

**Charity No. 326123**

**URBAN DESIGN GROUP**

**TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED**

**29 FEBRUARY 2012**

**URBAN  
DESIGN  
GROUP**

**ANDREW THURBURN & COMPANY**  
**Chartered Accountants**  
**38 Tamworth Road**  
**Croydon, Surrey**  
**CR0 1XU**

## **URBAN DESIGN GROUP**

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**URBAN DESIGN GROUP  
REPORT OF THE TRUSTEES  
FOR THE YEAR ENDING 29 FEBRUARY 2012**

**Address:** 70 Cowcross Street, London EC1M 6EJ

**Charity Number:** 326123

**Trustees as at 20 June 2012:** Roger Evans Arnold Linden Marcus Wilshere

**Statement of trustees' responsibilities:**

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its incoming resources and resources expended during that year. In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the activities of the charity will continue.
- Meeting the Auditor as required.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Statement of Recommended Practice, Accounting and Reporting by Charities 2000. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Constitution**

The Urban Design Group is governed by a Constitution (see Annex B) and run by an Executive Committee appointed by election at the annual general meeting. The operation of the Urban Design Group is the responsibility of the Executive Committee.

<b>Executive Committee – 2010-2011</b>	<b>Patrons</b>
Amanda Reynolds (Chair) Colin Pullan (Hon Treasurer)  John Billingham* Riccardo Bobisse Ben van Bruggen Philip Cave Andrew Dakin* (corresponding) Duncan Ecob* Sebastian Loew Colin Munsie Katy Neaves, Paul Reynolds Barry Sellers Graham Smith* Alan Stones Niltay Tosun-Erdem Jack Warshaw*	Irena Bauman Alan Baxter Sir Richard MacCormac Dickon Robinson Helle Søholt Lindsey Whitelaw John Worthington

*\* Denotes that this member was co-opted to the Executive Committee for 2011-12.*

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## Achievements and Performance

### Membership

<b>Category</b>	<b>June 2012</b>	<b>June 2011</b>	<b>June 2010</b>	<b>June 2009</b>	<b>June 2008</b>	<b>June 2007</b>
Standard Individual (UK)	655	714	734	826	868	784
Standard Individual (International)	83	79	78	88	92	51
Recognised Practitioner	71	63	48	9	-	-
Concession (student/unwaged - UK only)	189	192	167	153	154	152
Practice (UK)	128	135	148	167	171	147
Practice (International)	5	7	7	11	11	1
Local Authority	34	36	39	46	41	91
Education Index	14	14	13	12	12	12
Library (UK)	43	41	44	41	42	44
Library (International)	42	39	41	41	40	34
<b>Sub-total</b>	<b>1264</b>	<b>1320</b>	<b>1319</b>	<b>1394</b>	<b>1431</b>	<b>1316</b>
Newsletter only	608	476	300	212	c.100	-
<b>Totals</b>	<b>1872</b>	<b>1796</b>	<b>1619</b>	<b>1606</b>	<b>1531</b>	<b>1316</b>
Total recipients of email newsletter	1623	1503	1271	1130	1000	c.700

### Urban Design Journal

*Urban Design* is directed and managed by the UDG Editorial Board. The membership of the Editorial Board for 2011-12 comprised:

Sebastian Loew (editor)	John Billingham
Louise Thomas (editor)	Matthew Carmona
	Tim Catchpole
	Richard Cole
	Alastair Donald
	Tim Hagyard
	Joe Holyoak
	Liezcel Kruger
	Jane Manning
	Malcolm Moor
	Judith Ryser

Over the past year a number of high quality contributions were received on a variety of topics, occasionally fairly controversial. The Editorial Board always welcome these and encourages members to make contact if there is an issue that they would like to share with others. The Editorial Board has also received letters responding to previous articles and would welcome more of these.

The issues of urban design published since the 2011 AGM (and including the forthcoming summer 2012 issue) were:

- Summer 2011 - UD119 *India*
- Autumn 2011 - UD 120 *Transport Interchanges*
- Winter 2012 - UD 111 *The Developer & Urban Design*
- Spring 2012 - UD 122 *Temporary Urbanism*
- Summer 2012 - UD 123 *Localism*

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### **Digitisation of Urban Design**

Digitisation is under way. Scanning has been completed and the process of producing OCRd versions of editions 10-30 is underway. The first 10 editions of Urban Design are already available on the website.

### **Urban Design Directory**

The 2011 edition of the Urban Design Directory included a full listing for 44 practices and 14 urban design courses and was extensively circulated to some 3000 addresses in the UK and internationally.

John Billingham who devised the journal, editing and developing the publication since it was first produced in 2006, has now stood down and Louise Thomas has kindly agreed to take over the production of the Directory from 2012. She will be drawing up new ideas for the 2013-15 edition and we will be inviting a range of members to be included in it shortly.

### **The National Urban Design Awards**

The National Urban Design Awards, first launched in 2007-08, continue to go from strength to strength. This year's awards event on 15 February was an unforgettable occasion, with an audience of over 150 guests drawn from across the built environment professions, clients and policy-makers assembling in the prestigious setting of the Royal United Services Institute on Whitehall. Awards were made in the categories of practice project, student project, public sector, urban design publication and lifetime achievement, the latter being presented to the team behind the ground-breaking work *Responsive Environments*.

The event was sponsored by Atkins (winner of the 2011 practice award), Tibbalds and Routledge, with the Francis Tibbalds Trust continuing its generous support through the provision of financial prizes in the practice and student categories.

Entries are now being invited for the 2012-13 round of awards which it is hoped will have a more international dimension and will include at least one new category. Plans are also being made for the next Awards Event in February 2013 which will take place in a new venue, the Royal Overseas League Club close to Green Park.

John Billingham who devised the awards and has been the driving force behind their development in recent years is now in the process of handing over control to Ivor Samuels who will become Chair of the UDG's Awards Group with Noha Nasser as Vice-Chair. The UDG is greatly indebted to John for his hard work, commitment and vision in making the Awards such a central part of the group's activity.

### **The Education Group**

The Education Group continued its work throughout 2011-12 led by Katy Neaves and Duncan Ecob and with the participation of John Billingham, Barry Sellers, Noha Nasser and Robert Huxford. A brief meeting for university representatives was held at the National Conference on Urban Design in Greenwich and the UDG's second annual Education Symposium took place in Birmingham on 23 April 2012. A survey of course content has been undertaken, along with a comprehensive survey of practitioner's research needs and usage. The results of the latter were sent to the Design Council in support of their design research initiative.

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### **Events Group**

The events group, led by Paul Reynolds with the participation of a number of other individuals, has maintained the varied programme of events offered by the Urban Design Group throughout the year, featuring a range of speakers from around the UK and beyond. The UDG is now offering more events than ever before (the total at Cowcross Street for 2011-12 exceeded twenty), which is an indication of the group's vitality and continued importance as a centre for urban design ideas and debate.

Highlights on the 2011-12 events calendar included:

- **The National Conference on Urban Design 2011**

The 2011 Conference was held in Greenwich and Deptford, with support and collaboration from Noha Nasser and University of Greenwich and generous sponsorship from Savills. The theme was *Cities 2030: Live-Work-Play*, focusing on the action urban designers should take now to create a high quality of urban life twenty years hence. The location and timing meant that there was also a particular focus on Olympic Legacy, including tours of the Olympic Park.

The conference enjoyed an excellent audience across all three days of activities. Worthy of special note was the *Redesigning Greenwich* workshop for students and young urban designers, which took place on the day preceding the conference and involved delegates taking up the challenge of reconfiguring the centre of Greenwich, under the watchful eye of experts Noha Nasser, Robert Huxford, Paul Reynolds and Geoff Belcher Co-ordinator of the Greenwich World Heritage Site. The UDG Annual Dinner, held at Devonport House in the centre of Maritime Greenwich, was a delightful conclusion to the conference and included Geoff Belcher regaling guests with witty and interesting tales from the history of Greenwich

- **UDG Christmas Party**

The UDG's celebration of the festive season is becoming famed for its quirky themes and unusual venues. The 2011 event did not fail to live up to expectations; held at the elegant surroundings of the 1901 Arts Club, guests were treated to an evening of fine food and wine, witty discourse and plenty of music (the latter courtesy of UDG Director Robert Huxford and pianist Martin Hall alongside Louise Ingledow and Alison Jay).

- **Kevin Lynch Memorial Lecture**

For the 2011 Kevin Lynch Memorial Lecture, the Urban Design Group was delighted and honoured to welcome Prof. Christopher Alexander, winner of the UDG's first lifetime achievement award. It was a truly unforgettable evening and attracted a capacity crowd to the Galley, including many leading names in the urban design community. In conversation with UDG patron John Worthington, Prof Alexander discussed his career and his unique and fascinating views on architecture, illustrated with images of projects particularly close to his heart.

### **UDG Regions**

The UDG is greatly indebted to all volunteers around the UK who continue to run events locally. Over the past twelve months, the following activities have taken place:

- **Scotland**

UDG Scotland's co-convenors Francis Newton and Jo White continue to organise regular meetings and events in both Edinburgh and Glasgow, including a highly

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successful evening in March with Collective Architecture on the theme of Integrated Infrastructure.

• **East Midlands**

Despite being a quieter year in the East Midlands as local convenor Laura Alvarez took time out for the birth of her baby son Sebastian, she still managed to run ran a successful and well attended evening event in March on *SuDS and Urban Design*, with speakers and interactive workshops. The event has been developed into a roadshow which is on offer to professional institutions on a regional basis.

• **North West**

The UDG's STREET North West Group, based in Manchester and led by Emma Zukowski, has gained great momentum over the past twelve months. Emma has co-ordinated a number of events in collaboration with North West Young Planners, including an inter-professional networking event entitled *A Night at the Museum* and tours of New East Manchester, Media City, Corridor Manchester and the Co-op headquarters.

• **Wales**

Jonathan Vining and Jessica Richmond of White Young Green in Cardiff and student Serena Yao have all been active in the South Wales area over recent months and it is hoped that this will generate new events and initiatives in the future.

• **Yorkshire**

The new regional network in Yorkshire, launched last year and led by Robert Thompson, was an important supporter of Sheffield Urban Design Week in October 2011.

It is hoped that during the coming year new regional groups will emerge in the West Midlands and the South; indeed a first meeting of a UDG regional grouping based in Southampton is taking place at the end of June, hosted by Peter Frankum at Savills and with the support of Executive Committee member Barry Sellers.

### **UDG Patrons**

The UDG's patrons – Irena Bauman, Alan Baxter, Sir Richard MacCormac, Dickon Robinson, Helle Søholt, Lindsey Whitelaw and John Worthington - have all had an active involvement over the past twelve months. Contributions of particular note include John Worthington's central role in both the *Changing Chelmsford* event in June 2011 and also alongside his friend and former teacher Christopher Alexander for the Kevin Lynch Memorial Lecture in November. Irena Bauman was topic editor of issue 122 of *Urban Design* on 'Temporary Urbanism' and also took part in an event in the same theme in April. As well as regularly attending and speaking at events, Lindsey Whitelaw was a member of the judging panel for the 2011-12 awards and presented the public sector category at the February Awards Event. Alan Baxter continues his long-standing and committed support of the UDG and our goals.

### **Urban Design Study Tour**

The UDG's study tour for 2012 visited Bordeaux and other Baroque Towns in France and Germany. UDG Executive Committee member Alan Stones led over twenty practitioners and enthusiasts from the UK and beyond as they visited and compared Paris, Nancy, Karlsruhe and Mannheim. The group then moved on to Bordeaux for an insight into both the old and new highlights of this spectacular city led by Sebastian Loew.

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**Research Initiative**

Mike Biddulph, recipient of the UDG's first research award, presented the findings of his study looking at the impact of *Manual for Streets* at the 2011 conference in Greenwich. A second research initiative is about to be launched, awarding £5,000 to a candidate for a piece of applied research looking at the positive impact of good urban design

**Press Coverage**

Press coverage for the Urban Design Group has included a number of letters published in the national media and the London Evening Standard.

**Email Newsletter**

The email newsletter service is now received by over 1600 individuals. It provides a concise monitoring service of the government websites in England, Northern Ireland, Scotland, Wales and the Republic of Ireland, as well as news of research in a wide range of areas that add richness to urban design including psychology, sociology, public health, technology and economics.

**Street Young Urban Designers Network**

STREET London has gone from strength to strength over the course of the past year. Led by Katy Neaves, assisted by Niltay Tosun-Erdem, the group has run a series of popular walking tours around London – including Chiswick, Kingston and two guided visits to Exhibition Road – and an outing to Brighton in September.

**Financial Review**

**Reserves Policy**

The definition of 'reserve' is: 'Income which becomes available to the Charity and is to be expended at the Trustees' discretion in furtherance of the Charity's objectives, but which is not yet spent, committed or designated'. This definition therefore excludes restricted funds and sums already invested in fixed assets.

The trustees have reviewed the reserves of the charity and, in view of the current financial situation, are of the opinion that they should fall no lower than a minimum of £50,000. This will provide sufficient funds to enable the charity to meet outstanding obligations.

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20 June 2012

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**Annex A: Summary of Accounts**

	2012	2011	2010	2009	2008	2007
	Totals	Totals	Totals	Totals	Totals	Totals
<b>INCOMING RESOURCES</b>						
Subscriptions	77,400	78,784	82,464	89,655	74,943	80,600
Publications and Awards	11,324	31,648	13,875	48,196	6,133	34,435
Training Income				0	150	-
Donation from Urban Design Services Ltd	11,038	5,049	5,974	4,044	15,783	7,000
UDSL Contribution to Office Costs	5,000	5,000	5,000	5,000	5,391	-
<b>Activities to Generate Funds</b>						
Interest Received	740	549	1,282	3,939	3,572	2,323
Inland Revenue: Gift Aid	5,192	4,314	7,749	5,267	2,055	2,974
Miscellaneous Income	468	581	44	497	639	-
<b>TOTAL INCOMING RESOURCES</b>	<b>111,162</b>	<b>125,925</b>	<b>116,388</b>	<b>156,598</b>	<b>108,666</b>	<b>127,332</b>
<b>RESOURCES EXPENDED</b>						
<b>Charitable Expenditure</b>						
Publications & Awards	29,587	51,789	38,671	37,888	25,295	44,808
General	76,098	77,351	72,749	70,118	64,938	60,064
Development Expenditure	2,500	2,500	1,200			
Governance costs (accountancy)	1,080	1,560	940	920	2,268	1,292
<b>TOTAL RESOURCES EXPENDED</b>	<b>109,265</b>	<b>133,200</b>	<b>113,560</b>	<b>108,926</b>	<b>92,501</b>	<b>106,164</b>
<b>NET INCOMING RESOURCES AND NET MOVEMENT IN FUNDS</b>	<b>1,897</b>	<b>(7,275)</b>	<b>2,828</b>	<b>47,672</b>	<b>16,165</b>	<b>21,168</b>
<b>FUND BALANCES BROUGHT FORWARD</b>	<b>121,526</b>	<b>128,801</b>	<b>125,973</b>	<b>£78,301</b>	<b>62,136</b>	<b>40,968</b>
<b>FUND BALANCES CARRIED FORWARD</b>	<b>£123,423</b>	<b>£121,526</b>	<b>£128,801</b>	<b>£125,973</b>	<b>£78,301</b>	<b>£62,136</b>
CURRENT ASSETS	126,212	143,367	129,740	127,893	103,933	66,187
CURRENT LIABILITIES	2,790	21,842	940	1,920	25,632	4,051
<b>TOTAL NET ASSETS</b>	<b>£ 123,423</b>	<b>£ 121,526</b>	<b>£ 128,801</b>	<b>£ 125,973</b>	<b>£ 78,301</b>	<b>£ 62,136</b>

Membership subscriptions were last raised in 2004. The subscription fees for 2012-13 remain unchanged, representing an 8<sup>th</sup> year since the last increase.

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**Annex B: Constitution**  
(As amended at AGM June 2010)

**1. NAME**

The name shall be the URBAN DESIGN GROUP.

**2. OBJECTS**

The Group is established for the public benefit for the following purposes:

- To promote high standards of performance and inter-professional co-operation in planning, urban design and architecture, landscape design and all other aspects of the built environment.
  - To educate the relevant professions and the public in matters relating to Urban Design
- In furtherance of the said purposes but not otherwise the Group through its Executive Committee shall have the following powers:-
- i. To promote research into subjects directly connected with the objects of the Group and to publish the results of any such research.
  - ii. To act as a co-ordinating body and to co-operate with related professional bodies and any voluntary organisations, charities and persons having aims similar to those of the Group.
  - iii. To publish papers reports and other literature.
  - iv. To make surveys and prepare maps and plans and collect information in relation to any place, erection or building.
  - v. To hold meetings, lectures and exhibitions.
  - vi. To educate public and professional opinion and to give advice and information.
  - vii. To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise; provided that the Group shall not undertake any permanent trading activities in raising funds for its primary purpose.
  - viii. To acquire, by purchase, gift or otherwise, property whether subject to any special trust or not.
  - ix. To sell, let mortgage, dispose of or turn to account all or any of the property or funds of the group as shall be necessary.
  - x. To borrow or raise money for the purposes of the Group on such items and on such security as the Executive Committee shall think fit, but so that the liability of the individual members of the Group shall in no case extend beyond the amount of their respective annual subscriptions
  - xi. To do all such other things as are necessary for the attainment of the said purposes.

**3. MEMBERSHIP**

Membership shall be open to all who are interested in actively furthering the purposes of the Group. No member shall have power to vote at any meeting of the Group if his or her subscription is in arrears at the time. Corporate members shall be such groups, associations, educational institutions or businesses as are interested in furthering the purposes of the Group. A corporate member shall appoint a representative

to vote on its behalf at all meetings but, before such a representative exercises his or her right to vote, the corporate member shall give particulars in writing to the Honorary Secretary of such a representative. Membership will run for a 12 month period from the beginning of the month of joining.

**4. SUBSCRIPTIONS**

The subscriptions shall be the amount determined by the Executive Committee subject to notification to the membership one month in advance of any change. Membership shall lapse if the subscription is unpaid three months after it is due.

**5. MEETINGS**

The Annual General Meeting shall be held in or about May of each year to receive the Executive Committee's report and audited accounts and to elect Officers and members of the Committee. The Committee shall decide when ordinary meetings of the Group shall be held. Special General Meetings of the Group shall be held at the written request of fifteen or more members whose subscriptions are fully paid up. Twenty members personally present shall constitute a quorum of the Group. The Committee shall give at least 7 days notice to members of all Meetings of the Group.

**6. OFFICERS**

The officers shall consist of a Chairman, Honorary Secretary and Honorary Treasurer. Nominations for the election of Officers shall be made in writing to the Honorary Secretary at least 14 days before the Annual General Meeting. Such nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. The elections of officers shall be completed prior to the election of future committee members. Nominees for election as officers or Committee members shall declare at the Annual General Meeting at which their election is to be considered any financial or professional interest known or likely to be of concern to the Group.

**7. THE EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the management and administration of the Group. The Executive Committee shall consist of the Officers and not less than 6 and not more than 10 other members. The Committee shall have power to co-opt further members (who shall attend in an advisory and non-voting capacity). In the event of an equality in the votes cast, the Chairman shall have a second or casting vote. Nominations for election to the Executive Committee shall be made in writing to the Honorary Secretary at least 14 days before the Annual General Meeting. They must be supported by a seconder and the consent of the proposed nominee must first have been obtained. If the nominations exceed the number of vacancies, a ballot shall take place in such a manner as shall be determined. Members

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of the Executive Committee shall be elected annually at the Annual General Meeting of the Group, and outgoing members may be re-elected. The Executive Committee shall meet not less than 4 times a year at intervals of not more than 3 months and the Honorary Secretary shall give all members not less than seven days notice of each meeting. The quorum shall, as near as may be, comprise one third of members of the Executive Committee. The Executive Committee shall have the power to fill up to three casual vacancies occurring among the member of the Executive Committee between General Meetings. The Executive Committee shall appoint a vice chair(s) to assist the Chair in managing the running of the Group and to deputise at meetings. The vice chair (or one of the vice chairs) will usually be the previous Chair.

**8. SUB-COMMITTEES**

The Executive Committee may constitute such committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chairman of each sub-committee shall be appointed by the Executive Committee and all actions and proceedings of each sub-committee shall be reported to and be confirmed by the Executive Committee as soon as possible. Members of the Executive Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of the Executive Committee. Sub-committees shall be subordinate to and may be regulated or dissolved by the Executive Committee.

**9. DECLARATION OF INTEREST**

It shall be the duty of every Officer or member of the Executive Committee or Sub-Committee who is in any way directly or indirectly interested financially or professionally in any item discussed at any Committee meeting at which he or she is present to declare such interest and he or she shall not discuss such items (except by invitation of the Chairman) or vote thereon.

**10. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS**

The Executive Committee shall, out of the funds of the Group, pay all proper expenses of administration and management of the Group. After payment of the administration and management expenses and the setting aside of reserve of such sums as may be deemed expedient, the remaining funds of the Group shall be applied by the Executive Committee in furtherance of the purposes of the Group.

**11. INVESTMENT**

All monies at any time belonging to the Group and not required for immediate application for its purposes shall be invested by the Executive Committee in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority approval or consent by the

Charity Commissioners as my for the time being be required by law or by the special trusts affecting any property in the hands of the Executive Committee.

**12. TRUSTEES**

Any freehold and leasehold property acquired by the Group shall and, if the Executive Committee so directs, any other property belonging to the Group may be vested in trustees who shall deal with such property as the Executive Committee may from time to time direct. Any trustees shall be at least three in number or a trust corporation. The power of appointment of new trustees shall be vested in the Executive Committee. The Trustees will be responsible for overseeing the finances of the UDG so that it remains financially solvent and able to meet any normal liability. That role will include giving approval to the annual accounts and budget. A trustee need not be a member of the Group but no person whose membership lapses by virtue of the clause 4 thereof shall thereafter be qualified to act as a trustee unless and until reappointment as such by the Executive Committee. The Honorary Secretary shall from time to time notify the trustees in writing of any amendment hereto and the trustees shall not be bound by any such amendments in their duties as trustees unless such notice has been given. The Group shall be bound to indemnify the trustees in their duties (including the proper charge of a trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense.

**13. BOARD OF PATRONS**

A Board of Patrons shall be elected by the Executive Committee. The board will comprise not less than six Patrons and will meet at least once a year with the Executive Committee. Patrons will be persons of note who have shown interest in or have contributed to the pursuit of excellence in urban quality. Patrons will provide much of the public face of the UDG. The Board will have no legal responsibilities, merely fulfilling an advisory and guiding function. Patrons will be elected for a three year period and can be re-elected.

**14. AMENDMENTS**

The Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Group, provided that 28 days' notice of the proposed amendment has been given to all members and General Meeting or Special General Meeting of the Group, provided that 28 days notice of the proposed amendment has been given to all members and provided that nothing herein contained shall authorise any amendment the effect of which would cause the Group at any time to cease to be a charity in law.

**15. NOTICES**

Any notice required to be given by these rules shall be deemed to be duly given if left at or sent

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by prepaid post addressed to the address of that member last notified by the Secretary.

**16. WINDING UP**

The Group may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Group confirmed by a simple majority of members voting at a further Special General Meeting held not less than 14 days after the previous meeting. If a motion for the dissolution of the Group is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the meeting is given. In the event of the dissolution of the Group the available funds of the Group shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Executive committee and approved by the Meeting of the Group at which the decision to dissolve the Group is confirmed.

**17. ACCOUNTANT**

An accountant will be appointed annually to carry out an independent examination of the accounts, to be reported to the AGM.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF URBAN DESIGN GROUP**

I report on the financial statements of Urban Design Group for the year ended 29 February 2012 which are set out on pages 12 to 15.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011 ("the Act"). My examination has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body for my examination, for this report or for the opinions I have formed.

### **Respective responsibilities of trustees and independent examiner**

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for the year (under section 145) of the Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the Act;
- follow such procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity, and a comparison of the financial statements with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

**Andrew Thurburn  
Chartered Accountant  
38 Tamworth Road  
Croydon  
Surrey CR0 1XU**

**20 June 2012**

**URBAN DESIGN GROUP**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 29 FEBRUARY 2012**

	Notes	Unrestricted Funds	Restricted Funds	2012 Totals	2011 Totals
<b>INCOMING RESOURCES</b>					
Subscriptions		77,400	-	77,400	78,784
Publications & Awards	2	11,324	-	11,324	31,648
Donation from Urban Design Services Ltd		11,038	-	11,038	5,049
UDSL Contribution to Office Costs		5,000	-	5,000	5,000
<b>Activities to Generate Funds</b>					
Interest Received		740	-	740	549
HM Revenue & Customs: Gift Aid		5,192	-	5,192	4,314
Miscellaneous Income		468	-	468	581
<b>TOTAL INCOMING RESOURCES</b>		<u>111,162</u>	<u>-</u>	<u>111,162</u>	<u>125,925</u>
<b>RESOURCES EXPENDED</b>					
<b>Charitable Expenditure</b>					
Publications & Awards	3	29,587	-	29,587	51,789
General	4	76,098	-	76,098	77,351
Development Expenditure		2,500	-	2,500	2,500
<b>Governance Costs</b>	5	1,080	-	1,080	1,560
<b>TOTAL RESOURCES EXPENDED</b>		<u>109,265</u>	<u>-</u>	<u>109,265</u>	<u>133,200</u>
<b>NET INCOMING/(OUTGOING) RESOURCES AND NET MOVEMENT IN FUNDS</b>		1,897	-	1,897	(7,275)
<b>FUND BALANCES BROUGHT FORWARD</b>		121,526	-	121,526	128,801
<b>FUND BALANCES CARRIED FORWARD</b>		<u>£123,423</u>	<u>£</u>	<u>-</u>	<u>£123,423</u>
		<u>      </u>	<u>      </u>	<u>      </u>	<u>£121,526</u>

**URBAN DESIGN GROUP  
BALANCE SHEET  
AT 29 FEBRUARY 2012**

	2012	2011
	£	£
<b>FIXED ASSETS (Note 6)</b>	1	1
<b>CURRENT ASSETS</b>		
Cash at Bank		
NatWest Current Account	11,363	13,402
COIF Account	94,883	94,231
COIF Publications Account	12,480	12,392
Cash Float	50	50
Sundry Debtors	7,436	23,292
	126,212	143,367
<b>CURRENT LIABILITIES</b>		
Creditors Falling Due Within One Year:		
Sundry Creditors	2,790	21,842
<b>NET CURRENT ASSETS</b>	123,422	121,525
<b>TOTAL ASSETS</b>	£ 123,423	£ 121,526
Represented by:		
<b>ACCUMULATED RESERVES</b>		
Restricted Funds	-	-
Unrestricted Funds	123,423	121,526
	£ 123,423	£ 121,526

Approved by the Trustees on 20 June 2012  
and signed on their behalf

..... Treasurer

**URBAN DESIGN GROUP  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 29 FEBRUARY 2012**

**1. ACCOUNTING POLICIES**

(i) *Accounting Convention*

The accounts have been prepared under the historical cost convention and the SORP: Accounting and Reporting by Charities issued in March 2005.

(ii) *Depreciation*

Equipment is depreciated at 25% on a straight line basis.

**2. PUBLICATIONS INCOME**

	2012	2011
	£	£
Sales of Handbook Practice Adverts Sourcebook	261	2,608
Journal Sponsorship	2,900	2,700
Urban Design Awards	3,878	2,185
Urban Design Directory	3,000	23,165
Other Publications	1,182	-
Sponsorship for Regional Events	103	990
	_____	_____
	£ 11,324	£ 31,648
	=====	=====

**3. PUBLICATIONS EXPENDITURE**

Urban Design Directory	-	19,147
Printing Quarterly	23,796	26,241
Urban Design Awards	5,791	6,401
	_____	_____
	£ 29,587	£ 51,789
	=====	=====

**4. GENERAL CHARITABLE ACTIVITIES EXPENDITURE**

Events	530	-
Expenses for Regions	750	1,731
Consultant Director's Fees	24,795	24,571
Administrator's Salary & NI	32,165	32,122
Rent, Rates, Light & Heat	11,897	12,034
Website	-	615
Telephone & Broadband	707	1,012
Postage, Stationery & Office Supplies	1,910	2,561
Administration & Travel Expenses	708	568
Insurance	749	742
Bank Charges	441	577
Payroll Admin	932	818
Direct Debit	409	-
Miscellaneous	105	-
	_____	_____
	£ 76,098	£ 77,351
	=====	=====

**5. GOVERNANCE COSTS**

Audit & Accountancy Fees	£ 1,080	£ 1,560
	=====	=====

Included in the above are audit fees of Nil (2011: £720)

**URBAN DESIGN GROUP  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 29 FEBRUARY 2012  
(Contd)**

<b>6. FIXED ASSETS</b>	<b>£</b>
<b>Cost of Equipment</b>	
As at 1.3.11	5,766
Additions	-
As at 29.2.12	5,766
<b>Depreciation</b>	
As at 1.3.11	5,765
Charge for the Year	-
As at 29.2.12	5,765
<b>Net Book Value</b>	
As at 29.2.11	£ 1
As at 29.2.12	£ 1
<b>7. TRUSTEES' REMUNERATION</b>	
No Trustee received any remuneration or expenses during the year, nor were any expenses reimbursed.	
<b>8. STAFF COSTS</b>	<b>2012</b>
Salaries	29,125
Social Security	3,040
	£32,165
The average number of employees was	1