



tcpa

Town and Country Planning Association

annual report and financial statements

**for the year ended
31 December 2020**

The Trustees/Directors present their report and the audited financial statements of the Town and Country Planning Association for the year ended 31 December 2020. This Directors' Report, prepared in accordance with Section 417 of the Companies Act 2006, is also the Trustees' Report required by Part 8 of the Charities Act 2011.

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Details of the Charity, its Trustees, and its Advisors

The name of the charity is the **Town and Country Planning Association**, but it is well known simply as the TCPA.

Registered charity number 214348, registered in England and Wales.

Company limited by guarantee number 146309, incorporated in England and Wales.

Registered office: 17 Carlton House Terrace, London SW1Y 5AS.

The Association was founded in 1899. As a limited company, the Association is governed by its Memorandum and Articles of Association, originally dating from 3 March 1917, but amended on many occasions subsequently.

President: The Rt Hon. Nick Raynsford

Trustees:	Samer Bagaeen (stood down in July 2020)	Gilian Macinnes
	Stephanie Bamford	Mary Parsons (Chair)
	Sandra Fryer	Andrew Pritchard (Vice-Chair)
	Nick Gallent (from July 2020)	Catriona Riddell (Vice-Chair)
	Aranvir Gawera	Anna Rose
	Peter Geraghty	Lee Shostak
	Simon Leask	Robin Smith

Chief Executive and Company Secretary:

Fiona Howie

Accountants: Lindeyer Francis Ferguson Ltd
198 High Street
Tonbridge
Kent
TN9 1BE

Auditors: Sayers Butterworth LLP
3rd Floor, 12 Gough Square
London
EC4A 3DW

Solicitors: Russell Cooke Solicitors
2 Putney Hill
London
SW15 6AB

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

Website address: <https://www.tcpa.org.uk>

In addition, significant contracts for ongoing services were retained with RAP Spiderweb Ltd (printing) and Cencom Solutions Limited (information technology support).

Directors' Report

1 Objectives, Public Benefit, and Activities and Achievements

1.1 Objectives

The TCPA challenges, inspires and supports people to create healthy, sustainable and resilient places that are fair for everyone. The Association's charitable purpose is educational, which continues to be fulfilled through its programme of policy and project work and events, as well as the publication of its journal, *Town & Country Planning*, and through other forms of communication. It is the only independent organisation for planning and housing covering the UK, and is the longest-established planning body in the world. The TCPA's key objectives are:

- 1 To secure a **decent home for everyone**, in a good, human-scale environment combining the best features of town and country.
- 2 To empower people and **communities** to influence decisions that affect them.
- 3 To improve the planning system in accordance with the principles of **sustainable development**.

Beneath those strategic objectives the TCPA has four broad operational priorities:



1.2 Public benefit

The Trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard for **public benefit** guidance published by the Charity Commission. The objects and priorities set out above work for the benefit of the entire population of the United Kingdom and, through the TCPA's work with international partners, for communities overseas. This is because the Association's work, as highlighted in Section 1.3 of this report, focuses on shaping the future of places to make them more socially just, healthier, and more environmentally sustainable. When the work is successful, therefore, it reaches far beyond the TCPA's members and provides long-term benefits for entire communities. In light of the emphasis on tackling social justice, the impact of much of the Association's work seeks to benefit those with the least.

The TCPA's charitable objects relate to education and are met through a number of ways, including running a wide range of events focused on informing and educating attendees about how to create healthy, sustainable and resilient places that are fair for everyone. Many of these events are free to attend, but where fees are charged events are marketed to the public at a significantly lower cost than comparable events offered by the 'for-profit' sector. Members of the TCPA receive discounted places at events, and membership of the TCPA is available at a very low cost to all who have sympathy with the TCPA's objectives.

The TCPA's journal, *Town & Country Planning*, also relates to the Association's educational objects. It is included as part of the membership offer, but current editions are also available at modest cost to non-members. In 2020, an online archive of the journal was also launched, which made editions from 1904 to 2005 widely and freely available. As of December 2020, the archive website had visits from 956 users, amounting to 7,885



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total page views across 1,475 separate sessions. This significant resource was made possible by funding from the Lady Margaret Paterson Osborn Trust (LMPOT), and it will continue to be promoted in 2021.

1.3 Activities and Achievements

Owing to the coronavirus pandemic, all staff shifted to working from home from mid-March, and this remained the case for much of the rest of 2020. This also meant that staff had to work to re-programme and plan projects and events and discuss and agree changes to planned projects with funders.

1.3.1 Organisational priority – Delivering great places through making planning work

Planning reform

In January the TCPA published an update report to the Raynsford Review of Planning in England, **Planning 2020 'One Year On' – 21st Century Slums?**, with a launch event hosted by U+I. The report was supported by CPRE: the countryside charity and David Lock Associates, and took stock of how English planning had evolved since the publication of the Final Report of the Raynsford Review in November 2018. It also reiterated the need for urgent, practical action to fundamentally reform the planning system to deliver homes and places that improve outcomes for people.

The Association's major campaign for a Healthy Homes Act, which was launched in spring 2019, is part of the work to take forward the findings and recommendations of the Raynsford Review, as set out in Section 1.3.2 of this report.

In August the Westminster government published its *Planning for the Future* White Paper, which set out, according to the Prime Minister's foreword, 'radical reform unlike anything we have seen since the Second World War'. The Raynsford Review had been clear about the need for urgent, fundamental reform of the planning system, but the reforms set out in the White Paper raised a range of concerns for the Association, in particular relating to the purpose of planning and the need for that to be focused on: delivering high-quality places where people can thrive, rather than solely focusing on housing numbers; the potential reduction of democratic input into the system; and the lack of proposals that would enable planning to help tackle climate change.

Much work was, therefore, undertaken to **respond to the White Paper consultation**, including a number of meetings with Ministers, speaking at national events, and having a wide range of detailed discussions with civil servants, stakeholders, and partners. In addition to a formal response setting out overarching comments and detailed responses to the majority of the consultation questions, the Association also published:

- a community guide to responding to the Planning White Paper, which was promoted via social media and other concerned organisations;
- *Common Ground: A Shared Vision for Planning Reform*, which offered a holistic vision, focused on six priorities for a practical and measured reform of our existing system; and
- *Why the Planning System Needs to Be at the Heart of Delivering the UK's Climate Change Targets*, a detailed response to the White Paper in partnership with the Centre for Sustainable Energy.

This campaigning work was supported by the Nationwide Foundation, the Network for Social Change, and David Lock Associates.

The **Annual Conference**, which was supported by Anthony Collins Solicitors and the Lady Margaret Paterson Osborn Trust, was held in November under the title 'Securing a Brighter Future for England's Neighbourhoods, Towns and Cities'. The event reflected on elements of the government's planning reform agenda, with the Minister for Housing delivering the keynote speech and the Shadow Secretary of State for Housing responding. It was, however, also an opportunity for the Association to highlight to the 100+ delegates the importance of long-term stewardship if the government's aspirations to improve the quality and beauty of new homes and places are to be met.

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1.3.2 Organisational priority – Supporting and securing social justice within and between communities

Healthy Homes Act

During 2020 the TCPA continued its campaign for a **Healthy Homes Act**; new legislation that would tackle the poor-quality homes being delivered through both permitted development rights and the planning system. A huge amount of work was undertaken during the year to raise awareness of and build support for the proposed new legislation and what it is trying to achieve. This has included securing Lord Crisp, a cross-bench Member of the House of Lords and a former Chief Executive of the NHS and Permanent Secretary at the Department of Health, as a champion for the proposed Bill, gaining support from well over 20 other organisations, and working with the Healthy Homes and Buildings All-Party Parliamentary Group to hold a number of virtual events.

While this work will continue during 2021 thanks to funding from the Nationwide Foundation, the government has already made one and committed to a second critically important change to secondary legislation relating to permitted development rights – one relating to homes having access to natural light, and the other relating to new homes adhering to minimum space standards. While the proposed Healthy Homes legislation would be much more wide-ranging and the campaign to secure it will continue, **these changes to regulations will prevent replication of the worst examples of homes that are undermining people's health and wellbeing** in the future.

Reuniting planning and health

A substantial part of the Association's work to **support the creation of healthier, active communities** is funded by Sport England, who are supporting 80% of the cost of a dedicated project officer. The funding, which is secured for three years and began in autumn 2019, includes work to support local authorities to plan healthier places and ensure that local plans are developed with the aim of tackling health inequalities. The project funding also supported the running of a webinar on **delivering '20-minute neighbourhoods'**, which explored learning offered from experience in Australia and New Zealand. The webinar, as well as other research, informed a guide on how the concept can help local authorities to create healthier, active communities, published in spring 2021.

In partnership with the University of West of England and funded by Public Health England, the Association also developed ***Getting Research Into Practice (GRIP): A Resource for Local Authorities on Planning Healthier Places***. The final report, which was published by Public Health England in January 2021, is supplemented by a set of evidence-informed national resources to help local areas to develop local spatial planning policies and practices that can improve the health and wellbeing of their communities.

The TCPA also continued its partnership with the Association for Public Service Excellence (APSE), publishing ***At a Crossroads: Building Foundations for Healthy Communities*** – the sixth in a series of research collaborations between the two organisations. The latest report continued to track the changing landscape of housing and planning policy and the implications of the changes for local authorities; but it also called on the government to put public health at the heart of housing delivery and empower local decision-makers to create healthy and high-quality places. The report condemned a decade of deregulatory planning reform, which it argued had failed to acknowledge the crucial role that local authorities play in designing healthy places and driving up the standard of new housing.

Empowering communities

In spring 2020 the Association was pleased to learn that a substantial project funding application to Trust for London had been successful. The project began in June and will run for three years. It draws on the inclusive planning project, which came to an end in 2019, and focuses on **helping communities to get involved in shaping the future of their local area through rebuilding Planning Aid for London (PAL)**. In its first year the project is already making good progress, with the advice line processing over 44 requests for support, and since September ongoing long-term support has been offered to a network of community groups engaged



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in the Examination in Public of the new Local Plan in Southwark. PAL now has 30 active volunteers who deliver casework and support the development of leaflets and guidance.

Funding from Sport England also enabled, through working in partnership with Grosvenor Britain & Ireland and ZCD Architects, the development and launch of an online **toolkit to involve young people in the making and managing of their neighbourhoods**. *Voice, Opportunity, Power* was launched in mid-October, providing free resources to enable councils and developers to engage this often-unrepresented group of people in discussions about the future of their area.

1.3.3 Organisational priority – Campaigning for housing that meets people's needs in new and renewed communities

Many of the projects under this priority relate to the Association's work to bring **Garden Cities and New Towns** to the forefront of the debate about solutions to the UK housing crisis and how we can shift to a more sustainable way of living. The majority of this work is kindly supported by the Lady Margaret Paterson Osborn Trust (LMPOT), including support for a staff post, the Osborn Fellow.

New Garden Cities – campaigning and delivery support

During 2020 the TCPA continued to lead the debate on new Garden Cities and the role of a modernised New Towns Act as one of the solutions to tackling the nation's housing crisis. Its work included continued engagement with the Ministry of Housing, Communities and Local Government (MHCLG) on Development Corporations. The Association continues to act informally as a 'critical friend' to Homes England on the implementation of the Garden City Principles and on the government's Garden Communities programme.

The TCPA also continued to support councils and their delivery partners who are working on new communities policy and projects. Its work here included the publication of a new Garden Cities guide for councils – ***The Garden City Opportunity: A Guide for Councils*** provides a high-level introduction to the specific challenges and opportunities of new communities and the Garden City Principles. A series of five regional seminars were held in February 2020 based on the new guide. The events reached a total of 246 attendees, including 25 councillors and 162 council officers and representatives from 67 different local authorities.

Three new **Practical Guides to Delivering 21st Century Garden City Principles** were also written and launched during the year: *Masterplanning for Net-Zero Energy*, *Modern Methods of Construction*, and *Sustainable Transport*. The seminar and webinars held to help launch these guides were attended by around 225 people from a range of backgrounds.

The members of the **TCPA New Communities Group (NCG)** are local authorities and Development Corporations that are planning and delivering exemplary large-scale new communities, from Garden City inspired new towns and villages to urban regeneration and extension schemes. The NCG was established in 2009 and now has 27 members, who together provide innovative local leadership for plans delivering over 280,500 new homes. Both MHCLG and Homes England work closely with the NCG to align support and learning for members. The NCG helps to provide political support and encourages a sharing of knowledge and best practice through seminars, workshops, study visits, parliamentary meetings, and newsletters.

In 2020 the TCPA ran a range of seminars and webinars for the NCG; topics included modern methods of construction, long-term stewardship, sustainable transport, and climate change and design, as well as a Leader's meeting with the Housing Minister, Christopher Pincher MP. Disappointingly, it was not possible to hold the usual site visits owing to the pandemic.

Celebrating the legacy and supporting the growth and renewal of UK New Towns

In 2020 the TCPA continued to lead the debate on the future growth and renewal of the UK's 32 New Towns. Its work included the continuing development of the **New Towns Network** of local authorities. During the year the Association engaged with New Town authorities across the UK to share their experience. Virtual

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events focused on specific regions enabled the profile of those New Towns to be raised in a local context and for the Association to share lessons from research.

The TCPA continues to provide the secretariat for the **New Towns All-Party Parliamentary Group**. While the activities of the group itself were limited in 2020, the group was reinstated following the general election in late 2019 and the TCPA continued to maintain the APPG's profile through its Twitter account and through links with the TCPA's New Towns Network.

In March 2020 the TCPA staff-authored book *New Towns – The Rise, Fall and Rebirth* was published by RIBA Publishing. The pandemic prevented a launch event from being held, but the book continues to be promoted online.

To celebrate the legacy of the New Towns the Association also held its annual **Sir Frederic J Osborn Lecture**. The lecture was delivered by Steve Quartermain CBE, former Chief Planner at the Ministry for Housing, Communities and Local Government, in October. Because of the pandemic the lecture was pre-recorded with a very small, socially distanced audience. This was made possible thanks to support, filming and editing by the communications consultancy, Social. The lecture was then broadcast at an online event the following week, followed by a live question and answer session with Steve. The event was attended by over 180 people and led to coverage in the trade press. There was also significant social media activity around the event, particularly on Twitter.

1.3.4 Organisational priority – Securing resilient communities in a changing climate

Green infrastructure

2020 was the third and final year of the **Green Cities project**, which the Association delivers in the UK on behalf of the Horticultural Trades Association. The pan-European project is funded by the European Commission Consumers, Health, Agriculture and Food Executive Agency and aims to raise awareness of the importance of greening urban areas to increase prosperity and wellbeing.

During 2020 the main focus of the project was on running six webinars, which sought to introduce people to green infrastructure and the multiple benefits that it provides. Topics for the events included 'green spaces for people and wellbeing', 'practical tools and insights for making places greener', and 'the outlook for green infrastructure in Great Britain post-Brexit'. In total, over 1,800 delegates attended the six events. The project also enabled the publication of four sponsored articles in the *New Statesman* magazine and, working with the Trees and Design Action Group, the development of a publication titled *So You Want to Plant More Trees?*

The TCPA continues to be the lead partner in **Planning for Environment and Resource eFFiciency in European Cities and Towns (PERFECT)**, a five-year, €2 million INTERREG Europe-funded project on maximising the potential of green infrastructure for health, climate change adaptation and economic benefits at a regional and local level. The project started in January 2017 and runs until December 2021, and involves eight partners from seven different countries. It aims to influence investment strategies in order to prioritise green infrastructure.

In 2020 the project entered a new phase, which focused on working to implement the action plan developed in 2019. The two-year action plan sets out how the Association will campaign for changes to UK policy to increase investment in green infrastructure during 2020 and 2021. Much of the plan was delivered through the TCPA's work to embed green infrastructure within relevant policy levers, including its role as host of the **Green Infrastructure Partnership** and the Association's work to influence the development of Natural England's Green Infrastructure Standards Framework and the Westminster government's Environment Bill.

Preparing the UK for climate change

During 2020 the TCPA worked in collaboration with Flood Re to implement a **programme of work focused on preparing the UK for the impacts of climate change**. To inform activities, a survey of local authorities in the UK was undertaken to understand the degree to which they are incorporating the future impacts of



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climate change into their planning processes, and to better understand the state of play across the UK with regard to adaptation to climate change.

The responses from 65 local authorities highlighted that:

- Only 12% of respondents said that they strongly agree that their local authority has the skills and expertise to take account of flood risk and the impacts of climate change on flood risk.
- Only 34% of local authorities considered adapting to climate change as a priority material consideration when deciding whether to grant planning permission.
- In order to better incorporate the impacts of climate change in planning decisions, 77% of local authorities said that they needed more information regarding the expected impacts of climate change in the local area, and 83% said that they needed knowledge of how to incorporate climate projections into planning decisions.

To address the gaps in knowledge identified, the TCPA and Flood Re organised a webinar aimed at providing an overview of how local authorities can plan for the impacts of climate change, and to demonstrate how important it is to embed effective policies on climate change adaptation at the local level. Nearly 170 delegates attended, and following the event 97% of attendees stated that they found the webinar helpful in increasing their understanding of, and confidence in, planning for the impacts of climate change. Three further workshops were also held, each focused on a specific geographical typology to provide more detailed specialist guidance and advice. Feedback showed that 100% of respondents found these workshops helpful.

1.3.5 Furthering our reach and voice

While the pandemic presented many challenges for the Association during 2020, the shift to virtual presentation and engagement did further the reach and audience for many events, including enabling an international audience. In some cases, holding the events virtually doubled or tripled the number of people attending them compared with those that have been held face to face in the past. **In total, more than 4,300 people engaged with almost 40 workshops, webinars, conferences and lectures held during the course of the year.**

A benefit of membership of the TCPA is its **journal, *Town & Country Planning***. During 2020 the number of editions that were produced was reduced from 11 to seven, although the size of each issue was increased (typically by a third). Highlights of 2020 included special editions or sections on the Healthy New Towns programme, the centenary of Welwyn Garden City, the Planning White Paper, and outputs from the UK2070 Commission. Throughout the year the journal featured stimulating contributions from writers drawn from across the public, private, academic and voluntary sectors. The TCPA is grateful to all those who contributed to the journal during the year, and especially to its strong line-up of regular columnists.

As a campaigning charity the Association also seeks to raise the profile of its campaigns through **traditional and social media**. During 2020 the TCPA featured in 612 items in the press, which was substantially up on the 2019 coverage of 378 items. Just under a third of the 2020 coverage, 181 items, was coverage of the TCPA's concerns about the Planning White Paper, which ran in various local media. The Association's media reach during 2020 was estimated to be 20.52 million (more than double that reported for 2019), and the total number of unique media sources it was featured in was 354 – including the national press such as *The Telegraph*, *The Guardian*, *The Times*, Channel 4 and BBC Radio 4.

The TCPA's audience on social media continued to grow, including on Twitter, where followers increased from 11,200 to over 13,200 – an increase of 15%. The subscribers to the monthly e-bulletin also increased from 3,287 to 3,832 – a 14% increase.

1.3.6 Plans for 2021

During 2020 the staff and Trustees worked to develop a **new strategic plan** for the organisation. Launched in January 2021, it sets the strategic direction for the organisation from January 2021 through to December 2025.



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The strategy highlights that the Association's priorities draw on its heritage. The TCPA was founded by the originators of the Garden City movement, who sought to transform the way that places are created for the common good. This approach enabled the practical achievement of beautifully designed and sustainable places for everyone, by reinvesting the wealth generated by development for the benefit of the whole community. Achieving social justice was, and remains, the driving ambition of the Garden City movement. The Garden City Principles are the practical articulation of this philosophy of place.

Informed by the Garden City Principles, the **TCPA's strategic priorities** are to:

- Work to secure a good home for everyone in inclusive, resilient and prosperous communities which support people to live healthier lives.
- Empower people to have real influence over decisions about their environments and to secure social justice within and between communities.
- Support new and transform existing places to be adaptable to current and future challenges, including the climate crisis.

The TCPA's Business Plan for 2021 was discussed by the Trustees in November 2020, alongside the final draft of the new strategy. The Business Plan describes the objectives of the Association and the context in which it is operating, and sets out the work priorities for 2021 which will help the TCPA to work towards achieving its five-year strategic priorities.

Some of the work identified for 2021 is in the form of projects and programmes that continue from 2020. The Association will also actively seek new funding and projects, with an emphasis on aiming to secure more multi-year substantial projects.

In addition to its outward-facing strategic priorities, the TCPA's new strategy also identifies a number of internal priorities so that the organisation is able to achieve its desired impact. The Business Plan also reflects these priorities, including work to grow and diversify the TCPA's membership and to improve the Association's ability to demonstrate the impact of its work.

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2 Governance, Structure, and Membership

Trustees

The Board of Trustees has overall responsibility for ensuring that the management, policies and strategies are in place to achieve the objectives of the Association. This involves formal approval of key financial decisions such as the annual budget and business plan. The Board has delegated certain functions to the Chief Executive, including personnel management and the day-to-day running of the Association.

The Board has six bi-monthly meetings during the year to carry out its responsibilities and take note of advice from the non-executive Policy Council. The Board also has an annual awayday or strategy meeting at which Trustees discuss and agree key strategic priorities, which inform the business plan for the year ahead. During 2020, four of the six meetings and the strategy discussions were held virtually, owing to the impact of the coronavirus. This is in line with paragraph 58 of the Association's Memorandum and Articles of Association, which states that:

'Meetings may be held in person, by telephone, or by suitable electronic means agreed by the Board in which all participants may communicate with all other participants.'

The Board of Trustees elects the Chair and any Vice-Chairs of the Association from among the Board.

There can be up to 15 Trustees, who are also the Directors of the company. Twelve Trustees are elected by members of the Association at the AGM to serve for a period of three years. In the event of a contested election, a secret ballot is held. Three Trustees (including the Honorary Treasurer) are appointed by the Board for periods of usually up to three years.

President, Vice-Presidents, and Policy Council

President: The Rt Hon. Nick Raynsford

Vice-Presidents:

Gideon Amos OBE	Tony Fyson MBE	Rt Rev. James Jones
Michael Ash CBE	Nicky Gavron	Jiggy Lloyd
Graeme Bell OBE	Vincent Goodstadt	David Lock CBE
Lord Richard Best	Professor Sir Malcolm Grant CBE	Mary Riley
John Blake	Ray Green	Professor Peter Roberts OBE
Rt Hon. David Blunkett	Baroness Sally Hamwee	Diane Smith
Sir Kenneth Collins	Kate Henderson	Pam Warhurst CBE
Rt Hon. the Lord Deben	Peter Hetherington	John Zetter
John Deegan	Rt Hon. Keith Hill	

The office of Vice-President is honorary, while the office of President entails duties including chairing the Annual General Meeting. These officers are elected each year at the Annual General Meeting.

Policy Council:

Stephen Ashworth	Jeni Jackson (from July 2020)	Gwyn Roberts (from July 2020)
Clare Buddle (from July 2020)	Simeon Jackson (from July 2020)	Karl Roberts
Trevor Cherrett	Chris Jones	Alice Sewell (from July 2020)
Chris Cousins (stood down July 2020)	Danny Kaye	Jake Shepherd (from July 2020)
Barry Davies (stood down July 2020)	Garry King (stood down July 2020)	Hollie Stacey (stood down July 2020)
Peter Ellis	Ian Manders	Penelope Tollitt
David Farnsworth	Rob Murfin (from July 2020)	Frances Toomey
Catherine Hammond	Peter Richmond (from July 2020)	Elisabeth Williams (from July 2020)

The Policy Council is an advisory body to the Board. Policy Council members are directly elected by the membership (all Trustees and the President are ex-officio members of the Policy Council).



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Staffing and management

Day-to-day operational management of the TCPA is delegated to the Chief Executive, who reports regularly to the Chair and to the other Trustees. The Chief Executive and staff team work to deliver the priorities set in the annual business plan, which in turn delivers the organisation's strategic objectives. Trustees review performance bi-monthly, against the annual budget and the business plan.

Chief Executive:	Fiona Howie
Director of Policy:	Hugh Ellis
Director of Healthier Place-making and Operations:	Julia Thrift
Director of Communities and Project Delivery (FJ Osborn Fellow):	Katy Lock
European Projects Advisor:	Diane Smith (retired February 2020)
Editor-in-Chief:	Nick Matthews
Projects and Policy Manager:	Jessica Fieth
Projects and Policy Manager:	Alex House
Projects and Policy Manager:	Daniel Slade (as of January 2020)
Projects and Policy Manager:	Koen Rutten (as of June 2020; formerly Project Assistant)
Communications Officer:	Jack Mulligan (left January 2020)
Communications Officer:	Isaac LeQuesne (as of February 2020)
Finance and Membership Officer:	David White
Events and Premises Officer:	Michael McLean
Policy Officer – Healthier Places:	Tim Emery (as of January 2020)
PA to the Chief Executive:	Sneha Pednekar (left March 2020)
Projects Assistant:	Covadonga Cervilla Bordiu
Projects Assistant:	Catriona MacRae (left February 2020)
Projects Assistant:	Jack Dangerfield (as of April 2020)

Owing to the coronavirus pandemic all staff shifted to working from home from mid-March, and this remained the case for much of the rest of 2020. As a result of the impact of the pandemic on the Association's programme of events, and as the office was not in use, the Events and Premises Officer was placed on furlough, and the TCPA used the Westminster government's Coronavirus Job Retention Scheme for parts of 2020.

The TCPA is committed to ensuring equality of opportunity for its staff, volunteers, officers, and Trustees. The selection and promotion of all staff is based solely on the candidate's ability to meet requirements for the post. The aim of the Association's Equal Opportunity, Discrimination, Harassment and Bullying Policy is to prevent discrimination, to provide equal access to jobs and training, and to ensure that all staff fully enjoy the benefits of working for the organisation.

Volunteers and interns

In 2020, the Association received support on a voluntary basis from Trustees, Vice-Presidents and Policy Council members in undertaking its charitable activities. In particular, the Association would like to thank the Trustees who contribute substantially to the running of the TCPA events programme, for example by chairing the Association's conferences, seminars, and roundtables. The Association is also grateful to the volunteers from both the Board and Policy Council who contributed time and expertise to research, projects and policy work.

Membership

During 2020 the TCPA had 964 individual members, which was a small increase compared with 910 at the end of 2019, and 126 organisational members (down slightly from 131 at the end of 2019). The TCPA thanks all individual and organisational members, who are from a wide variety of backgrounds and sectors, for their support for the Association's work on shared objectives. During 2020, on behalf of its members, the TCPA conducted profile-raising campaigns and organised innovative discussion forums, free seminars, and workshops, and published policy and guidance documents, and research papers for member organisations, as well as holding its major Annual Conference and the annual Sir Frederic J Osborn Lecture.



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3 Financial Review of the 2020 Accounts

2020 was an unprecedented year for the Association as the organisation and staff had to respond to the COVID-19 pandemic. This required a shift to remote working, including holding events virtually, almost overnight, and this situation continued into 2021. Inevitably the pandemic caused much uncertainty and many challenges, but it also posed opportunities and enabled the TCPA to reach bigger audiences through its events. It also raised the profile of many of the issues that the TCPA has campaigned about, such as the importance of high-quality housing and access to local green space.

Because of the pandemic the Association re-forecast its budget for the year in May. Securing new projects at a time of uncertainty and when local authorities faced more pressure than ever was challenging, but the staff team worked incredibly hard under difficult circumstances. Working virtually also reduced some of the predicted expenses for events, and costs were further reduced by using the Westminster government's Coronavirus Job Retention Scheme and by implementing a recruitment freeze.

The Association finished the year with a small deficit. In light of the challenges posed by the pandemic the financial position and outlook is considered positive. Total incoming resources amounted to £971,126 (2019: £1,144,110), and total resources expended were £1,008,771 (2019: £1,217,593), so that there was a deficit of £37,645 (2019 deficit: £73,483).

Reserves policy and risks

The TCPA's policy on reserves shall be to establish funds for the following areas of medium and long-term expenditure:

- 1 To maintain the TCPA Legacy Reserve Fund such that the interest earned by the fund shall be disbursed primarily to further the objectives of the TCPA, as agreed by the Board. The capital sum within this fund shall be maintained for the long-term security of the Association and released only through the agreement of a general meeting.
- 2 To provide three months' running costs of the charity (£275,000 at 2020 prices/expenditure levels).
- 3 To set aside a Redecoration and Maintenance Fund sufficient to meet cyclical requirements for internal and external redecoration, currently standing at £73,033 (2019: £73,033).

This policy was established in 2003 and will be reviewed by the Board of Trustees in 2021.

The Board of Trustees has reviewed the risks to which the Association is exposed through regular consideration of the risk management register. During 2020 the coronavirus pandemic presented a major risk for staff, volunteers, and the Association. But the other major risk, which relates to the risks posed by the pandemic as well, is financial, and the reserves policy set out above has been adopted in order to mitigate them.

Statement of Trustees'/Directors' responsibilities

The Trustees (who are also the Directors for the purpose of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees must prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Trustees are required to:

- 1 select suitable accounting policies and then apply them consistently;
- 2 observe the methods and principles in the Charities SORP;
- 3 make judgments and accounting estimates that are reasonable and prudent;



Directors' Report

- 4 state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- 5 prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The Trustees confirm that, so far as they are aware, there is no relevant audit information (as defined by Section 418(3) of the Companies Act 2006) of which the charitable company's auditors are unaware. They have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Statement of Disclosure to Auditors

So far as the Directors are aware, there is no relevant audit information which has not been disclosed to the company's auditors. They have taken all the steps that they ought to have taken as Directors in order to make themselves aware of any matters which would be relevant for audit purposes, and to ensure that such information has been communicated to the company's auditors.

Auditors

The company's auditors, Sayers Butterworth LLP, have indicated their willingness to accept re-appointment as auditors, and a resolution proposing their re-appointment will be submitted at the Annual General Meeting.

By Order of the Board of Trustees



Mary Parsons
Chair, TCPA

19 May 2021



Report

Opinion

We have audited the financial statements of Town and Country Planning Association (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going-concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially mis-stated. If we identify such material inconsistencies or apparent material mis-statements, we are required to determine whether there is a material mis-statement in the financial statements or a material mis-statement of the other information. If, based on the work we have performed, we conclude that there is a material mis-statement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Independent Auditors' Report to the Members of the T CPA

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report, which includes the Directors' Report prepared for company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material mis-statements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to take advantage of the small-companies exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement set out on page 12 the Trustees (who are also the Directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material mis-statement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going-concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material mis-statement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material mis-statement when it exists. Mis-statements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material mis-statements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Discussions were held with, and enquiries made of, management and the Trustees with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcome of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.



Independent Auditors' Report to the Members of the T CPA

The following laws and regulations were identified as being of significance to the entity:

- Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards, Company Law and Charity Law.
- Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the charity and therefore may have a material effect on the financial statements include compliance with the charitable objectives, public benefit, fundraising regulations, safeguarding, and health and safety legislation.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised: inquiries of management and the Trustees as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant legal correspondence; review of Trustee meeting minutes; testing the appropriateness of entries in the nominal ledger, including journal entries; reviewing transactions around the end of the reporting period; and the performance of analytical procedures to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material mis-statements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website, at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Martin Dunne (Senior Statutory Auditor)

For and on behalf of Sayers Butterworth LLP, Statutory Auditor
3rd Floor, 12 Gough Square
London
EC4A 3DW

19 May 2021



**Statement of Financial Activities
(Including Income and Expenditure Account)
for the Year Ended 31 December 2020**

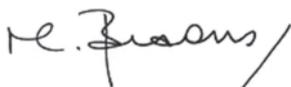
	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Note				
Income from:				
Donations and legacies	25,954	–	25,954	301
Coronavirus Job Retention Scheme grant 1	14,406	–	14,406	–
Charitable activities 2	760,045	167,695	927,740	1,127,278
Other trading activities:				
Room hire	1,471	–	1,471	14,901
Investments:				
Bank interest received	1,555	–	1,555	1,630
Total	<u>803,431</u>	<u>167,695</u>	<u>971,126</u>	<u>1,144,110</u>
Expenditure on:				
Raising funds:				
Public relations and media costs	3,063	–	3,063	2,271
Charitable activities 3	838,013	167,695	1,005,708	1,215,322
Total	<u>841,076</u>	<u>167,695</u>	<u>1,008,771</u>	<u>1,217,593</u>
Net income and net movement in funds 5	<u>(37,645)</u>	<u>–</u>	<u>(37,645)</u>	<u>(73,483)</u>
Reconciliation of funds:				
Total funds brought forward	499,697	–	499,697	573,180
Total funds carried forward	<u><u>462,052</u></u>	<u><u>–</u></u>	<u><u>462,052</u></u>	<u><u>499,697</u></u>



**Balance Sheet
for the Year Ended 31 December 2020**

	Note	£	2020 £	£	2019 £
Fixed assets:					
Tangible assets	7		14,065		16,483
Current assets:					
Debtors	8	228,132		271,708	
Cash at bank and in hand		625,355		585,302	
			<u>853,487</u>	<u>857,010</u>	
Liabilities:					
Creditors falling due within one year	9	(405,500)		(373,796)	
Net current assets			<u>447,987</u>	<u>483,214</u>	
Total net assets			<u><u>462,052</u></u>	<u><u>499,697</u></u>	
The funds of the charity:					
Unrestricted assets	10		<u>462,052</u>	<u>499,697</u>	
			<u><u>462,052</u></u>	<u><u>499,697</u></u>	

The financial statements were approved by the Board of Trustees on 19 May 2021 and signed on its behalf by:



Mary Parsons
Chair



Lee Shostak
Treasurer

Town and Country Planning Association
Company number: 146309
Charity Number 214348



**Statement of Cash Flows
for the Year Ended 31 December 2020**

	2020 £	2019 £
Cash flows from operating activities:		
Net cash (used in) / provided by operating activities	39,073	(132,978)
Cash flows from investing activities:		
Bank interest received	1,555	1,630
Purchase of tangible fixed assets	(575)	(642)
Net cash provided by / (used in) investing activities	980	988
Change in cash and cash equivalents in the period	40,053	(131,990)
Cash and cash equivalents at the beginning of the period	585,302	717,292
Cash and cash equivalents at the end of the period	<u>625,355</u>	<u>585,302</u>
Reconciliation of net income to net cash flow from operating activities		
Net income for the reporting period	(37,645)	(73,483)
<i>As per the statement of financial activities</i>		
Depreciation charge	2,993	3,011
Interest received	(1,555)	(1,630)
Decrease / (increase) in debtors	43,576	93,906
(Decrease) / Increase in creditors	31,704	(154,782)
Net cash (used in) / provided by operating activities	<u>39,073</u>	<u>(132,978)</u>



Notes to the Financial Statements

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

The Town and Country Planning Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue, and so the going-concern basis of accounting has been adopted.

b) Income

Income from donations and grants (including government grants) is recognised when the charity has entitlement to the funds; any performance conditions attached to the funds have been met; it is probable that the income will be received; and the amount can be measured reliably.

Income received in advance of the charity meeting the above criteria is deferred.

Membership income is recognised in accordance with the membership term. Where membership periods span the balance sheet date, income is deferred on a straight-line basis.

Conference income is recognised when the conference takes place.

Income from journals is recognised in accordance with the subscription term. Where subscription terms span the balance sheet date, income is deferred on a straight-line basis. Income from publications is recognised on the date that the publication is dispatched.

Income from projects and consultancy is recognised when the charity's obligations have been performed, or in accordance with agreed milestones.

Income from legacies is recognised when there has been a grant of probate, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached to the legacy are within the charity's control or have been met.

c) Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party; settlement is probable; and the amount can be measured reliably.

Expenditure is classified under the following activity headings:

- Expenditure on raising funds – media and marketing costs.
- Expenditure on charitable activities – the costs of projects, conferences and publications, including attributable support costs.



Independent Auditors' Report to the Members of the T CPA

d) Allocation of support costs

Support costs are the costs of those functions that assist the work of the charity but do not directly relate to charitable activities – for example office overheads, finance, and professional costs. These costs have been allocated on the basis of the direct staff costs attributable to each activity.

e) Tangible fixed assets

Fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on the following bases:

- Leasehold property and improvements – straight line over the remaining lease term.
- Fixtures, fittings and equipment – 25% straight line.

Useful economic lives of tangible assets

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on future developments, economic utilisation, and the physical condition of the assets.

f) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle that obligation can be measured reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

g) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Any losses from impairment are recognised in the statement of financial activities.

h) Operating leases

Rentals payable under operating leases are recognised in the statement of financial activities on a straight-line basis over the lease term.

i) Foreign currency

Transactions denominated in foreign currencies are translated at the exchange rate ruling at the date of the transaction. Foreign currency monetary items are translated at the exchange rate ruling at the balance sheet date. Foreign exchange gains and losses resulting from the settlement of transactions and from the translation at period-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of financial activities.

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.



l) Pensions

The Town and Country Planning Association operates a defined-contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the Town and Country Planning Association in an independently administered fund. The pension cost in the financial statements represents the contributions payable by the charity during the year.

m) Status

The Town and Country Planning Association is a charitable company limited by guarantee incorporated in England & Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the Trustees' Report.

n) Judgements in applying accounting policies/key sources of estimation uncertainty

Estimates and judgements are frequently assessed and based on historical experience as well as other factors, including assumptions of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results.

2 Income from charitable activities

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Total £
Membership	110,388	–	110,388	137,599
Conferences	150,301	–	150,301	206,955
Journals and publications	35,422	–	35,422	35,535
Projects and consultancy	463,934	167,695	631,629	747,189
	<u>760,045</u>	<u>167,695</u>	<u>927,740</u>	<u>1,127,278</u>

3 Expenditure on charitable activities

	2020 Staff £	2020 Direct £	2020 Support £	2020 Total £	2019 Total £
Membership	80,477	149	22,234	102,860	93,468
Conferences	147,357	16,460	40,712	204,529	263,892
Journals and publications	55,619	34,234	15,367	105,220	122,725
Projects and consultancy	399,697	82,972	110,430	593,099	735,237
	<u>683,150</u>	<u>133,815</u>	<u>188,743</u>	<u>1,005,708</u>	<u>1,215,322</u>



4 Support and governance costs

	2020	2019
	£	£
Support costs		
Staff costs	45,523	56,262
Travel and subsistence	394	5,884
Premises costs	57,805	63,777
Printing, post and stationery	5,718	8,396
Telephone	4,338	6,719
Computer costs	19,389	20,181
Sundry expenses	(1,833)	7,208
Subscriptions	3,276	4,116
Training, courses & seminars	160	–
Bank charges	2,150	3,065
Bad debts	–	20,000
Depreciation	2,993	3,011
Total support costs	139,913	198,619
Governance costs		
Accountancy fees	40,265	38,850
Audit fees	7,400	7,201
Legal and professional fees	–	1,213
Trustees' and officers' expenses	1,165	4,927
Total governance costs	48,830	52,191
Total support and governance costs	188,743	250,810

5 Net income

	2020	2019
	£	£
This is stated after charging:		
Operating lease rentals	4,350	4,311
Depreciation	2,993	3,011
Auditors' remuneration	7,400	7,201



6 Staff costs

	2020	2019
	£	£
Wages and salaries	638,386	688,744
Social security costs	64,875	73,266
Pensions	25,030	25,183
Other costs	382	5,500
	<u>728,673</u>	<u>792,693</u>
Direct costs	683,150	736,431
Support costs	45,523	56,262
	<u>728,673</u>	<u>792,693</u>

The Charity operates a defined-contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the company in an independently administered fund. The total pension contributions payable for the year were £25,030 (2019: £25,183).

The average monthly number of full-time equivalent employees, including casual and part-time staff, during the year was as follows:

	2020	2019
	£	£
Management and support	4	4
Journal editing	1	1
Projects and policies	12	12
	<u>17</u>	<u>17</u>

The number of employees whose emoluments exceeded £60,000 was as follows:

	2020	2019
£60,000 – £70,000	1	–
£70,000 – £80,000	1	1
£80,000 – £90,000	–	1
£90,000 – £100,000	1	1

The charity Trustees were not paid and neither did they receive any benefits from employment with the charity or a related entity. Two (2019: four) Trustees were reimbursed expenses in relation to travelling, accommodation and overnight subsistence amounting to £4,166 (2019: £4,166). It is also noted that the TCPA holds a Trustee indemnity insurance policy (£1,013).

The key management personnel of the charity is the Chief Executive. The total employment benefits received by key management personnel were £94,818 (2019: £93,770).



7 Tangible fixed assets

	Leasehold property £	Furniture & equipment £	Total £
Cost			
At 1 January 2020	29,906	24,428	54,334
Additions	–	575	575
At 31 December 2020	29,906	25,003	54,909
Depreciation			
At 1 January 2020	17,662	20,189	37,851
Charge for the year	408	2,585	2,993
At 31 December 2020	18,070	22,774	40,844
Net book value			
At 31 December 2020	11,836	2,229	14,065
At 31 December 2019	12,244	4,239	16,483

8 Debtors

	2020 £	2019 £
Trade debtors	197,341	169,186
Prepayments and accrued income	27,791	102,522
Deferred expenditure	3,000	–
	228,132	271,708



9 Creditors falling due within one year

	2020	2019
	£	£
Trade creditors	14,226	29,085
Social security and other taxes	76,929	60,570
Other creditors	3,350	4,527
Accruals	30,986	27,783
Deferred income	280,009	251,831
	<u>405,500</u>	<u>373,796</u>
 <i>Deferred income</i>		
Income deferred from the previous year	251,831	192,104
Released to the statement of financial activities	(251,831)	(192,104)
 <i>Arising during the current year:</i>		
Journal subscriptions	17,878	8,841
Membership subscriptions	57,485	59,163
Conferences	5,504	3,820
Projects	199,142	180,007
	<u>280,009</u>	<u>251,831</u>

Income has been deferred in accordance with the accounting policy stated in note 1b.



10 Analysis of charitable funds 2020

	At 1 Jan £	Income £	Expenditure £	Transfers £	At 31 Dec £
Unrestricted funds					
General fund	49,594	803,431	(815,076)	(26,000)	11,949
Designated funds:					
Contingency Fund	290,000	–	–	–	290,000
The TCPA Legacy Reserve Fund	87,070	–	–	–	87,070
Redecoration & Maintenance Fund	73,033	–	(26,000)	26,000	73,033
Unrestricted funds	499,697	803,431	(841,076)	–	462,052
Restricted funds					
Projects and conferences	–	167,695	(167,695)	–	–
	–	167,695	(167,695)	–	–
Total funds	499,697	971,126	(1,008,771)	–	462,052

Analysis of charitable funds 2019

	At 1 Jan £	Income £	Expenditure £	Transfers £	At 31 Dec £
Unrestricted funds					
General fund	120,518	997,336	(1,053,177)	(15,083)	49,594
Designated funds:					
Contingency Fund	290,000	–	–	–	290,000
The TCPA Legacy Reserve Fund	89,629	–	–	(2,559)	87,070
Redecoration & Maintenance Fund	73,033	–	(17,642)	17,642	73,033
Unrestricted funds	573,180	997,336	(1,070,819)	–	499,697
Restricted funds					
Projects and conferences	–	146,774	(146,774)	–	–
	–	146,774	(146,774)	–	–
Total funds	573,180	1,144,110	(1,217,593)	–	499,697

The Contingency Fund has been established with a view to building up a reserve of three months' operating costs of the charity in the short term, and increasing this to six months' operating costs by 2027.

The TCPA Legacy Reserve Fund has been set up to invest legacies and other monies as agreed by the Board of Trustees. The Articles of Association provide that no capital should be withdrawn from this fund unless approved by 75% of the votes at a General Meeting. Income arising from these investments is used for the general purposes of the charity.

Redecoration and Maintenance Fund: The TCPA's leasehold property in London requires internal and external redecoration and maintenance on a cyclical basis, so that large costs accrue at intervals of four or five years. Due to the global pandemic, the scheduled repairs were pushed back from 2020 to 2021. The Fund is maintained to provide for expenditure of this nature, with transfers from the General Fund to help retain reserves sufficient to meet the expected future costs.

Projects and conferences (restricted fund): These funds include grants received from The Nationwide Foundation, Network for Social Change, Big Lottery Fund Grant and Trust for London (£40,601) to support activity in specific areas.



11 Analysis of net assets between funds 2020

	General £	Designated £	Restricted £	Total £
Tangible fixed assets	14,065	–	–	14,065
Cash at bank and in hand	105,638	450,103	69,614	625,355
Other net current assets/(liabilities)	(107,754)	–	(69,614)	(177,368)
	<u>11,949</u>	<u>450,103</u>	<u>–</u>	<u>462,052</u>

Analysis of net assets between funds 2019

Tangible fixed assets	16,483	–	–	16,483
Cash at bank and in hand	114,176	450,103	21,023	585,302
Other net current assets/(liabilities)	(81,065)	–	(21,023)	(102,088)
	<u>49,594</u>	<u>450,103</u>	<u>–</u>	<u>499,697</u>

12 Operating lease commitments

The charity has future minimum lease payments under non-cancellable operating leases for the following periods:

	2020 £	2019 £
Land and buildings		
Not later than one year	4,300	4,300
Later than one year and not later than five years	17,200	17,200
Later than five years	130,700	135,000
	<u>152,200</u>	<u>156,500</u>

13 Related party transactions

During the year, sponsorship, boardroom hire, membership and conference attendance income totalling £49,592 was received from businesses connected with the Trustees. Of this amount, £10,890 was still outstanding at year end, and payment of £10,800 was received in January and February 2021.

14 Ultimate controlling party

The company is controlled by the Trustees, with no ultimate controlling party.





tcpa

Town and Country Planning Association
17 Carlton House Terrace
London SW1Y 5AS

020 7930 8903
www.tcpa.org.uk

