



## **Gresham (City Side) Committee**

**Date:** FRIDAY, 3 NOVEMBER 2017  
**Time:** 10.00 am  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:** Deputy Dr Giles Shilson (Chairman)  
Simon Duckworth (Deputy Chairman)  
Deputy John Bennett  
Nicholas Bensted-Smith  
Christopher Hayward  
Deputy Tom Hoffman  
Deputy Edward Lord  
Alderman Ian Luder  
Alderman Professor Michael Mainelli  
Wendy Mead (Chief Commoner)  
John Scott  
Alderman Andrew Parmley (Ex-Officio Member)

**Enquiries:** Sacha Than  
[sacha.than@cityoflondon.gov.uk](mailto:sacha.than@cityoflondon.gov.uk)

**Following a kind invitation from the Mercers' Company, lunch will be served at 12.45pm at Mercers' Hall, prior to which there will be a meeting of the Joint Grand Gresham Committee at 11.15am.**

**NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell  
Town Clerk and Chief Executive**

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on 2 June 2017.  
**For Decision**  
(Pages 1 - 6)
4. **GRESHAM COLLEGE COUNCIL APPOINTMENTS**  
Report of the Town Clerk.  
**For Decision**  
(Pages 7 - 10)
5. **THE SIR THOMAS GRESHAM CHARITY - RISK REGISTER**  
Joint Report of the Town Clerk, Chamberlain and Director of Community and Children's Services.  
**For Decision**  
(Pages 11 - 18)
6. **DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017 OF THE SIR THOMAS GRESHAM CHARITY**  
Report of the Chamberlain.  
**For Information**  
(Pages 19 - 36)
7. **REVENUE OUTTURN - 2016/17**  
Joint report of the Chamberlain and the Director of Community and Children's Services.  
**For Information**  
(Pages 37 - 38)
8. **REVENUE BUDGET 2017/18 AND 2018/19**  
Joint report of the Chamberlain and the Director of Community and Children's Services.  
**For Decision**  
(Pages 39 - 54)

9. **GRESHAM ALMSHOUSES UPDATE**  
Report of the Director of Community and Children's Services.

**For Information**  
(Pages 55 - 58)

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

11. **ANY BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

12. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

**For Decision**

### **Part 2 - Non-Public Agenda**

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 2 June 2017.

**For Decision**  
(Pages 59 - 60)

14. **JOINT GRAND GRESHAM COMMITTEE MATTERS - CITY SIDE  
CONSIDERATION**

15. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE  
COMMITTEE**

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND  
WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE  
PUBLIC ARE EXCLUDED**

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## **GRESHAM (CITY SIDE) COMMITTEE** **Friday, 2 June 2017**

Minutes of the meeting of the Gresham (City Side) Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Friday, 2 June 2017 at 10.00 am

### **Present**

#### **Members:**

Deputy Dr Giles Shilson  
Simon Duckworth  
Deputy John Bennett  
Deputy Edward Lord  
Alderman Professor Michael Mainelli  
Wendy Mead (Chief Commoner)  
John Scott

#### **Officers:**

Philippa Sewell	-	Town Clerk's Department
Julie Cornelius	-	Town Clerk's Department
Alan Bennetts	-	Comptroller & City Solicitor's Department
Wendy Giaccaglia	-	Community & Children's Services Department

#### **1. APOLOGIES**

Apologies were received from the Right Honourable the Lord Mayor, Alderman Ian Luder, Nicholas Bensted-Smith, Christopher Hayward and Deputy Tom Hoffman.

#### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

#### **3. ORDER OF THE COURT OF COMMON COUNCIL**

The Committee received an Order of the Court of Common Council of 27 April 2017 appointing the Committee and approving its Terms of Reference.

#### **RECEIVED.**

#### **4. ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No.29. The Town Clerk read a list of Members eligible to stand and Deputy Dr Giles Shilson, being the only Member who expressed his willingness to serve, was duly elected as Chairman of the Committee for the ensuing year.

The Chairman welcomed Chris Hayward, Deputy Edward Lord and Nick Bensted-Smith to the Committee, and thanked outgoing Members Brian Harris, Anthony Eskenzi and Ian Seaton for their service.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman pursuant to Standing Order No. 30. Simon Duckworth, as the immediate past Chairman, in Common Council and willing to serve, was accordingly declared as the Deputy Chairman for the ensuing year.

**RESOLVED UNANIMOUSLY:** THAT the Members of the Gresham (City Side) Committee express their sincere thanks to:

SIMON DUCKWORTH, O.B.E., D.L.

for the diligent, knowledgeable and enthusiastic manner in which he has presided over their proceedings since first being elected as Chairman in May 2014.

DURING his period of office he has given considerable attention to every aspect of the responsibilities which the City of London Corporation shares with the Mercers' Company in the joint administration of the Will of Sir Thomas Gresham.

EVERY effort has been made on his part to maintain excellent relations with the Mercers' Side, and his contribution to overseeing the Royal Exchange and Gresham College has always been informed and pertinent. Simon has been instrumental in commissioning the first biography of Sir Thomas Gresham since 1925, and the Committee thanks him for ensuring funding was in place from the Corporation and for his judgement when negotiating between the City Side and Mercers' Side.

THE Chairman has shown great interest in supporting the continued success of Gresham College. He has taken every opportunity to promote the work of the College, working with co-sponsors and other Members of the City of London Corporation to ensure that the College has been supported in its ambitions and vision for growth. During his term of office the College has grown substantially, with attendance at lectures remaining consistently high and the College now looking for larger premises.

AT the conclusion of his service as their Chairman, the Committee would like to thank him for his cordial and humorous chairmanship, the intelligent contribution he has made to the accomplishments of the Committee and his generous hospitality, and wishes him good health and happiness in the future.

6. **MINUTES**

**RESOLVED –** That the public minutes and non-public summary of the meeting held on 10 February 2017 be approved as a correct record.

7. **GRESHAM WORKING PARTY REPRESENTATIVES**

The Committee received a report of the Town Clerk concerning the appointment of Members to the Gresham Working Party.

**RESOLVED -** That:

- a) the Terms of Reference of the Gresham Working Party be noted;
- b) the Chairman, Deputy Chairman, Deputy Edward Lord and Mr John Scott be appointed to the Gresham Working Party; and
- c) the delegated authority procedures detailed in the report be endorsed.

**8. GRESHAM COLLEGE COUNCIL APPOINTMENTS**

The Committee received a report of the Town Clerk regarding City Side appointments to Gresham College Council. At the previous meeting in February, the Committee Members had agreed that more visible segregation from an external viewpoint was required between Members in their roles as funders and as directors of the College. As such, the report proposed that College Council representatives be appointed from the wider Court of Common Council membership (not from the Gresham Committee), either by the Court of Common Council directly or by the Gresham (City Side) Committee.

Members discussed various options for appointing Members to the College Council, and the following points were raised:

- Educational expertise was abundant within the wider Court Membership, although specific knowledge about Gresham College was limited. However, this could be an opportunity to involve more Members and raise the profile of the College within the Court.
- Although the number of Members volunteering for Outside Bodies was limited, the Committee felt that educational institutions, and Gresham College in particular, would spark a higher level of interest.
- Segregating the decision-making as funders and decision-making on behalf of the College was good practice and good governance.

The proposal to allow current Corporation appointees to the College Council to continue in office until the expiration of their terms was discussed. After due consideration, it was decided that it would be in the interests of all parties for the roles to be separated prior to substantive discussion of future funding arrangements in 2018. It was therefore agreed that such Members should step down from the College Council at the earliest convenient opportunity, once successors from the Court had been found.

**RESOLVED** – That:

- a) the principle of separating the two roles at the earliest opportunity be agreed, with future Corporation appointments to the College Council to be drawn from the wider membership of the Court (not to include members of the City Side Committee); and
- b) that clarity be sought over the position of those Gresham (City Side) Committee Members who were currently members of the College's Working Parties, in the hope that they might continue in those roles despite stepping down from the College Council.

**9. GRESHAM ALMSHOUSES UPDATE**

The Committee received a report of the Director of Community & Children's Services regarding the Gresham Almshouses. Members discussed the report, noting the recent improvements work that had been carried out. In terms of the

ongoing Improvement Plan, Members were advised that the Sheltered Housing Manager was due to meet with the City Surveyor later in the month.

With regard to vacancies, officers advised that these were advertised on all social housing estates within the square mile and, if no suitable applications were received, officers approached residents in the City of London Almshouses who had expressed interest in moving. The Town Clerk advised that, as the Almshouses were situated in Brixton, most eligible residents did not want to move there as they wanted to remain within the City.

Members noted the result of the recent review of the Pets Policy and expressed their disappointment that there were not enough residents in favour of a change at this time. Members discussed the benefits of pet ownership, for mental health and for companionship, and agreed that, although the current Pet Policy would remain in force for the meantime, it should be reviewed again in the near future.

In response to a question regarding the summer garden event, officers advised that said a date had not yet been set, but Trustees would be notified within the next couple of weeks.

**RESOLVED** – That the report be noted.

**10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

**11. ANY BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

There was no other business.

**12. EXCLUSION OF THE PUBLIC**

**RESOLVED** – That, under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

**13. NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 10 February 2017 be approved as a correct record, subject to one amendment.

**14. JOINT GRAND GRESHAM COMMITTEE MATTERS - CITY SIDE CONSIDERATION**

The Committee considered the various items on the agenda for the meeting of the Joint Grand Gresham Committee that day.

**15. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.



16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was one item of other business.

**The meeting ended at 11.15 am**

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Chairman

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<b>Committee:</b>	<b>Date:</b>
Gresham (City Side) Committee	3 November 2017
<b>Subject:</b>	<b>Public</b>
Gresham College Council Appointments	
<b>Report of:</b>	<b>For Decision</b>
Town Clerk	
<b>Report author:</b>	
Greg Moore, Principal Members' Services & Committee Manager	

## Summary

At the 2 June 2017 meeting of the Gresham (City Side) Committee, consideration was given to the link between membership of the Committee and the City Corporation's representation on the Gresham College Council. This was in view of the perceived potential conflict of interest with regard to Members' dual roles as funders and Directors of the college.

Following the Committee's deliberations, the College was informed of the proposal to separate the two roles such that election to the College Council was considered directly by the Court of Common Council. The City Corporation's Outside Bodies Sub-Committee also considered the matter and asked that the Gresham (City Side) Committee reconsider and confirm their proposed approach, prior to final consideration and onwards submission to the Court of Common Council. This report consequently provides a brief update on the position and asks Members to confirm their preferred approach.

## Recommendation

Members are asked to consider the appointment of representatives onto the Gresham College Council and confirm the timetable for implementation of any change.

## Main Report

### Gresham College Council – Appointments

1. The Gresham College Council meets approximately five times a year to approve financial matters relating to the academic programme that is proposed to it by the College's Academic Board.
2. The Mercers' and the City Side can each appoint up to four Directors to the Council of the Gresham College for a four-year term. The Council itself can then also appoint further Directors.

### Background

3. The Court of Common Council previously agreed that City Side appointments to the College Council should be Members of the Court. Although they do not

necessarily need to be members of the Committee, this has previously been the case.

4. At the February 2017 meeting, Members noted that, as the College becomes more active and looks to expansion, more visible segregation from an external viewpoint was required between Members in their roles as funders and as directors of the College. As such, the proposal was for the Court of Common Council to nominate Directors from the wider Court Membership (not from the Gresham Committee) via a phased approach.
5. Members were asked to confirm these arrangements at the June 2017 meeting and determined that the principle of separating the two roles at the earliest opportunity should be agreed, with future Corporation appointments to the College Council to be drawn from the wider membership of the Court (not to include members of the City Side Committee).
6. However, there was a degree of ambiguity as to the timing of this transition and when the new arrangements should be phased in. Clarity was also sought over the position of those Gresham (City Side) Committee Members who were currently members of the College's Working Parties, in the hope that they might continue in those roles despite stepping down from the College Council.

#### **Current Position**

7. The Outside Bodies Sub-Committee considered the proposal at its meeting on 11 October 2017 but was unclear as to the proposed timetable and precise details of the change. Consequently, that Sub-Committee has asked the Gresham (City Side) Committee to reconsider the matter and confirm its intentions.
8. Separately, the Gresham College Council has expressed some concern as to the timing of any changes to the City Corporation's appointments. This is in view of the fact that they are in the process of recruiting and interviewing for six new Gresham Professors and have expressed a particular desire to ensure that existing City Corporation Council members, who are familiar with the College and what is required of Professors, form part of the interview panel. These interviews are expected to take place in February 2018.

#### **Consideration**

9. The Committee is consequently asked to consider and confirm that it would wish to separate the appointments process for the Gresham (City Side) Committee and the Gresham College Council, with future City Corporation appointments to the College Council to be drawn from the wider membership of the Court (not to include members of the City Side Committee).
10. Should this be confirmed, Members are also asked to confirm the proposed timeline for implementation of this change. Given the College's preference for existing appointees to remain in place until February 2018, the Committee may wish to consider tasking the Town Clerk to ensure arrangements are in place for the transition in March of that year.

**Appendices**

- None.

**Greg Moore**

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<b>Committee:</b> Gresham (City Side)	<b>Date:</b> 3 November 2017
<b>Subject:</b> The Sir Thomas Gresham Charity - Risk Register	<b>Public</b>
<b>Report of:</b> Town Clerk Chamberlain Director of Community and Children's Services	<b>For Decision</b>
<b>Report author:</b> Steven Reynolds, Chamberlain's Department	

## Summary

This report provides a key risks register for the Sir Thomas Gresham Charity, which is attached at Appendix 2 for your review. There have been no new risks or changes to existing risks or scores since the previous annual review on 21 October 2016.

## Recommendations

It is recommended that the register is reviewed to confirm that:

- it satisfactorily sets out the risks faced by the charity; and
- appropriate measures are in place to mitigate those risks.

## Main Report

### Background

1. In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks.
2. The Charities SORP requires that the risk register is reviewed annually to ensure that existing risks are reconsidered and any new risks are identified. Accordingly, this report provides a key risks register for the Sir Thomas Gresham Charity (charity number: 221982) for review.

## **Review of Risks**

3. The method of assessing risk reflects the City of London's standard approach to risk assessment as set out in its Risk Management Strategy as approved by the Audit and Risk Management Committee. The City of London Corporation risk matrix, which explains how risks are assessed and scored, is attached at Appendix 1 of this report. Risk scores range from one, being lowest risk, to the highest risk score of thirty two. These scores are summarised into 3 broad groups, each with increasing risk, and categorised green, amber or red.
4. The risk register to be reviewed by the Gresham (City Side) Committee is set out in Appendix 2. This contains three risks as summarised below.
  1. Threat of accident and injury at the almshouses – overall risk score of amber (8);
  2. Almshouses unusable due to poor maintenance - overall risk score of amber (8);
  3. Degradation in the number, quality or performance of Gresham professors - overall risk score of green (2).

### Mitigation of amber risks

Risk 1 is mitigated through regular on-site risk assessments and inspections carried out by City staff. Fire risk assessment is undertaken by consultants (next due to take place on 4th December 2017). With the planned refurbishment programme of all almshouses during 2017-2019, this should reduce the overall risk score to green (4).

Risk 2 is mitigated through a planned maintenance and asset management plan and an inspection regime to trigger responsive maintenance and targeting of resources if risk of system or component failure is identified. In addition, the planned refurbishment programme of all almshouses during 2017-2019 should reduce the overall risk score to green (4).

5. Each risk in the register has been considered by the responsible officer within the Corporation who is referred to as the 'Risk Owner' in the register. There have been no new risks or changes to existing risks or scores since the previous annual review on 21 October 2016, although the risk description associated with risk 2 has been clarified through the addition of the words "of buildings or grounds", as requested by the Committee at its October 2016 meeting.
6. When the risk register was last reviewed, your Committee observed the possible potential for damage associated with reputational risk, arising from the manner in which the Committee undertook its business. It was subsequently suggested that this may need to be added to the risk register and the working practices of the Committee explored. In the intervening period, actions have been taken to alter the structure and timing of the City Side and Joint Grand Gresham Committee meetings such that the perceived issue, as identified, is no longer felt to be a material risk. The risk therefore does not appear on the register and Members are asked to note this.



## **Conclusion**

7. The various risks faced by the charity have been reviewed and Members are asked to confirm that the attached register satisfactorily sets out the key risks together with their potential impact and that appropriate measures are in place to mitigate the risks identified.

## **Appendices**

- Appendix 1 – City of London Corporation Risk Matrix
- Appendix 2 – Gresham Charity Risk Register to be considered

## **Contacts**

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## City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom right (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

### (A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

### (B) Impact criteria

Impact title	Definitions
Minor (1)	<b>Service delivery/performance:</b> Minor impact on service, typically up to one day. <b>Financial:</b> financial loss up to 5% of budget. <b>Reputation:</b> Isolated service user/stakeholder complaints contained within business unit/division. <b>Legal/statutory:</b> Litigation claim or find less than £5000. <b>Safety/health:</b> Minor incident including injury to one or more individuals. <b>Objectives:</b> Failure to achieve team plan objectives.
Serious (2)	<b>Service delivery/performance:</b> Service disruption 2 to 5 days. <b>Financial:</b> Financial loss up to 10% of budget. <b>Reputation:</b> Adverse local media coverage/multiple service user/stakeholder complaints. <b>Legal/statutory:</b> Litigation claimable fine between £5000 and £50,000. <b>Safety/health:</b> Significant injury or illness causing short-term disability to one or more persons. <b>Objectives:</b> Failure to achieve one or more service plan objectives.
Major (4)	<b>Service delivery/performance:</b> Service disruption > 1 - 4 weeks. <b>Financial:</b> Financial loss up to 20% of budget. <b>Reputation:</b> Adverse national media coverage 1 to 3 days. <b>Legal/statutory:</b> Litigation claimable fine between £50,000 and £500,000. <b>Safety/health:</b> Major injury or illness/disease causing long-term disability to one or more people <b>Objectives:</b> Failure to achieve a strategic plan objective.
Extreme (8)	<b>Service delivery/performance:</b> Service disruption > 4 weeks. <b>Financial:</b> Financial loss up to 35% of budget. <b>Reputation:</b> National publicity more than three days. Possible resignation leading member or chief officer. <b>Legal/statutory:</b> Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. <b>Safety/health:</b> Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. <b>Objectives:</b> Failure to achieve a major corporate objective.

### (C) Risk scoring grid

Likelihood	Impact				
	X	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

### (D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014.

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

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Gresham Charity - Risk Register to be considered by the Gresham (City Side) Committee

Risk No.	Risk (Short description)	Risk Owner	Committee	Existing Controls	Current Risk				Planned Actions	Target Risk		
					Likelihood	Impact	Rating	Direction		Likelihood	Impact	Rating
1	Threat of accident and injury in relation to the Almshouses and litigation.	Director of Community and Children's Services	Gresham (City Side)	Regular on-site risk assessments and inspections are carried out by City of London staff. The next Fire Risk Assessment to be undertaken by consultants is scheduled for 4 December 2017. H&S training delivered to all staff to enable regular assessments to be undertaken.	Unlikely	Major	Amber 8	↔	Survey undertaken resulting in improvement plan during 2017-2019. Staff undertook review of Risk & Support Plans; format now includes individual fire risk assessments for vulnerable residents which will comply with recent change in emphasis from LFB inspections.	Unlikely	Serious	Green 4
2	Almshouses may become unstable and/or unusable due to insufficient maintenance of buildings or grounds.	Director of Community and Children's Services	Gresham (City Side)	Planned maintenance and asset management plan in place; includes works to communal areas and integral upgrades to homes. Inspection regime in place to trigger responsive maintenance and targeting of resources if risk of system or component failure is identified.	Unlikely	Major	Amber 8	↔	Survey undertaken resulting in improvement plan during 2017-2019.	Unlikely	Serious	Green 4
3	A degradation in the number, quality or performance of the Gresham College Professors leading to a material decline in either attendances at/assessments of Gresham lectures or the overall work of the College.	Town Clerk	Gresham (City Side)	Members of the Committee are members of the Council; close monitoring of operational and financial performance.	Rare	Serious	Green 2	↔	Contine with current course of action.	Rare	Serious	Green 2

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<b>Committee:</b> Gresham (City Side) Committee	<b>Dated:</b> 3 November 2017
<b>Subject:</b> Draft Annual Report and Financial Statements for the year ended 31 March 2017 of The Sir Thomas Gresham Charity	<b>Public</b>
<b>Report of:</b> The Chamberlain	<b>For Information</b>
<b>Report author:</b> Steven Reynolds	

## **Draft Annual Report and Financial Statements for the year ended 31 March 2017 of The Sir Thomas Gresham Charity**

1. This report provides members with a copy of the draft Annual Report and Financial Statements for the year ended 31 March 2017 for The Sir Thomas Gresham Charity (charity number: 221982) for information.
2. During the year ended 31 March 2017 total funds decreased by £1,371 (2015/16: total funds decreased by £1,475) to £148,965 (2015/16: £150,336). This movement comprised the following:-
  - i) expenditure on charitable activities of £96,519 (2015/16: £65,718) which was made up of:-
    - almshouses running and maintenance costs of £85,853 (2015/16: £57,149), including lease amortisation of £1,440 (2015/16: £1,440) - the increase in maintenance costs between the years is due to the ongoing refurbishment project which is due to be completed in 2018/19;
    - almsfolk allowances amounting to £10,266 (2015/16: £8,169); and
    - gresham lecturers' fees of £400 (2015/16: £400) which were paid in accordance with the terms of the Trust.
  - ii) funding from the City of London Corporation of £95,056 (2015/16: £64,246); and
  - iii) a net gain on investments of £69 (2015/16: a net loss of £35) and investment income of £23 (2015/16: £22).

### **Recommendation**

3. It is recommended that members receive the Draft Annual Report and Financial Statements for the year ended 31 March 2017 for information.

### **Appendices**

- Appendix 1 – Draft Annual Report and Financial Statements for the year ended 31 March 2017 of The Sir Thomas Gresham Charity

### **Contact**

Steven Reynolds

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***SIR THOMAS GRESHAM CHARITY  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017***

**Charity Number: 221982**

# **SIR THOMAS GRESHAM CHARITY**

## **Trustee's Annual Report and Financial Statements for the year ended 31 March 2017**

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# SIR THOMAS GRESHAM CHARITY

## Trustee's Annual Report for the year ended 31 March 2017

### 1. Reference and Administration Details

Charity Name	Sir Thomas Gresham Charity
Registered Charity Number:	221982
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Moore Stephens LLP Chartered Accountants and Statutory Auditor 150 Aldersgate Street London EC1A 4AB

### 2. Structure, Governance and Management

#### The Governing Documents and constitution of the charity

The governing document is the will of Sir Thomas Gresham dated 5 July 1575.

#### Trustee selection methods

The Gresham Committee (City Side) of the City of London Corporation administers the charity on behalf of the Trustee. This committee comprises Aldermen and Common Councilmen elected to the City of London Corporation and appointed to this committee in accordance with the usual procedures of committee membership of the City of London Corporation.

#### Policies and Procedures for the Induction and Training of Trustees

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City's activities, including those concerning Sir Thomas Gresham Charity.

# **SIR THOMAS GRESHAM CHARITY**

## **Trustee's Annual Report (continued)**

### **2. Structure, Governance and Management (continued)**

#### **Organisational structure and decision making process**

The charity is administered in accordance with the Charity's governing documents and the City of London Corporation's own corporate governance and administration framework including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations of the City of London Corporation. These governance documents are available from the Town Clerk of the City of London Corporation at the principal address..

Each elected Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the exercise of its duties as Trustee of the charity by faithfully acting in accordance with the Terms of Reference of the relevant committee or sub-committee, and the City Corporation's agreed corporate governance framework as noted above.

#### **Risk identification**

The Trustee is committed to a programme of risk management as an element of the Trustee's strategy to preserve the charity's assets, enhance productivity for service users and members of the public.

In order to embed sound practice a Risk Management Group of employed officers has been established by the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to elected Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation in the exercise of all its functions, including when acting as charity trustee.

Consequently, a key risk register has been prepared for this charity and has been reviewed by the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

### **3. Objectives and Activities for the Public Benefit**

The purpose of the charity is the provision of eight Almshouses known as the Gresham Almshouses; the annual payment of an allowance to the almsfolk; and the annual payment to the four Gresham college lecturers as detailed below.

The aims for the Sir Thomas Gresham Charity are:

- Ensure all of the properties continue to remain occupied and that the residents are satisfied with the management of their home;
- Ensure routine repairs are completed within specified response times;
- That all of the occupants of the Almshouses continue to meet the current eligibility criteria and adhere to their letter of appointment; and
- The annual payment of £100 to each of the four Gresham college lecturers in Divinity, Astronomy, Music and Geometry.

The Trustee has due regard to the Charity Commission's Public Benefit guidance when setting objectives and planning activities.

# **SIR THOMAS GRESHAM CHARITY**

## **Trustee's Annual Report (continued)**

### **4. Targets, Achievements and Performance for 2016/17**

The targets for 2016/17 are listed below and these were successfully achieved during the year.

#### **Gresham Lecturers**

- To continue to provide a programme of public lectures.

#### **Gresham Almshouses**

- Achieve a 100 per cent occupancy rate.
- Provide all of the residents with a Christmas Hamper.
- Update the risk assessment and support plan with each resident.

### **5. Financial Review**

The Almshouses were maintained during the year at a cost of £85,853 (2015/16: £57,149). Almsfolk allowances amounting to £10,266 (2015/16: £8,169) and Gresham Lecturers' fees of £400 (2015/16: £400) were paid in accordance with the terms of the Trust.

Investment income amounted to £23 (2015/16: £22). The excess of expenditure over income amounted to £95,056, excluding amortisation of £1,440, (2015/16: £64,256 excluding amortisation of £1,440) which was met from the City of London Corporation's City's Cash Fund as a contribution to income.

#### **Going Concern**

The Trustee considers the Charity to be a going concern for the foreseeable future as detailed in Accounting Policies note 1(b).

#### **Reserves Policy**

The charity is wholly supported by the City of London Corporation which owns and maintains all the fixed assets used by the charity.

#### **Investment Policy**

The Trust's investment in Charities Pool Units is compatible with its investment policy which is driven by the concept of total return over the long term. The purpose of this policy is to provide a real increase in annual income in the long term whilst preserving the value of the capital base.

The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

# **SIR THOMAS GRESHAM CHARITY**

## **Trustee's Annual Report (continued)**

### **6. Plans for future Periods**

The objectives for 2017/18 are:

#### **Gresham Lecturers**

- To continue to arrange a programme of public lectures which are made available to the public free of charge.
- To continue to broaden further the audience demographic by use of the Internet and partnerships with businesses and other institutions.

#### **Gresham Almshouses**

- To continue the 30 year building maintenance programme (plan approved by Trustee at the 27 July 2007 meeting).

### **7. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England & Wales requires the Trustee 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 of the charity for that period. In preparing these financial statements, the Trustee is 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 accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and provisions of the governing document. The Trustee is 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.

# SIR THOMAS GRESHAM CHARITY

Trustee's Annual Report (continued)

**8. Adopted and signed for and on behalf of the Trustee on 15 November 2017**

Jeremy Paul Mayhew MA MBA  
Chairman of Finance Committee  
Guildhall, London

Jamie Ingham Clark  
Deputy Chairman of  
Finance Committee

# **SIR THOMAS GRESHAM CHARITY**

## **Independent Auditor's Report to the Trustees of Sir Thomas Gresham Charity**

We have audited the financial statements of Sir Thomas Gresham Charity for the year ended 31 March 2017 which are set out on pages 9 to 15. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustee, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustee and auditor**

As explained more fully in the Trustee's Responsibilities Statement set out on page 5, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or



## **SIR THOMAS GRESHAM CHARITY**

- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Moore Stephens LLP  
Statutory Auditor  
150 Aldersgate Street  
London  
EC1A 4AB

**X** October 2017

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# SIR THOMAS GRESHAM CHARITY

## SIR THOMAS GRESHAM CHARITY

### Statement of Financial Activities for the year ended 31 March 2017

	Note	Unrestricted Fund	Total 2016/17	Total 2015/16
		£	£	£
<b>Income and endowments from:</b>				
<b>Income from investments</b>				
Managed investment income		23	23	22
<b>Other Income</b>				
Contribution from the City of London Corporation		95,056	95,056	64,256
<b>Total income and endowments</b>	3	95,079	95,079	64,278
<b>Expenditure on:</b>				
<b>Charitable activities</b>				
Almshouses running costs		85,853	85,853	57,149
Almsfolk allowances		10,266	10,266	8,169
Mandatory Element of lecturers' fees		400	400	400
<b>Total expenditure</b>	4	96,519	96,519	65,718
<b>Net gains(losses) on investments</b>		69	69	(35)
<b>Net income/(expenditure)</b>		(1,371)	(1,371)	(1,475)
Transfers between funds		-	-	-
Other recognised gains/(losses)		-	-	-
<b>Net movement in funds</b>		(1,371)	(1,371)	(1,475)
<b>Reconciliation of funds</b>				
Total funds brought forward		150,336	150,336	151,811
<b>Total funds carried forward</b>	9	148,965	148,965	150,336

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

**SIR THOMAS GRESHAM CHARITY**  
**SIR THOMAS GRESHAM CHARITY**

**Balance Sheet as at 31 March 2017**

	Notes	2017	2016
		£	£
<b>Fixed Assets</b>			
Managed Investments – 74 Charities Pool Units	7	<u>645</u>	<u>576</u>
		<b>645</b>	<b>576</b>
<b>Long Term Assets</b>			
Long term debtor – operating lease	7	<u>148,320</u>	<u>149,760</u>
		<b>148,320</b>	<b>149,760</b>
<b>Total Assets</b>		<u><b>148,965</b></u>	<u><b>150,336</b></u>
<b>The funds of the charity:</b>			
Unrestricted income funds	9	<u>148,965</u>	<u>150,336</u>
<b>Total funds</b>		<u><b>148,965</b></u>	<u><b>150,336</b></u>

Approved and signed for and on behalf of the Trustee.

The notes at pages 11 to 15 form part of these accounts.

---

Dr Peter Kane  
Chamberlain of London  
15 November 2017

# SIR THOMAS GRESHAM CHARITY

## Notes to the Financial Statements for the year ended 31 March 2017

### 1. Accounting Policies

The following accounting policies have been applied consistently throughout the year and in the preceding year in dealing with items which are considered material in relation to the charity's financial statements.

#### (a) *Basis of Preparation*

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the *Statement of Recommended Practice (SORP) Accounting and Reporting by Charities*, published in 2015, *Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102)* and the Charities Act 2011.

#### (b) *Going Concern*

The charity's future funding will arise from contributions from the City of London Corporation and the charity is considered a going concern for the foreseeable future because the Trustee has due regard to the level of contribution received and plan activities accordingly. The majority of the Charity's income is from a contribution made by the City of London Corporation.

#### (c) *Investments*

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The unrealised loss on investments at the balance sheet date is included in the charity's funds.

#### (d) *Investment Income*

Investment income consists of dividends earned on investments held in the Charities Pool. The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually

#### (e) *Expenditure Recognition*

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure.

Single and/or multi-year allowances are accounted for when the recipient has a reasonable expectation that they will receive the award and any conditions attached to the award are outside the control of the Trust.

# SIR THOMAS GRESHAM CHARITY

## Notes to the Financial Statements for the year ended 31 March 2017

### 1. Accounting Policies (continued)

#### (f) *Fund Accounting*

The charity has one fund - the unrestricted income fund. This represents the investments held in the City of London Corporation's Charities Pool.

#### (g) *Lease of Almshouses site*

The City of London Almshouses Trust (COLAT) owns the site on which the Gresham Almshouses are situated. An agreement was entered into with COLAT dated 7 December 1994 for the lease of the site for the next 125 years for the sum of £180,000. The value of the lease is amortised on a straight-line basis to the end of the term in 2118/19, with the remaining value recorded as a long-term debtor.

#### (h) *Cash Flow Statement*

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity.

### 2. Tax Status of the Charity

Sir Thomas Gresham Charity is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

### 3. Incoming Resources

The net cost of running the charity, £95,056 excluding amortisation of £1,440 (2015/16: £64,256 excluding amortisation of £1,440), is met from the City of London Corporation's City's Cash which receives the net income generated by the Gresham Estate and is paid to the charity. Incoming resources also include investment income derived from the investments held in the City of London Corporation's Charities Pool noted in 1(d) above. Total income for the year amounted to £95,079 (2015/16: £64,278) and is analysed as follows:

	<b>Total 2016/17 £</b>	<b>Total 2015/16 £</b>
<b>Incoming Resources from Generating Funds</b>		
Investment interest	<b>23</b>	22
<b>Other incoming resources</b>		
Contribution from the City of London Corporation	<b>95,056</b>	64,256
<b>Total incoming resources</b>	<b>95,079</b>	64,278

# SIR THOMAS GRESHAM CHARITY

## Notes to the Financial Statements for the year ended 31 March 2017

### 4. Resources Expended

Resources expended consist entirely of activities undertaken directly by the charity. No support costs are charged by the City of London Corporation (see note 5 below).

Resources expended are analysed as follows:

	<b>Total 2016/17</b>	<b>Total 2015/16</b>
	<b>£</b>	<b>£</b>
<b>Charitable activities</b>		
Almshouses running costs	<b>85,853</b>	57,149
Almsfolk allowances	<b>10,266</b>	8,169
Mandatory element of lecturers' fees	<b>400</b>	400
<b>Total resources expended</b>	<b>96,519</b>	65,718

### 5. Support and Governance Costs

#### Staff numbers and costs

The charity does not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charity when required, but this is not considered material and this cost is not separately calculated by the City of London Corporation. It is consequently not possible to quantify this assistance in the Statement of Financial Activities.

#### Auditor's remuneration and fees for external financial services

The City of London's non City Fund external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as a charge to its private funds. No other external financial services were provided to the charity during the year or in the previous year.

### 6. Other Items of Expenditure

#### Trustee's expenses

Members of the City of London Corporation acting on behalf of the Trustee received no remuneration or reimbursement of expenses during the current or previous year.

# SIR THOMAS GRESHAM CHARITY

## Notes to the Financial Statements for the year ended 31 March 2017

### 7. Analysis of Net Assets by Fund at 31 March 2017

	Unrestricted Fund 2017	Unrestricted Fund 2016
	£	£
Investments	645	576
<b>Fixed Assets</b>	<b>645</b>	<b>576</b>
Long term debtor (1)	148,320	149,760
<b>Long Term Assets</b>	<b>148,320</b>	<b>149,760</b>
<b>Total Net Current Assets</b>	<b>148,965</b>	<b>150,336</b>

(1) The City of London Almshouses Trust (COLAT) owns the site on which the Gresham Almshouses are situated. An agreement was entered into with COLAT dated 7 December 1994 for the lease of the site for the next 125 years for the sum of £180,000. The value of the lease is amortised on a straight-line basis to the end of the term in 2118/19, with the remaining value recorded as a long-term debtor.

### 8. Investment Assets

The value and cost of investments is comprised as follows:

	Unrestricted Funds General £	Total 2017 £	Total 2016 £
Market Value 1 April	576	576	611
Net investment (loss)/gain	69	69	(35)
<b>Market value 31 March</b>	<b>645</b>	<b>645</b>	<b>576</b>
<b>Cost when purchased</b>	<b>366</b>	<b>366</b>	<b>366</b>
<b>Units in Charities Pool (Units)</b>	<b>74</b>	<b>74</b>	<b>74</b>

The geographical spread of listed investments at 31 March was as follows:

	2017 £	2016 £
Equities:		
UK	502	426
Overseas	91	88
Bonds: UK	3	15
Pooled Units: UK	32	24
Cash Held By Fund Manager	17	23
<b>Total Funds</b>	<b>645</b>	<b>576</b>

# SIR THOMAS GRESHAM CHARITY

## Notes to the Financial Statements for the year ended 31 March 2017

### 8. Investment Assets (continued)

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2017 the Fund achieved a return of +16.30% compared to the FTSE All Share Index return of +21.95%, an underperformance of 5.35%. However over three and five years the Fund has outperformed the index as follows:

	3 Years	5 Years
Fund	8.39%	10.98%
FTSE All Share	7.69%	9.67%
Out performance	0.71%	1.31%

### 9. Movement of Funds during the year to 31 March 2017

	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
<b>Income Fund:</b>	£	£	£	£	£	£
Unrestricted:						
General	150,336	95,079	(96,519)	-	69	<b>148,965</b>
<b>Total Funds</b>	<b>150,336</b>	<b>95,079</b>	<b>(96,519)</b>	<b>-</b>	<b>69</b>	<b>148,965</b>

#### Notes to the funds:

#### Income Fund – Unrestricted: General

This represents the investments held in the City of London Corporation's Charities Pool.

### 10. Related Party Transactions

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. These Trusts do not undertake transactions with the Sir Thomas Gresham Charity. A full list of these Trusts is available on application to the Chamberlain of London. The Trust has investments in the City of London Charities Pool of which the City of London Corporation is also the Trustee. Investment income from the Charities Pool in 2016/17 amounted to £23 (2015/16: £22). The Trust received a contribution from the City of London Corporation £95,056 (2015/16: £64,256) (note 3).



<b>Committee</b>	<b>Dated:</b>
Gresham (City Side) Committee	3 November 2017
<b>Subject:</b> Revenue Outturn – 2016/17	<b>Public</b>
<b>Report of:</b> The Chamberlain The Director of Community and Children's Services	<b>For Information</b>
<b>Report author:</b> Steven Reynolds	

## Summary

This report presents the 2016/17 revenue outturn for the Gresham (City Side) Committee for information.

Total net expenditure for 2016/17 amounted to £117,000, which represented a reduction of £59,000 (33.5%) when compared to the final net expenditure budget for the year of £176,000. This improved position is largely due to increased rent income from lettings at the Royal Exchange because of increased occupancy.

## Recommendation

It is recommended that this Committee's revenue outturn for 2016/17 be noted.

## Main Report

### Budget Position for 2016/17

1. The 2016/17 final budget for the services overseen by your Committee was agreed by you in October 2017 and endorsed by the Court of Common Council in March 2017. The budget amounted to an overall net expenditure provision of £176,000

### Revenue Outturn for 2016/17

2. The revenue outturn for 2016/17 amounted to a net expenditure of £117,000 representing a reduction in net expenditure of £59,000 (33.5%). A summary comparison with the budget for the year is shown in the table overleaf.

<b>Summary Comparison of 2016/17 Revenue Outturn with Budget</b>			
	<b>Final Budget</b>	<b>Revenue Outturn</b>	<b>Variation Better/ (Worse)</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Chamberlain</b>			
- City Moiety: City's 50% share of Gresham Estate (paragraph 4)	308	369	61
- Discretionary Expenditure: Support to Gresham College (paragraph 5)	(400)	(390)	10
<b>Sub Total</b>	(92)	(21)	71
<b>Director of Community and Children's Services</b>			
- Mandatory Expenditure: Maintaining the Almshouses (paragraph 6)	(84)	(96)	(12)
<b>Sub Total</b>	(84)	(96)	(12)
<b>Totals</b>	<b>(176)</b>	<b>(117)</b>	<b>59</b>

*Note: figures in brackets represent expenditure, increases in expenditure, or reductions in income.*

3. The main 2016/17 outturn variations to budget comprise:
4. An increase in City Moiety rental income (Royal Exchange) of £61,000 as the City's 50% share of additional rent from lettings at the Royal Exchange as a result of increased occupancy.
5. Lower discretionary expenditure as the contingency budget of £10,000 was not utilised during the year.
6. Additional repairs & maintenance of £12,000 at the Gresham Almshouses, including £4,000 for the purchase of noticeboards for the use of Gresham residents.

## **Appendices**

- None

## **Contacts**

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### **Jacqueline Whitmore**

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# Agenda Item 8

<b>Committee(s)</b>	<b>Dated:</b>
Gresham (City Side) Committee	3 November 2017
<b>Subject:</b> Revenue Budget 2017/18 and 2018/19	<b>Public</b>
<b>Report of:</b> The Chamberlain The Director of Community and Children's Services	<b>For Decision</b>
<b>Report author:</b> Steven Reynolds	

## Summary

1. This report presents the annual submission of the revenue budgets overseen by your Committee. It seeks approval for the 2017/18 latest revenue budget and the provisional revenue budget for 2018/19, as shown at Appendices A3 - A5 and summarised in Table 1 below, for subsequent submission to the Finance Committee.

<b>Table 1 – Gresham Committee Summary Revenue Budgets 2017/18 &amp; 2018/19</b>			
Divisions of Service (a service overview is provided at Appendix A1 & A2)	Original Budget 2017/18 £'000	Latest Budget 2017/18 £'000	Original Budget 2018/19 £'000
<b>Chamberlain</b>			
- City Moiety:			
50% share of Gresham Estate	307	306	305
- Discretionary Expenditure:			
Support to Gresham College	(409)	(409)	(421)
<b>Sub Total</b>	<b>(102)</b>	<b>(103)</b>	<b>(116)</b>
<b>Director of Community and Children's Services</b>			
- Mandatory Expenditure:			
Maintaining the Almshouses	(111)	(115)	(116)
<b>Sub Total</b>	<b>(111)</b>	<b>(115)</b>	<b>(116)</b>
<b>Total</b>	<b>(213)</b>	<b>(218)</b>	<b>(232)</b>

*Note: figures in brackets represent expenditure, increases in expenditure, or reductions in income.*

2. Overall, the latest budget for 2017/18 totals £218,000 a net increase of £5,000 compared to the original budget. This is primarily due to an increase in employee costs arising from a marginal uplift in Rents Officer hours coupled with an increase in employers' national insurance and pension fund contributions.

3. Overall, the 2018/19 provisional revenue budget totals £232,000 a net increase of £19,000 compared with the original budget for 2017/18. This is principally due to:-
- i) an increase of £12,000 in the City Grant to the Gresham College in accordance with the agreed funding arrangements between the City of London Corporation, the Mercers' Company and Gresham College; and
  - ii) an increase in employee costs of £5,000 arising from a marginal uplift in Rents Officer hours coupled with an increase in employers' national insurance and pension fund contributions.

### **Recommendations**

4. The Committee is requested to:-
- i) review the latest 2017/18 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee; and
  - ii) review the provisional 2018/19 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee.

## Main Report

### Latest Revenue Budget for 2017/18

5. Overall, there is an increase of £5,000 between the Committee's original and latest budget for 2017/18. Table 2 summarises the movements comprising this increase.

<b>Table 2 – Latest Revenue Budgets 2017/18 by Chief Officer</b>				
Divisions of Service (a service overview is provided at Appendix A1 & A2)	Original Budget 2017/18 £'000	Latest Budget 2017/18 £'000	Movement Better/ (Worse) £'000	Notes Para. ref
<b>Chamberlain</b>				6.
- City Moiety: 50% share of Gresham Estate	307	306	(1)	
- Discretionary Expenditure: Support to Gresham College	(409)	(409)	-	
<b>Sub Total</b>	(102)	(103)	(1)	
<b>Director of Community and Children's Services</b>				
- Mandatory Expenditure: Maintaining the Almshouses	(111)	(115)	(4)	
<b>Sub Total</b>	(111)	(115)	(4)	
<b>Total</b>	<b>(213)</b>	<b>(218)</b>	<b>(5)</b>	

*Note: figures in brackets represent expenditure, increases in expenditure, or reductions in income.*

6. The overall movement of £5,000 between the original and latest budgets shown in Table 2 is mainly due to an increase in employee costs of £4,000 at the Gresham Almshouses, resulting from additional Rents Officer hours equating to £2,000, coupled with an increase in employers' national insurance and pension fund contributions of £2,000.

### Proposed Revenue Budget for 2018/19

7. The 2018/19 draft budget overseen by the Committee has been prepared in accordance with the overall budget policy guidelines as agreed by the Policy and Resources and Finance Committees.
8. Overall there is an increase of £19,000 between the 2017/18 original budget and the provisional 2018/19 original budget as shown in Table 3.

<b>Table 3 – Provisional Revenue Budget 2018/19 by Chief Officer</b>				
Divisions of Service (a service overview is provided at Appendix A1 & A2)	Original Budget 2017/18 £'000	Original Budget 2018/19 £'000	Movement Better/ (Worse) £'000	Notes Para. ref
<b>Chamberlain</b>				9. i)
- City Moiety: 50% share of Gresham Estate	307	305	(2)	
- Discretionary Expenditure: Support to Gresham College	(409)	(421)	(12)	
<b>Sub Total</b>	(102)	(116)	(14)	9. ii)
<b>Director of Community and Children's Services</b>				
- Mandatory Expenditure: Maintaining the Almshouses	(111)	(116)	(5)	
<b>Sub Total</b>	(111)	(116)	(5)	
<b>Total</b>	<b>(213)</b>	<b>(232)</b>	<b>(19)</b>	

*Note: figures in brackets represent expenditure, increases in expenditure, or reductions in income.*

9. The movement of £19,000 between the 2017/18 original and 2018/19 proposed budget shown in Table 3 is principally due to:-
- i) an increase of £12,000 in the City Grant to Gresham College in accordance with the agreed 'Funding Arrangements' between the City of London Corporation, the Mercers' Company and Gresham College; and
  - ii) an increase in employee costs of £5,000 at the Gresham Almshouses, resulting from additional Rents Officer hours equating to £2,000, incremental pay progression and pay awards of £1,000 and an increase in employers' national insurance and pension fund contributions of £2,000.

### **Gresham College**

10. The proposed budgets for 2017/18 and 2018/19 provide for the City's grant to the College and potential uplifts based on the RPI as set out in the 'Funding Arrangement' agreed between the City, The Mercer's Company and the College covering the five year period to 31 July 2019.

### **Appendices**

- A1-2: Brief Overview of the Service
- A3: Committee Summary
- A4: Chamberlain - Divisions of Service
- A5: Community & Children's Services - Divisions of Service
- B1: Support Services

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**GRESHAM COMMITTEE**  
**SERVICE OVERVIEW**

Sir Thomas Gresham (1518-1579) built his London Mansion House, Gresham House in Bishopsgate, in collegiate form. In his Will, Gresham House and the Royal Exchange were left to the City Corporation and the Worshipful Company of Mercers. From the income of the Royal Exchange the two parties were to select professors in Divinity, Astronomy, Music, Geometry, Law, Physic and Rhetoric and pay each of the seven professors the annual sum stated in the Will. The first four subjects were the responsibility of the City Corporation whilst the last three were the responsibility of the Mercers' Company. (In recent years the Mercers' Company has voluntarily added a fourth subject to their responsibility - Commerce.) The City Corporation was also obliged to maintain Sir Thomas' eight almshouses and pay each almsfolk a yearly allowance.

The professors took up residence in Gresham House (renamed Gresham College) in 1596 and lectures "for gratuitous instruction of all who chose to come and attend" began in 1598. The College had a valuable library and became "a favourite resort of learned men".

The demise of Gresham College began with the Great Fire of 1666. The College was undamaged, but the Royal Exchange was destroyed. As a result, the Lord Mayor, the Mercers' Company, the City Courts and officers and the merchants from the Exchange all moved into Gresham College, and its scholarly activities were disrupted. The buildings became ruinous and in 1767 an Act of Parliament was passed which required the City Corporation and the Mercers' Company to sell the ground to the Crown for an annuity in perpetuity. The Act also provided for the lecturers' fees to be increased. The almshouses were subsequently relocated and are now at a site in Brixton.

In 1842, the Grand Gresham Committee established Gresham College as a base for the Gresham Lectures at the newly constructed 89/91 Gresham Street. That property was substantially refurbished in 1984 for banking purposes. At that time the College moved to Frobisher Crescent in the Barbican. In 1991 the Mercers' made available their premises at Barnard's Inn and the College moved there and this is currently the base for the Gresham Lectures. In September 2004 the long lease of 150 years on 89/91 Gresham Street was granted to Friends Provident Life Assurance Ltd. The property is currently occupied.



## Appendix A2

The Budgets are divided into three divisions of service. The first two shown are the responsibility of the Chamberlain and the third is the responsibility of the Director of Community and Children's Services:

1. City Moiety - This division shows the City Corporation's 50% share of the income from the Royal Exchange, 89/91 Gresham Street and the Gresham House annuity. The division also shows the City Corporation's share of the expenses of running the Estate.
2. Discretionary Expenditure- This division includes all other expenditure that does not form part of the City Moiety (item 1 above) or Mandatory expenses (item 3 below). It consists principally of the Grant to Gresham College, the non-mandatory element of the lecturers' fees and administrative costs.
3. Mandatory Expenses- This division shows the mandatory element of the City Corporation's four lecturers' fees (£400) and the cost of maintaining the almshouses and paying the almsfolk allowances.

**SUPPORT SERVICES TO GRESHAM (CITY SIDE) COMMITTEE**

Central support costs are recharged to service committees on the basis of the level of service provided.

The support costs have been attributed in accordance the Service Reporting Code of Practice (SeRCOP) produced by the Chartered Institute of Public Finance and Accountancy.

The main support services provided by the central departments are:-

Chamberlain	Accountancy, insurance, revenue collection, payments, financial systems and internal audit.
Town Clerk	Committee administration, human resources, public relations, printing and stationery, emergency planning.
Community and Children's Services	Supervision and management of various services including: the resident warden service, implementation of repairs and maintenance to the Almshouses and all matters concerning the welfare of the Almsfolk.





## GRESHAM COMMITTEE - CITY'S CASH

GRESHAM COMMITTEE SUMMARY				
<i>Actual</i> <i>2016-17</i>  <i>£'000</i>	<i>Analysis of Service Expenditure</i>	<i>Original</i> <i>Budget</i> <i>2017-18</i> <i>£'000</i>	<i>Latest</i> <i>Budget</i> <i>2017-18</i> <i>£'000</i>	<i>Original</i> <i>Budget</i> <i>2018-19</i> <i>£'000</i>
	<b>Expenditure</b>			
(108)	Service Charges	(111)	(173)	(181)
(85)	Premises Insurance	(90)	(90)	(95)
(42)	Fees and Services	(44)	(43)	(44)
(386)	Grant to Gresham College	(395)	(395)	(407)
(27)	Direct Employee Expenses	(29)	(33)	(34)
(52)	Repairs and Maintenance	(64)	(64)	(64)
(1)	Rents	(2)	(2)	(2)
(1)	Rates	(1)	(1)	(1)
(2)	Water Services	(1)	(1)	(1)
(10)	Almsfolk Allowances	(9)	(9)	(9)
-	Contingencies	(10)	(10)	(10)
(1)	Lease Amortisation	(1)	(1)	(1)
(5)	Support Services	(7)	(7)	(7)
<b>(720)</b>	<b>TOTAL (Expenditure)</b>	<b>(764)</b>	<b>(829)</b>	<b>(856)</b>
	<b>Income</b>			
85	Fees and Charges for Services, Use of Facilities	90	90	95
518	Rents, Tithes, Acknowledgements and Way Leaves	460	520	528
-	Investment Income	1	1	1
<b>603</b>	<b>TOTAL Income</b>	<b>551</b>	<b>611</b>	<b>624</b>
<b>(117)</b>	<b>TOTAL NET (EXPENDITURE) / INCOME</b>	<b>(213)</b>	<b>(218)</b>	<b>(232)</b>

<i>Actual</i> <i>2016-17</i>  <i>£'000</i>	<b>SERVICES MANAGED</b>	<i>Original</i> <i>Budget</i> <i>2017-18</i> <i>£'000</i>	<i>Latest</i> <i>Budget</i> <i>2017-18</i> <i>£'000</i>	<i>Original</i> <i>Budget</i> <i>2018-19</i> <i>£'000</i>
	<b>Chamberlain</b>			
369	City Moiety: 50% share of Gresham Estate	307	306	305
(390)	Discretionary Expenditure: Support to Gresham College	(409)	(409)	(421)
(21)	<b>Total Chamberlain</b>	(102)	(103)	(116)
	<b>Director of Children's and Community Services</b>			
(96)	Mandatory Expenditure: Maintaining the Almshouses	(111)	(115)	(116)
<b>(117)</b>	<b>TOTAL NET (EXPENDITURE) / INCOME</b>	<b>(213)</b>	<b>(218)</b>	<b>(232)</b>

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## FINANCE COMMITTEE - CITY'S CASH

CTC=DJG40 (City Moiety)

<i>Actual</i> <i>2016-17</i> <i>£'000</i>	<b>CITY MOIETY Chamberlain</b>	<i>Original Budget 2017-18 £'000</i>	<i>Latest Budget 2017-18 £'000</i>	<i>Original Budget 2018-19 £'000</i>	<i>Reference</i>
	<b>Expenditure</b>				1
(108)	Service Charges	(111)	(173)	(181)	
(85)	Premises Insurance	(90)	(90)	(95)	
(41)	Fees and Services	(43)	(42)	(43)	
<b>(234)</b>	<b>Total Expenditure</b>	<b>(244)</b>	<b>(305)</b>	<b>(319)</b>	
	<b>Income</b>				
85	Fees and Charges for Services, Use of Facilities	90	90	95	
518	Rents, Tithes, Acknowledgements and Way Leaves	460	520	528	
-	Interest	1	1	1	
<b>603</b>	<b>Total Income</b>	<b>551</b>	<b>611</b>	<b>624</b>	
<b>369</b>	<b>TOTAL NET (EXPENDITURE) / INCOME</b>	<b>307</b>	<b>306</b>	<b>305</b>	

1. Rents, Tithes and Acknowledgements are comprised of the following:

<b>Rents, Tithes, Acknowledgements and Way Leaves</b>	<i>Original Budget 2017-18 £'000</i>	<i>Latest Budget 2017-18 £'000</i>	<i>Original Budget 2018-19 £'000</i>	<i>Reference</i>
Rental Income	355	355	355	
Service Charges receivable from lessee	105	165	173	
Total Rents, Tithes, Acknowledgements and Way Leaves	460	520	528	

CTC=DJG80 (Discretionary Expenditure)

<i>Actual</i> <i>2016-17</i> <i>£'000</i>	<b>DISCRETIONARY EXPENDITURE Chamberlain</b>	<i>Original Budget 2017-18 £'000</i>	<i>Latest Budget 2017-18 £'000</i>	<i>Original Budget 2018-19 £'000</i>	<i>Reference</i>
	<b>Expenditure</b>				
(386)	Grant to Gresham College	(395)	(395)	(407)	
(4)	Support Services	(4)	(4)	(4)	
-	Contingencies	(10)	(10)	(10)	
<b>(390)</b>	<b>Total Expenditure</b>	<b>(409)</b>	<b>(409)</b>	<b>(421)</b>	
<b>(390)</b>	<b>TOTAL NET (EXPENDITURE) / INCOME</b>	<b>(409)</b>	<b>(409)</b>	<b>(421)</b>	

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## FINANCE COMMITTEE - CITY'S CASH

CTC=DJG60 (Mandatory Expenditure)

<i>Actual</i>  <i>2016-17</i> <i>£'000</i>	<b>MANDATORY EXPENDITURE</b> <i>Director of Community and Children's Services</i>	<i>Original</i> <i>Budget</i> <i>2017-18</i> <i>£'000</i>	<i>Latest</i> <i>Budget</i> <i>2017-18</i> <i>£'000</i>	<i>Original</i> <i>Budget</i> <i>2018-19</i> <i>£'000</i>	<i>Reference</i>
	<b>Expenditure</b>				
(27)	Direct Employee Expenses	(29)	(33)	(34)	
(26)	Annual Repairs and Maintenance	(13)	(13)	(13)	1
(26)	Two year refurbishment programme	(51)	(51)	(51)	1
(1)	Rents	(2)	(2)	(2)	
(1)	Rates	(1)	(1)	(1)	
(2)	Water Services	(1)	(1)	(1)	
(1)	Fees and Services	(1)	(1)	(1)	
(10)	Almsfolk Allowances	(9)	(9)	(9)	
(1)	Lease Amortisation	(1)	(1)	(1)	
(1)	Support Services	(3)	(3)	(3)	
<b>(96)</b>	<b>Total Expenditure</b>	<b>(111)</b>	<b>(115)</b>	<b>(116)</b>	
<b>(96)</b>	<b>TOTAL NET (EXPENDITURE) / INCOME</b>	<b>(111)</b>	<b>(115)</b>	<b>(116)</b>	

## 1. Repairs and Maintenance &amp; Refurbishment

<b>Repairs and Maintenance</b>	<i>Original</i> <i>Budget</i> <i>2017-18</i> <i>£'000</i>	<i>Latest</i> <i>Budget</i> <i>2017-18</i> <i>£'000</i>	<i>Original</i> <i>Budget</i> <i>2018-19</i> <i>£'000</i>	<i>Reference</i>
<b><u>Annual Repairs &amp; Maintenance</u></b>				
Breakdown General	(5)	(5)	(5)	
Breakdown Electrical	(2)	(2)	(2)	
Contract Servicing General	(1)	(1)	(1)	
Contract Servicing Electrical	(1)	(1)	(1)	
Contract Servicing Heating & Ventilation	(2)	(2)	(2)	
Water Tank Inspection & Drainage Repairs	(1)	(1)	(1)	
Tree Maintenance & Pruning	(1)	(1)	(1)	a
<b>Sub-Total</b>	<b>(13)</b>	<b>(13)</b>	<b>(13)</b>	
<b><u>2 Year Refurbishment Programme</u></b>				
External & Internal works	(51)	(51)	(51)	b
<b>Sub-Total</b>	<b>(51)</b>	<b>(51)</b>	<b>(51)</b>	
<b>Total Expenditure</b>	<b>(64)</b>	<b>(64)</b>	<b>(64)</b>	

a) Tree maintenance and pruning is now necessary on an annual basis as the trees are listed and cannot be pollarded.

b) As agreed by the Gresham Committee on 13 May 2016, in accordance with the agreement made by the Housing Management & Almshouses Sub-Committee on 25 April 2016 for the 42 Almshouses managed by The City of London Almshouse Trust (COLAT) to be refurbished, the 8 Gresham Almshouses would also be refurbished simultaneously.

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<b>Committee</b>	<b>Dated:</b> 03.11.2017
<b>Gresham (City Side) Committee</b>	
<b>Subject:</b> Gresham Almshouses Update	<b>Public</b>
<b>Report of:</b> Director of Community & Children's Services	<b>For Information</b>
<b>Report author:</b> Jacqueline Whitmore, Sheltered Housing Manager	

## Summary

This report gives Trustees an information update on the Gresham Almshouses, in Lambeth. Some of the information in the report also relates to the City of London Almshouses on the estate.

## Recommendation

- Trustees are asked to note the report.

## Main Report

### Background

1. This report is presented half yearly to the Trustees of the Gresham Almshouses. It updates Trustees on operational matters relating to the Gresham Almshouses and their residents and highlights any issues of concern, particularly where funding is required which is not included in the current year's budget

### Current Position

#### 2. Social activities

Residents had a special picnic day held in August where the Almshouses Manager had created old fashioned games such as Tombola, Coconut shy, "Hook the fish", Jenga and Croquet. The Manager also made a giant scrabble board, and residents enjoyed a game testing their word knowledge against staff. The weather held fair, without being too hot so residents were able to enjoy being outdoors in the garden. A buffet lunch was provided made by the Almshouses Manager and the Sheltered Housing Officer, consisting of healthy options as well as a sweet treat or two. Many residents attended the event with family guests and children; the event was enjoyed by all.



Residents wished to visit Windsor this year instead of the previous seaside trips; this was arranged for 30 August. There were ten attendees as well as some guests too; all had an enjoyable trip and day out.

Christmas Hamper Delivery will be in the morning of 1 December; Members are welcome to join the Committee Members from Housing Management & Almshouses Sub Committee in the annual delivery to residents and are invited to

join residents for light refreshments in the community rooms. Transport will be provided to and from the Guildhall.

### **3. Two year Improvement plan**

Officers and the Major Works Delivery Team have been working closely to prepare the refurbishment plans for the estate agreed for this current financial year.

A full asbestos survey and testing has been undertaken in preparation for the works, as well as CCTV drain inspection. The drain inspection highlighted several issues which will be addressed within the scope of the refurbishment work.

Officers from the Major Works team visited the estate with architects to review the construction of the windows pending consideration on replacement or refurbishment of current window frames. They established the main building windows (1–38) could easily accommodate replacement double glazed panes of glass without making the building appearance change. However the remaining windows ie numbers 39–44, East Lodge, and the Gresham Almshouses, as they are a different design, will be harder to change without noticeable difference. Officers have worked with architects to submit a pre-planning application to London Borough Lambeth. LB Lambeth will then be able to offer guidance on whether they will accept double glazing as part of a full planning application. If this is acceptable, full plans will be submitted by the end of the year aiming to have a decision by end of March 2018.

The cost of the works has already been estimated; whilst project team officers are awaiting decisions from LB Lambeth they will put together a scope of works and tender with a view to work starting in April/May 2018 (planning permission granted). A detailed report presented to Members once the work plan and full costs have been finalised.

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