

COMBE DOWN HOLIDAY TRUST

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2010

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 December 2010.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name Combe Down Holiday Trust

Charity registration number 1022275

Company registration number 2812304

Principal office Combe Down Surgery

The Avenue
Combe Down
Bath
BA2 5EG

Registered office Combe Down Surgery

The Avenue
Combe Down
Bath
BA2 5EG

THE TRUSTEES

The trustees who served the company during the period were as follows:

J R Carter FCA MAE TEP
H L Burgess LLB (Chairman)
R A Edwards LLB
A W Patmore BSc FCA
Major A E R Peters MBE
E Wilson BA
R A S Hodgman
P R Ost
K M Gough
G Harris

J R Carter FCA MAE TEP was appointed as a trustee on 25 August 2010.

K M Gough was appointed as a trustee on 10 February 2010.

G Harris was appointed as a trustee on 26 May 2010.

Major A E R Peters MBE retired as a trustee on 25 August 2010.

Secretary Mr J R Carter FCA MAE TEP

Auditor Moore Stephens

Chartered Accountants
& Statutory Auditor
30 Gay Street
Bath
BA1 2PA

COMBE DOWN HOLIDAY TRUST

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2010

Bankers National Westminster Bank plc
15 High Street
Bath
BA1 2PH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Richard Osborn is the Chief Executive of the Trust.

Governing instrument

The charity's objects and regulations are controlled by a memorandum and articles of association. The charity, which is constituted as a company limited by guarantee and not having a share capital, was incorporated and registered as a charity on 4 June 1993.

Organisation of the Charity

The trustees meet on a regular basis and at each meeting monitor the progress of the charity's income and expenditure as well as considering requests for grants. Additional trustees are appointed by the trustees for the time being of the Trust.

Risk management

The trustees have reviewed the charity's activities and assessed the opportunities available to the charity and the risks to which it is exposed. As a result of this process, the trustees have implemented a risk management strategy, which comprises:

- 1) an annual review of the risks which the charity may face;
- 2) the establishment of systems and procedures to mitigate those risks identified during the annual risk review; 3) the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise; and
- 4) the Trust has a policy of not accepting referrals unless they are received from an accredited source, e.g. social / health workers, other charities or recognised caring agencies.

Trustee Induction & Training

New trustees are given relevant training and a copy of the Memorandum and Articles of Association are provided. Refresher training is arranged as necessary on Company and Charity Law.

OBJECTIVES AND ACTIVITIES

Objects

The charity's objects are to relieve sickness and suffering and (without prejudice to the generality of the foregoing) the provision of holidays and holiday accommodation for disabled people and their families and carers.

Activities to further the Charity's objects

The charity has supported and funded a number of holidays by the making of grants.

The trust employs on a part-time basis a Chief Executive who visits applicants and assesses both the needs and the financial means of candidates.

COMBE DOWN HOLIDAY TRUST

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2010

There have been no changes in the charity's objects or policies during the period.

Public benefit

The Trustees have paid due regard to the Charity Commission guidance on public benefit in deciding what activities the charity should undertake. The focus of our activities remains the provision of holidays or short breaks to disabled people, their carers and their families. Caring can be very demanding, the provision of a holiday or short break can be an enjoyable experience, allowing beneficiaries to 'recharge their batteries', catch up on day-to-day life or meet other friends and family. It is therefore greatly beneficial to all concerned. The benefits are provided to disabled people and their families and carers predominantly, but not exclusively in Bath and its environs.

ACHIEVEMENTS AND PERFORMANCE

During the year 694 disabled people, their carers and family members benefited from a holiday or short break.

The processing of applications and the assessing of the needs of applicants to ensure that those needs will be met by holiday venues requires significant management input.

As part of the provision of holidays / short breaks the Trust encourages applicants to make contributions towards their holidays, dependant on their means.

In many instances this will form part of the payment for the holiday and will be made directly by applicants to holiday providers. A number of applicants, whilst able to assist with the funding of their holiday require assistance in order to select an appropriate venue.

How we performed:

Disabled people granted holidays	257
Carers on their own	120
Carers of disabled people	258
Siblings accompanying	59
Total who have benefited from a holiday	694

FINANCIAL REVIEW

Financial performance

The charity's income amounted to £71,785 (2009: £51,580) and expenditure totalled £60,673 (2009: £61,373) of which £30,567 (2009: £30,999) was incurred in funding holidays. There was a net surplus for the year of £11,112 (2009: deficit of £9,793) - after including investment gains amounting to £50,119 (2009: £106,207) the funds of the charity increased by £61,231 to stand at £876,097.

Reserves policy

It is the trustees opinion that the most effective way of fulfilling the Charity's objects and generating income of approximately £40,000 per annum thereby being able to fund indefinitely holidays for disabled people and their carers, is to retain free reserves equal to the value of the Charity's investments and deposits. This policy is reviewed on a regular basis.

Investment policy

In 1997 the proceeds from the sale of the Trust's Combe Down Holiday Home were invested, the income from which is used to fund the Trust's activities. The trustees are keen that the income of the charity increases on a year-by-year basis in order that the charity can maintain a consistent level

COMBE DOWN HOLIDAY TRUST

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2010

of grants despite the effect of any price increases, and are confident that sufficient income is being generated to fund the future activities of the charity.

Realised and unrealised losses during the year amounted to £50,119 (2009: 106,207) so that investments had a value at the end of the year of £837,127 (2009: £787,007).

PLANS FOR FUTURE PERIODS

The Trust intends to continue fulfilling its objectives by providing holidays and holiday accommodation to disabled people and their families and carers.

RESPONSIBILITIES OF THE TRUSTEES

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

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

AUDITOR

Moore Stephens are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

SMALL COMPANY PROVISIONS

COMBE DOWN HOLIDAY TRUST

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2010

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office: Signed on behalf of the trustees
Combe Down Surgery
The Avenue
Combe Down
Bath
BA2 5EG

H L Burgess LLB
Chairman

.....