

COMPANY REGISTRATION NUMBER 07142946

**CIVIC VOICE**  
**FINANCIAL STATEMENTS**  
**30 APRIL 2016**

**Charity Number 1134476**

**HARGREAVES AND WOODS**

Chartered Accountants  
Cholmondeley House  
Dee Hills Park  
Chester  
Cheshire  
UK  
CH3 5AR

**CIVIC VOICE**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 30 APRIL 2016**

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**CIVIC VOICE**  
**TRUSTEES ANNUAL REPORT**  
**YEAR ENDED 30 APRIL 2016**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 30 April 2016.

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	Civic Voice
<b>Charity registration number</b>	1134476
<b>Company registration number</b>	07142946
<b>Principal office</b>	60 Duke Street Liverpool L1 5AA
<b>Registered office</b>	60 Duke Street Liverpool L1 5AA

**The trustees**

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

Mr P Bedwell  
Mr R Sutton  
Mr P A Douce  
Dr A E F Gick  
Mr J V Walker  
Mr J Kershaw  
Mrs J Humble  
Mr G M Meredith  
Mr NR Sinden  
Mr D Tittle

**Officers**

Dr A E F Gick	- Chair
Mr J V Walker	- Deputy Chair
Mr G M Meredith	- Honorary Treasurer
Mr N R Sinden	- Civic panel nominee (co-opted)

**Executive Officers**

Mr I Harvey	- Executive Director
Mrs G Roxborough	- Administrator

**Honorary President**

Mr G Rhys Jones

# CIVIC VOICE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 30 APRIL 2016

### Bankers

Co-operative bank plc  
4th Floor  
9 Prescott Street  
London  
SE1 0SW

### STRUCTURE, GOVERNANCE AND MANAGEMENT

Civic Voice is a charitable company limited by guarantee, incorporated on 2nd February 2010, and registered as a charity on 23rd February 2010.

### OBJECTIVES AND ACTIVITIES

The objects of the Charity are for the public benefit in England and in such other locations as the Trustees see fit:

- to promote the conservation, protection and improvement of the environment, in particular the public realm and the historic environment;
- to encourage high standards in the management and development of the built and natural environment
- to promote sustainable development by the conservation, protection and improvement of the environment, and the promotion of the prudent use of resources (sustainable development being development that meets the needs of the present without compromising the ability of future generations to meet their own needs);
- to foster civic pride and stimulate and educate the public, in particular by promoting understanding of the beauty, history, geography and character of different localities
- to develop the capacity and skills of individuals and communities to understand and take action to conserve, protect and improve the quality, beauty and character of their locality
- to promote such other charitable purposes as may from time to time be determined by the Trustees, including the assistance of other charities;

In setting the above objectives and running activities the Trustees have given careful consideration of the Charity Commission's guidelines on public benefit.

# CIVIC VOICE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 30 APRIL 2016

### ACHIEVEMENTS AND PERFORMANCE

The early part of this period was dominated by the unexpected Conservative victory in the May 2015 general election. While the core policies of the government remained relatively unchanged, there were a number of significant shifts that were of importance to the Civic movement. Included among these was a reduced clarity of the commitment to Community Rights as provided for in the Localism Act 2011 and a strengthened resolve to favour development through adjustments to planning regulations and procedures.

During the first three months we continued our work with two groups of communities in promoting Community Rights and assisting them in listing Assets of Community Value, funded by the Department for Communities and Local Government. This work continued in a reduced way for the remainder of the year as part of a First Steps initiative in which we worked with Locality in four communities in the north west. It became clear, however, that government support was being reduced and that little funding was to be made available for ACV listing. As a consequence Civic Voice has used its own resources to promote this activity among societies as a way of achieving protection for valuable community facilities.

On the planning front, successive changes to permitted development rights have reduced in many cases the power of local communities to determine what happens in their areas. The ease with which offices and other commercial premises can be converted to residential use threatens a huge impact on the character of urban areas, the adequacy of community services and the availability of local amenities. In this context we have campaigned with others for the introduction of a Community Right of Appeal, so far without success.

When the government announced revised provisions for the development of brownfield sites we met with the Housing and Planning Minister, Brandon Lewis, to urge him to require developers to consult with local communities, using the relevant Civic Society or Residents association as the nuclei of those communities to ensure the creation of well designed places rather than simply blocks of residential accommodation. We continue to press for greater emphasis on place-making.

As a consequence of the formation of a new Parliament we had to re-establish an All Party Parliamentary Group for Civic Societies and recruit to it Members of Parliament and members of the House of Lords. We were most fortunate to find in Craig McKinley MP a most able and helpful Chair of the new Group who supported us in holding a number of very successful meetings towards the end of the year.

Our promotion of the concept of Collaborative Planning has continued with support from John Thompson Partners and has been supplemented by the participation of 12 Civic Societies in the trials of a new toolkit, BIMBY - (Beauty In My Back Yard) developed by The Princes Foundation.

The culmination of the first Civic Voice Design Awards programme in an impressive award ceremony in Central Hall Westminster marked an important milestone in our development. A panel of well respected judges, led by Max Farrell of Farrell Associates conducted a thoroughly professional appraisal of the 62 entries submitted by community groups throughout the country and awarded the top prize the new services complex on the north-bound M5 motorway. In a ceremony later in the year, Griff Rhys Jones, President of Civic Voice, visited the building to unveil the plaque marking the award. By the end of the year the arrangements for the second round of the programme were well under way.

As in previous years, over 200 Civic Societies participated in Civic Day, putting on events including lectures, guided walks, exhibitions, street fairs etc. In some cases these events raised significant funding for local good causes; in others the emphasis was on promoting the work of local voluntary

# CIVIC VOICE

## TRUSTEES ANNUAL REPORT *(continued)*

### YEAR ENDED 30 APRIL 2016

organisations and assisting them in recruiting new members. Increasingly Members of Parliament are recognising the importance of Civic Day and choosing to become involved. Notable participants this year were Theresa May, then Home Secretary and John Bercow, Speaker of the House of Commons at events in their constituencies. There is considerable scope for expanding Civic Day to become a national celebration of where people live and of the volunteers who contribute so much of their time to working for their communities.

Heritage Open days continue to be a major component of many Civic Society programmes, often involving huge amounts of effort in their organisation. In some cases a single Society may arrange over 40 events or building openings over that short period, requiring a typically small team to take on extensive liaison, persuasion and fundraising activities over a period of several months.

Our project to conduct condition surveys of up to 20,000 War Memorials picked up speed as the year progressed. Numerous workshops were held throughout the country, often attracting attendance by Members of Parliament and resulting in the recruitment of new members for the Civic Societies involved. The introduction of a regular newsletter reporting on developments in the wider War Memorial project was very well received by DCMS, the sponsoring Government Department, and by Historic England.

We worked closely with Historic England on a variety of issues, notably in promoting the compilation of Local Lists and as the lead organisation in a consortium preparing a bid to HLF for funds to conduct condition surveys of up to 100,000 Grade II listed buildings. This effective working relationship with Historic England and the other organisations involved (The Institute for Historic Buildings Conservation, The Society for the Protection of Ancient Buildings, The Architectural Heritage Fund and the National Association of Local Councils) has contributed to the respect Civic Voice has gained across the Heritage sector.

The establishment of an Expert Panel to advise on the major issues of interest to the movement and of a Funding Group to address the funding problems engulfing Civic Voice supplement the Regional Forum in providing an infrastructure to underpin our programmes. Of these, the most critical is the Funding Group as, without a significant increase in sustainable income the organisation will have difficulty in maintaining anything like its present level of activity and achievement. The movement itself does not have the capacity, or perhaps the will, to sustain the type of organisation it says it wants. It must, therefore, find new ways to either fund the current type of service provision, a new mechanism for their provision or a totally new approach to managing communications, development and promotion of the causes of the movement.

#### Risk Management

The trustees have conducted a review of the major risks to which the organisation is exposed and systems and strategies have been established to minimise these risks.

#### **FINANCIAL REVIEW**

##### Reserves Policy

The trustees have established a policy whereby it is desirable for unrestricted funds not committed or invested in fixed assets ("the free reserves") the charity holds should be approximately six months of the resources expended, which equates to approximately £97,000. At the year end the free reserves are below this level, and the trustees are aware of this.

# CIVIC VOICE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 30 APRIL 2016

### PLANS FOR FUTURE PERIODS

The last six years have seen a remarkable set of achievements for such a small organisation beginning from a standing start. The Board has recognised that with added maturity comes a need to reflect on how the future should be managed, what should be the new directions and what now should be the new strategic objectives. It was therefore with great pleasure that the Board learned by the end of the year that Historic England was prepared to fund an external firm of consultants to conduct a strategic review of Civic Voice with the twin objectives of assessing progress and making recommendations for the future.

At the time of writing, well beyond the end of the year, the Board has now had an opportunity to consider the consultants report and recommendations. It is gratifying that the achievements of the last six years have been acknowledged and the Board is currently working on the most effective ways of implementing the many very useful and appropriate recommendations.

Meanwhile, the Board continues to create and plan the implementation of significant new programmes to support the development of the movement. As next year is the 50th anniversary of the passage of the Civil Amenities Act 1967, it has decided that, in conjunction with Historic England a special focus will be placed on projects related to Conservation areas. This theme will run through a number of different programmes, including Civic Day on 17 June 2017 and the next round of the Design awards programme.

In conclusion, I must thank all those people and organisations who have supported the work of Civic Voice during the past year. First and foremost, I thank John Walker without whose input I would not and could not have carried out my own role. John has been a tireless contributor to our work notably in managing our Design Awards and Collaborative Planning programmes and in instigating and leading with Jan Pail the Historic Cathedral Cities Alliance. I thank also Tony Fooks who very ably assumed the role of Chair of the Regional Forum, Martin Meredith who has been an excellent Treasurer since our formation and the other members of the Board of Trustees who have given so willingly of their time and energies to all aspects of our work. As ever, Griff Rhys Jones has played an enthusiastic and invaluable role as our President and I thank him most warmly for his advice and encouragement and the vitality that he injects into the many occasions when he addresses meetings throughout the movement.

Finally, none of this would have happened without the energetic and unfailing support of all the staff, led most conscientiously by our Executive Director, Ian Harvey, supported by Gill Roxborough, Anna Wilson, Sarah James, Ben Murray and, by no means least, Amber Palmer our amazing apprentice.

# CIVIC VOICE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 30 APRIL 2016

### INDEPENDENT EXAMINER

J A Hargreaves

FCA has been re-appointed as independent examiner for the ensuing year.

Registered office:  
60 Duke Street  
Liverpool  
L1 5AA

Signed on behalf of the trustees



Dr A E F Gick

Chair

14 October 2016



# CIVIC VOICE

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF CIVIC VOICE

YEAR ENDED 30 APRIL 2016

I report on the accounts of the company for the year ended 30 April 2016 which are set out on pages 9 to 14.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of Civic Voice for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, 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 company 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

# CIVIC VOICE

## INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF CIVIC VOICE *(continued)*

YEAR ENDED 30 APRIL 2016



J A Hargreaves  
FCA  
Independent examiner

Cholmondeley House  
Dee Hills Park  
Chester  
Cheshire  
UK  
CH3 5AR

17 October 2016

# CIVIC VOICE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 30 APRIL 2016

		Unrestricted Funds £	Restricted Funds £	Total Funds Year to 30 Apr 16 £	Total Funds Period from 1 Jul 14 to 30 Apr 15 £
<b>INCOME AND ENDOWMENTS</b>					
Donations and legacies	2	48,463	158,554	207,017	247,954
Other trading activities	3	7,095	-	7,095	2,655
Investment income	4	520	-	520	201
<b>TOTAL INCOME</b>		<u>56,078</u>	<u>158,554</u>	<u>214,632</u>	<u>250,810</u>
<b>EXPENDITURE</b>					
Expenditure on charitable activities	5/6	(107,294)	(175,155)	(282,449)	(194,055)
<b>TOTAL EXPENDITURE</b>		<u>(107,294)</u>	<u>(175,155)</u>	<u>(282,449)</u>	<u>(194,055)</u>
<b>NET (EXPENDITURE)/INCOME BEFORE TRANSFER</b>					
Transfer between funds	7 8	(51,216) <u>22,776</u>	(16,601) <u>(22,776)</u>	(67,817) <u>-</u>	56,755 <u>-</u>
<b>NET (EXPENDITURE)/INCOME FOR THE YEAR</b>		<b>(28,440)</b>	<b>(39,377)</b>	<b>(67,817)</b>	<b>56,755</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>99,048</u>	<u>48,268</u>	<u>147,316</u>	<u>90,561</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><b>70,608</b></u>	<u><b>8,891</b></u>	<u><b>79,499</b></u>	<u><b>147,316</b></u>

The Statement of financial activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 11 to 14 form part of these financial statements.

**CIVIC VOICE**  
**BALANCE SHEET**  
**30 APRIL 2016**

	Note	2016 £	£	2015 £
<b>CURRENT ASSETS</b>				
Debtors	10	41,868		6,746
Cash at bank		<u>70,951</u>		<u>292,495</u>
		112,819		299,241
<b>CREDITORS: Amounts falling due within one year</b>				
	11	<u>(33,320)</u>		<u>(151,925)</u>
<b>NET CURRENT ASSETS</b>			<b>79,499</b>	147,316
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>79,499</b></u>	<u>147,316</u>
<b>NET ASSETS</b>			<u><b>79,499</b></u>	<u>147,316</u>
 <b>FUNDS OF THE CHARITY</b>				
Restricted income funds	12		8,891	48,268
Unrestricted income funds	13		<u>70,608</u>	99,048
<b>TOTAL CHARITY FUNDS</b>			<u><b>79,499</b></u>	<u>147,316</u>

For the year ended 30 April 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved by the members of the committee and authorised for issue on the 14 October 2016 and are signed on their behalf by:

Dr A E F Gick



Company Registration Number: 07142946

The notes on pages 11 to 14 form part of these financial statements.

# CIVIC VOICE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 APRIL 2016

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

#### Fixed assets

All fixed assets are initially recorded at cost.

### 2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
<b>Donations</b>			
Donations	-	-	-
Subscriptions	47,863	-	47,863
<b>Other income</b>			
Projects	-	158,554	158,554
English Heritage	-	-	-
Other Voluntary income	600	-	600
	<u>48,463</u>	<u>158,554</u>	<u>207,017</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
<b>Donations</b>			
Donations	3,000	-	3,000
Subscriptions	49,244	-	49,244
<b>Other income</b>			
Projects	30,000	140,521	170,521
English Heritage	15,000	10,000	25,000
Other Voluntary income	189	-	189
	<u>97,433</u>	<u>150,521</u>	<u>247,954</u>

### 3. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Fundraising events	<u>7,095</u>	<u>7,095</u>	<u>2,655</u>	<u>2,655</u>

# CIVIC VOICE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 APRIL 2016

### 4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Bank interest receivable	<u>520</u>	<u>520</u>	<u>201</u>	<u>201</u>

### 5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
General fund	82,745	-	82,745
Special Projects	-	170,027	170,027
Support costs	<u>24,549</u>	<u>5,128</u>	<u>29,677</u>
	<u>107,294</u>	<u>175,155</u>	<u>282,449</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
General fund	56,392	-	56,392
Special Projects	-	115,077	115,077
Support costs	<u>22,586</u>	<u>-</u>	<u>22,586</u>
	<u>78,978</u>	<u>115,077</u>	<u>194,055</u>

### 6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Total Funds 2016 £	Total Funds 2015 £
General fund	82,745	82,745	56,392
Special Projects	170,027	170,027	115,077
Governance costs	-	<u>29,677</u>	22,586
	<u>252,772</u>	<u>282,449</u>	<u>194,055</u>

### 7. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	Year to 30 Apr 16 £	Period from 1 Jul 14 to 30 Apr 15 £
Staff pension contributions	<u>2,110</u>	<u>1,758</u>

# CIVIC VOICE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 APRIL 2016

### 8. FUND TRANSFERS

The Community Rights fund was closed in the year, and the balance transferred to general unrestricted funds.

### 9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	Year to 30 Apr 16 £	Period from 1 Jul 14 to 30 Apr 15 £
Wages and salaries	149,250	80,695
Social security costs	12,080	6,175
Other pension costs	2,110	1,758
	<b>163,440</b>	<b>88,628</b>

#### Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	Year to 30 Apr 16 No.	Period from 1 Jul 14 to 30 Apr 15 No.
Number of administrative staff	7	3

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

### 10. DEBTORS

	2016 £	2015 £
Trade debtors	5,000	4,000
Prepayments	36,868	2,746
	<b>41,868</b>	<b>6,746</b>

### 11. CREDITORS: Amounts falling due within one year

	2016 £	2015 £
Trade creditors	8,591	11,440
Taxation and social security	2,825	2,610
Other creditors	721	721
Accruals and deferred income	21,183	137,154
	<b>33,320</b>	<b>151,925</b>

# CIVIC VOICE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 APRIL 2016

### 12. RESTRICTED INCOME FUNDS

	Balance at 1 May 2015 £	Income £	Expenditure £	Transfers £	Balance at 30 Apr 2016 £
Restricted Fund					
Special Projects	<u>48,268</u>	<u>158,554</u>	<u>(175,155)</u>	<u>(22,776)</u>	<u>8,891</u>

### 13. UNRESTRICTED INCOME FUNDS

	Balance at 1 May 2015 £	Income £	Expenditure £	Transfers £	Balance at 30 Apr 2016 £
General Funds	<u>99,048</u>	<u>56,078</u>	<u>(107,294)</u>	<u>22,776</u>	<u>70,608</u>

### 14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Total £
<b>Restricted Income Funds:</b>		
Restricted Fund Special Projects	7,987	7,987
War Memorials	904	904
	<u>8,891</u>	<u>8,891</u>
<b>Unrestricted Income Funds</b>	<u>70,608</u>	<u>70,608</u>
<b>Total Funds</b>	<u>79,499</u>	<u>79,499</u>