategic, business and operational risks that are associated with undertaking each project. Systems are in place to enable regular reports to be produced so that the necessary steps can be taken to manage these risks.

## Trustees' Responsibilities in Relation to Financial Statements

The trustees (who are also directors of the Birmingham Conservation Trust for the purpose of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 and of the incoming resources and application of resources, including income and expenditure of the charity for that period.

In preparing these financial statements, trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- 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 maintaining proper accounting records which 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 Companies Act 2006. The Trustees 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.

## Small Company Provision

In preparing this report the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

Approved by the Board of Trustees on 11th November 2013 and signed on its behalf by

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Bob Beauchamp  
Chairman

## Contact Details

Website: [www.birminghamconservationtrust.org](http://www.birminghamconservationtrust.org)

Contact: Kate Dickson, Birmingham Conservation Trust, PO Box 28, Birmingham B1 1TU

Tel: 0121 303 2664

E mail: [kate.e.dickson@birmingham.gov.uk](mailto:kate.e.dickson@birmingham.gov.uk)

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BIRMINGHAM CONSERVATION TRUST**

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I report on the accounts of the Charity for the year ended 31 March 2013, which are set out on pages 23 to 27.

**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.

It is my responsibility to;

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- 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 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:

- (i) 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 Acthave not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**CLEMENT KEYS LLP**  
Chartered Accountants  
No 8, Calthorpe Road  
Edgbaston  
Birmingham  
B15 1QT

**Mr S Atkins BSc (Hons) FCA**  
Partner in Clement Keys LLP

Birmingham Conservation Trust

Statement Of Financial Activities For The Year Ended 31 March 2013  
(Incorporating an income and expenditure account)

	Note	Restricted Fund £	General Fund £	Total Funds 2013 £	Total 2012 £
<b>Incoming Resources</b>					
Investment income - Deposit interest		-	677	677	852
Voluntary income - Donations		-	2,373	2,373	1,459
Charitable activities		40,000	12,844	52,844	44,036
<b>Total Incoming Resources</b>		<b>40,000</b>	<b>15,894</b>	<b>55,894</b>	<b>46,347</b>
<b>Resources Expended</b>					
Charitable activities					
Project costs	2	63,340	5,861	69,201	26,775
Support costs	2	-	46,786	46,786	33,181
		63,340	52,647	115,987	59,956
<b>Governance Costs</b>					
Salaries		-	2,194	2,194	2,691
Independent Examination fee		-	1,525	1,525	1,495
Sundry Expenses		-	28	28	30
		-	3,747	3,747	4,216
<b>Total Resources Expended</b>		<b>63,340</b>	<b>56,394</b>	<b>119,734</b>	<b>64,172</b>
<b>Net (Outgoing) / Incoming Resources being Net Expenditure for the year</b>		<b>(23,340)</b>	<b>(40,500)</b>	<b>(63,840)</b>	<b>(17,825)</b>
<b>Reconciliation of funds:</b>					
<b>Fund Balances brought forward</b>		<b>145,805</b>	<b>67,373</b>	<b>213,178</b>	<b>231,003</b>
<b>Fund Balances carried forward</b>		<b>122,465</b>	<b>26,873</b>	<b>149,338</b>	<b>213,178</b>

There were no recognised gains or losses for 2013 or 2012 other than the result for the year. Accordingly, a statement of recognised gains and losses has not been prepared. All income and expenditure relates to continuing activities and there is no difference between the reported result and that on an historical cost basis.

Birmingham Conservation Trust

Balance Sheet As At 31 March 2013

Company number: 03380637

	Note	Restricted Fund £	General Fund £	2013 Total £	2012 Total £
<b>Fixed Assets</b>					
Tangible fixed assets	6	65,000	-	65,000	65,000
Investments	7	-	15	15	15
<b>Current Assets</b>					
Debtors	8	-	309	309	2,266
Cash at Bank		57,465	36,863	94,328	181,082
		57,465	37,172	94,637	183,348
<b>Creditors: amounts falling due within 1 year</b>	9	-	10,314	10,314	35,185
<b>Total Net Assets</b>		57,465	26,858	84,323	148,163
<b>Total Assets</b>		122,465	26,873	149,338	213,178
<b>Funds</b>					
Unrestricted Income Funds	13	122,465	26,873	149,338	213,178

The directors consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 and members have not required the charitable company to obtain an audit for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for:

- ensuring that the charity keeps accounting records which comply with section 386 of the Companies Act 2006; and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at 31 March 2013 and of its incoming resources and application of resources including its net income or expenditure, for the year then ended in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 11th November 2013 and were signed on its behalf by:

\_\_\_\_\_  
Bob Beauchamp  
Chairman



## Birmingham Conservation Trust

### Notes To The Accounts For The Year Ended 31 March 2013

#### 1 Accounting Policies

##### (a) Basis of accounting

The financial statements are prepared under the historical cost convention, in accordance with the provisions of the Companies Act 2006 and comply with the Financial Reporting standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice: Accounting and Reporting by Charities issued in 2005 and the Charities Act 2011.

##### (b) Income and Expenditure

Income and expenditure is accounted for on an accruals basis.

##### (c) Grants and Donations

Grants are recognised when approved by the donor. Other donations are recognised in the period in which they are received.

##### (d) Governance Costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include those related to statutory audit and accountancy fees together with an apportionment of support costs. The apportionments are based on the Trustees' best estimates carried out on a reasonable and consistent basis.

##### (e) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. No depreciation has been charged in the year as the asset is still currently in the course of construction.

##### (f) Fund Accounting

Funds held by the Charity are:

Unrestricted Funds: These are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

##### (g) Restricted Funds

Restricted funds represent grants and donations which are subject to restrictions imposed by the donor on their expenditure.

##### (h) Designated Funds

These are funds which have been put aside out of unrestricted funds at the discretion of the trustees for particular projects. The designation is for administrative purposes only and does not legally restrict the trustees discretion to apply the fund.

##### (i) Cashflow

The charity has taken advantage of the exemption in the Financial Reporting Standard for Smaller Entities (effective April 2008) from the requirement to produce a cash flow statement on the grounds it is a small company.

#### 2. Charitable Activities

Expenditure on charitable activities represents project costs in the year on: Coffin Works £63,340; Mosely Road Baths £3,740; and Stirchley Baths £2,122.

The support costs are:

	2013 £	2012 £
Salaries	23,018	30,942
Sundry Expenses	23,768	2,239
	<u>46,786</u>	<u>33,181</u>

#### 3 Trustees' Remuneration and Expenses

No remuneration was paid or payable in respect of the year out of the funds of the Charity either directly or indirectly to any Trustee or to any person known to be connected with them (2012 nil).

One Trustees had their expenses reimbursed during the year, to the value of £106.44 (2012 nil).

## Birmingham Conservation Trust

### Notes To The Accounts For The Year Ended 31 March 2013 (continued)

#### 4 Employees

The Charity employed two people during the year (2012 Two). Employment costs totalled £27,420 (2012: £33,633)

#### 5 Taxation

As a charitable company, Birmingham Conservation Trust, is exempt from tax on income and gains falling within section 481-489 of the CTA 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen within the charitable company.

#### 6 Tangible Fixed Assets

	Asset in course of construction £	Total £
<b>Cost</b>		
At 1 April 2012	65,000	65,000
Additions	-	-
	65,000	65,000
At 31 March 2013		
<b>Depreciation</b>		
At 1 April 2012	-	-
Charge for the year	-	-
	-	-
At 31 March 2013		
<b>NBV</b>		
As at 31 March 2013	65,000	65,000
As at 31 March 2013	65,000	65,000

#### 7 Fixed Asset Investments

The Trust holds the whole of the issued share capital of Birmingham Conservation Trust (Trading) Ltd, a dormant company incorporated in England and Wales.

	2013 £	2012 £
Shares in subsidiary undertaking	15	15
	15	15

#### 8 Debtors and Prepayments: amounts falling due within 1 year

	2013 £	2012 £
Accrued interest	299	430
HMRC	10	1,836
	309	2,266

#### 9 Creditors: amounts falling due within 1 year

	2013 £	2012 £
Accountancy charges	1,525	1,495
HMRC	-	57
B'ham City Council - salaries	8,789	33,633
	10,314	35,185

## Birmingham Conservation Trust

### Notes To The Accounts For The Year Ended 31 March 2013 (continued)

#### 10 Related Party Transactions

The Birmingham Conservation Trust paid the following amounts to Birmingham City Council in the year:

	2013	2012
	£	£
Administrators' Remuneration	27,420	33,633
Insurance	1,411	1,344
Translation Service - Mosely Road Baths	75	-
Entertainment Licence - Coffin Works	21	21
NNDR Business Rates - Coffin Works Storage	-	1,147
Planning Fees - Coffin Works	-	335
	<u>28,927</u>	<u>36,480</u>

One Trustee had expenses reimbursed to the value of £106.44. (In 2012, none).

#### 11 Risk Management

The Trustees keep under review the major strategic and operational risks which the Charity faces and are satisfied that systems have been established in order to minimise the possible effects of such risks on the Charity.

#### 12 Liability of the Members

The liability of the members as set out in the Memorandum of Association of the company is as follows:

"Every Company Member promises, if the company is wound up whilst he is a Company Member or within one year after ceasing to be a Company Member, to contribute such amount as is required up to a maximum of £1 towards the costs of winding up the company and liabilities incurred whilst the contributor was a company member."

#### 13 Restricted Fund

The restricted fund is a fund set aside by the trustees to represent the income and expenditure incurred in connection with the Newman Brothers Coffin Works project.

#### 14 Purchase of the Coffin Fitting Works

On 2 August 2010 the Trust purchased the Newman Brothers Coffin Fittings Factory for £65,000. A grant was received from BCC in July 2010 for £150,000 in respect of this purchase. The remainder of this grant has been / will be put towards the restoration costs.