



RTPI

mediation of space · making of place

Report and Accounts

31 December 2011

**Annual General Meeting
17 October 2012**

Registered Charity No: 262865

Registered Charity in Scotland No: SC037841

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Annual Report of the Trustees for the year ended 31 December 2011

The Trustees of the Royal Town Planning Institute are pleased to present their Report for the year ended 31 December 2011.

Reference and administrative details

Royal Town Planning Institute (RTPI) is a charity, registered in England and Wales (Charity number: 262865).

RTPI is also registered in Scotland (Charity number: SC 037841).

The principal and registered office of the Institute is:
41 Botolph Lane, London EC3R 8DL

Trustees

President 2012	Colin Haylock
President 2011	Richard Summers
President 2010	Ann Skippers (retired as Trustee 31 December 2011)
Senior Vice President 2012:	Peter Geraghty
Junior Vice President 2012:	Cath Ranson
Honorary Treasurer 2012:	Graham Stallwood
Honorary Treasurer 2011:	Vincent Goodstadt
Honorary Solicitor and Secretary 2012:	Pat Thomas
Honorary Solicitor and Secretary 2011:	Peter Wilbraham (retired as Trustee 31 December 2011)
Elected Trustees for 2012 – 2013:	David Marshall Philip Williams Wayne Reynolds Janet O'Neill
Elected Trustees for 2011 – 2012:	Vincent Goodstadt Graham Stallwood Andrew Taylor
Elected Trustees for 2010 – 2011:	Donald Alder (re-appointed 1 January 2012) Michael Hayes (retired 31 December 2011) Sara Parkinson (retired 31 December 2011) Leonora Rozee (retired 31 December 2011)
Appointed by Regions and Nations 2012 – 2013:	Martin Taylor

Annual Report of the Trustees for the year ended 31 December 2011 *(continued)*

Senior staff at April 2012:

Chief Executive	Trudi Elliott
Managing Director	Sara Drake
Director of Professional Standards	Gavin Parker

Other relevant organisations:

The Institute's bankers are:	HSBC Bank plc, 117 Great Portland Street, London W1W 6QJ
The Institute's auditor is:	Chantrey Vellacott DFK LLP, Russell Square House, 10 - 12 Russell Square, London WC1B 5LF
The Institute's solicitors are:	Bates Wells and Braithwaite, 2 - 6 Cannon Street, London EC4M 6YH

Structure, governance and management

RTPI is a body politic and corporate established in 1914 and granted a Royal Charter in 1959 as amended by a Supplemental Charter granted in 1971 and by orders in Council from 1982 to 2001. The Royal Charter was comprehensively updated by a Supplemental Charter granted in 2003.

Trustees are elected by the General Assembly, Regions and Corporate Members. Corporate Members with at least two years' membership of the General Assembly are eligible to stand for election as Junior Vice President, elected by Corporate Members. Once Junior Vice President, the Trustee moves forward at the start of each subsequent year to become Senior Vice President, President and Immediate Past President. Members of the General Assembly elect three Trustees each year to serve for a two year period and also a young planner from those nominated by the young planners for a two year period each alternate year. All Corporate Members may stand for election and retiring Trustees can re-stand subject to a time limit of no more than six consecutive years. Those members appointed to the General Assembly by the Regional Management Boards appoint one of their number to serve a two year term as a Trustee.

The General Assembly comprises the following representatives, all elected following a call for candidates published to all members: 28 Fellow and Members; 2 Legal Members or Legal Associates; 2 Technical Members; 6 Student Members or Licentiates; one representative from each Region in England, 2 from RTPI Cymru (Wales), 2 from the Branch in Ireland, 2 from RTPI in Scotland. In addition the Trustees appoint 2 Honorary Members and a representative of the Associations.

RTPI Services Limited, which is a wholly owned subsidiary of RTPI, has continuing contracts with Haymarket for the receipt of commission on advertising revenue from the RTPI magazine "Planning" and Kaplan Hawksmere for commission on running the RTPI Conferences seminar series and the Planning Convention.

The taxable profits of the company of £141k (2010 £128k) were transferred to the Institute under Gift Aid.

More information on the results of RTPI Services Limited is given in note 13 of the notes to the financial statements.

Risk review

The Trustees have identified and kept under review the major risks to which the Royal Town Planning Institute is exposed and continue to improve the management controls and systems to manage those risks. The risks are reviewed by the staff of the

Institute and the Trustees on an ongoing basis and the risk register updated accordingly.

Volunteers

The Institute has carried out its activities through volunteers in Planning Aid, voluntary activities of members in Regions, Networks, Associations, chapters, panels and committees and its paid staff.

The Trustees wish to thank all these volunteers for their contributions to the Institute during 2011.

Objectives and activities

The objects of the Chartered Institute, as incorporated in the Supplemental Charter 2003, are to advance the science and art of planning (including town and country and spatial planning) for the benefit of the public.

The Trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the Institute's aims and objectives and when planning future activities.

Key objectives during the year have been:

- Political engagement, and the development of a response and engagement strategy regarding the Localism Bill
- Implementation of the proposals for strengthening the Institute's governance structure and process
- Development of a simplified and sustainable membership subscription framework
- Re-structuring the Planning Aid service in England, and establishing a sustainable business model for the future
- Providing support for planners and the planning profession at a time of cutbacks in public expenditure and services
- Enhancing the RTPI's offering to members for lifelong learning and CPD
- Development and enhancement of critical information systems, including the membership system and the website
- Development of the membership class structure, aligned with an enhanced member benefits framework
- Accreditation of further university planning courses, and increasing student membership
- Delivery of high profile events to promote planning, including the Planning Convention, the "Planning" Awards, and national conferences

Annual Report of the Trustees for the year ended 31 December 2011 *(continued)*

Achievements and performance

RTPI Membership continued to grow through 2011, reaching 23,332 in December, despite the impact of the economic climate on job prospects, and confirms the value placed on the support of professional institutes at such times. RTPI recorded the election of 486 new Chartered members, either via the Assessment of Professional Competence (APC) route or through the Membership Panel, and a total of 789 new Licentiate members. Proposals for a new Affiliate class of membership were approved and the first election of Affiliates took place in January 2012.

A review of the APC process was undertaken in the Autumn. A new administrative model for the assessment of APC, which will include electronic submission, was implemented in January 2012. Guidance on the new process was published in October and a series of well supported training events was delivered nationwide.

The RTPI Board initiated a comprehensive review of RTPI's subscription structure and fees to ensure that a framework is in place to deliver best possible value for money for members. Following wide consultation with members through RTPI's governance structures, recommendations to address historic anomalies and designed to achieve a fairer, simpler and more transparent model were approved and took effect from January 2012. Member subscription rates have been frozen since 2009 and transitional arrangements will be available to members as we move to the new framework. Alongside other professional institutes RTPI faces a demanding financial environment over the next few years. We are focussing on initiatives which will support our members and deliver increased value for their subscription. A new package of benefits and services has been developed and launched for members in January 2012.

2011 was a particularly busy year for RTPI in terms of external engagement in a challenging environment. RTPI continued to develop strong relationships with ministers and civil servants in key government departments following the 2010 election of the Coalition in England and the elections in Scotland, Wales and Northern Ireland. The year also featured a new emphasis on working in partnership with key stakeholders to progress issues of mutual interest. RTPI has also reviewed the work of its special interest Networks and how these can more effectively contribute to policy development.

The RTPI President had meetings with ministers from five different departments, including the Northern Ireland Planning Minister and the Minister for International Development, as planning related issues assumed importance beyond the Department for Communities & Local Government (DCLG). The key focus of our political activity in England was to successfully influence the Localism Bill which finally reached the statute book in November. RTPI continues to make effective use of attendance at the party conferences and was again recognised as the provider of some of the most popular and well attended fringe events.

In England, the Localism Bill and the National Planning Policy Framework (NPPF) formed the centrepiece of the Coalition Government's planning reform with its recipe based on radical change, decisions taken locally, incentive-driven development, and a strong role for local communities. RTPI secured key amendments to the Bill at both its Commons' and Lords' stages

and achieved significant revision of the NPPF. RTPI also led the call for transitional arrangements and gave oral evidence to two influential select committees.

RTPI's Communications and Policy teams across the Nations, provided a large number of briefings to help influence the reform agenda and to achieve media coverage for the Institute's views. A marked feature of the year was the increasing success in using social media channels, particularly Twitter and LinkedIn, to communicate RTPI opinions and thinking on issues, with record numbers of page hits on our web site and growing take up of our monthly members e-briefing. The policy team, supported by the Networks, completed 65 major policy consultations and established a new virtual response group to manage timely consultation on parliamentary legislation going through its stages.

RTPI's long term 'Planning Myths' campaign was launched in 2011, supported by a dedicated web resource, and is designed to counter many of the myths that still surround planning. This has proved one of the Institute's most successful campaigns in recent years and has attracted significant national print and media coverage and interest from sister planning organisations internationally.

In 2011 RTPI Scotland published its first ever manifesto for the Scottish Elections in May, *Shaping the Future of Scotland: A planning system to support sustainable economic growth* which was distributed to all members of the Scottish Parliament and key stakeholders and discussed with Ministers. As part of a drive to lead thinking on planning issues in Scotland, ten Briefing Papers were published setting out RTPI Scotland's views on issues including planning and enterprise areas, regeneration, the Scottish Government spending review, place making and the Audit Scotland report on modernising the planning system, and three *Convenor's Colloquium* discussion dinners examined how to create great places in difficult times, with briefing papers published on each. RTPI Scotland has continued to develop its successful external relationships with Government, Heads of Planning Scotland and key professional bodies. The Scottish Chapters and Young Planners Network, have supported members with more than fifty events across Scotland, the majority of which were free to attend.

RTPI Cymru published its first Manifesto, *Shaping the Future of Wales*, targeting the National Assembly for Wales' elections in May and this was reinforced by a seminar held, jointly with Planning Aid Wales, to brief Assembly Members post-election on planning issues. The Policy and Research Forum responded to six Welsh Government consultations and submitted evidence to three Assembly Committee Inquiries. A busy programme of Continuing Professional Development (CPD) events included a full programme by the North Wales Chapter, the Wales Enforcement Conference and a seminar on Planning and the Welsh Language to celebrate the National Eisteddfod, as well as events held jointly with the Chartered Institute of Housing, Cymru as part of the Wales Housing Network. During 2010/2011 the National Director has acted as an Expert Advisor to the National Assembly for Wales' Sustainability Committee in its Inquiry into Planning.

The Planning Act (Northern Ireland) 2011 received Royal Assent on 4 May 2011 and provides for the transfer of the majority of planning functions from central government to district councils within a timetable to be agreed by the Executive. RTPI NI has been

Annual Report of the Trustees for the year ended 31 December 2011 *(continued)*

active in influencing emerging legislation and has given evidence to the Assembly debates at Stormont on Planning Reform and Local Government reforms. A key theme in the RTPI's involvement has been the need for a properly resourced and coordinated transition to local authority planning in the province. RTPI has been represented on the Department of the Environment Planning Forum which has ensured that we can contribute meaningfully to the planning reform agenda, with a direct line to the Minister and the management of the Planning Service.

RTPI's Ireland branch celebrated its 75th anniversary in 2011. It has actively engaged in influencing and seeking to shape best practice for new legislation which is intended to support economic renewal and sustainable development. RTPI contributed to several significant government Consultations and held a very successful seminar in Dublin to facilitate discussion and understanding of the new Act.

During the year RTPI has hosted visits from China, Iceland, Japan, Turkey, Tasmania, Russia, Indonesia and Norway and contributed to a number of international events including the 60th anniversary celebrations of the Cyprus Department of Town Planning & Housing and the 9th European Biennial meeting of Towns & Town Planners in Italy where RTPI's President spoke on the challenges facing European planning. RTPI has continued to support the work of the Global Planners Network, the European Council of Spatial Planners - Conseil européen des urbanistes (ECTP-CEU) and the Commonwealth Association of Planners which received the President's Special Award for Planning Achievement at the RTPI Awards in February. RTPI's President led a meeting with the International Development minister to discuss the Cities Agenda of the Department for International Development. The RTPI hosted European Spatial Planning Observatory Network (ESPON) Contact Point goes from strength to strength. RTPI's work as lead partner for the ESPON Interstrat project has focussed on further developing opportunities for dissemination of the valuable research outputs.

The work of the Education and Life long learning team, together with members of the Partnership and Accreditation Panel, has resulted in the full accreditation of planning schools at the Universities of Brighton, Cambridge and Ulster. The Institute, working with all the planning schools, has introduced revised learning outcomes for all accredited courses aimed at simplifying the learning outcomes and ensuring that issues relating to climate change are addressed in all accredited courses.

The new route from Associate Member to Chartered Town Planner has been piloted and the successful candidates were presented with their certificates at the General Assembly meeting in May. This route is now open to all Associate Members and the first round of applicants is expected in April 2012.

With the aid of a grant from the Department for Communities and Local Government (DCLG) the Institute has developed a Virtual Learning Environment (RTPI Learn). RTPI Learn will initially host four on-line CPD modules on: Climate Change; Infrastructure Delivery; Development Economics; and Community Engagement and will be launched in 2012.

Professor Gavin Parker was appointed Director of Professional Standards in December, succeeding Sue Percy, joined the Institute in April 2012.

RTPI continues to provide a range of training and networking events at a range of price points for the benefit of members. 2011 has seen increased attendance at RTPI's national and regional events, the majority of which are free to attend or priced at less than £100. The annual Planning Convention '*Planning in the Big Society*', the Wales Planning Conference '*New Beginnings?*', Scottish Planning Conference '*Planning – Supporting Sustainable Economic Growth*', and Young Planners conference '*Planning For Growth*' were all very well supported. Carolyn Steel, author of '*Hungry Cities*', gave the Sir Patrick Geddes Commemorative Lecture on '*Food and Cities*' and 2011 also saw the first of the RTPI Nathaniel Lichfield Memorial Lectures '*Progressive Localism, civic capacity and the role of Planning*' delivered by Professor Patsy Healey.

To mark World Town Planning Day in November RTPI joined other planning organisations around the world to deliver an on line conference on Going Public on the use of public spaces in our communities. In partnership with the German Academy for Spatial Research and Regional Planning, RTPI organised a UK-German seminar on '*Larger than Local*' in Hanover. As part of the ESPON Interstrat programme RTPI has delivered important events in a variety of locations including Edinburgh '*Using European Research for the National Planning Framework*', Dundalk '*Work, Rest and Play: Planning for functional territories*' with the Irish ESPON Contact Point, and London '*Planning for Growth – what can we learn from Europe?*'

The Board of Trustees has made good progress with a review to ensure that RTPI's governance structures are fit for purpose and will meet the future needs of the Institute as it approaches its Centenary in 2014. This work has included wide consultation with the General Assembly and the committees of the Regions and Nations on the proposals for change. It is anticipated that member approval for a new draft Charter and Bye laws will be sought in early summer 2012 in advance of an application to the Privy Council.

RTPI Services Ltd has continued to manage and support long term contracts with commercial partners. The downturn in recruitment advertising, together with reductions in employer training budgets, has affected revenues and RSL partners are continuing to explore new opportunities for development. The contract for provision of the online learning package '*Planning Matters*' ended in March and RTPI is developing a range of delivery options including RTPI Learn to support member CPD.

2011 was a difficult year for the Planning Aid England service with the severe pressure on government departments to reduce spending in the current climate. With the conclusion of a three year government funding contract in March, the Planning Aid regional offices were closed with the loss of 60 jobs and the operation transferred to Botolph Lane in June. RTPI is enormously grateful to the many Planning Aid staff, some of whom had worked for Planning Aid for up to 20 years, who left the Institute at this stage. Their loyal service and dedication to the Planning Aid vision has been widely recognised and is the foundation of the service which survives today in a more limited form.

RTPI was subsequently successful in securing the maximum grant available (£1m) from the Department for Communities & Local

Annual Report of the Trustees for the year ended 31 December 2011 *(continued)*

Government's new Supporting Communities and Neighbourhoods in Planning Fund for the period to 31 March 2012. This has funded 13 posts, in a reshaped service, to provide the Planning Aid Advice Line and a community planning outreach service. A new Planning Aid donation scheme was launched in June 2011. RTPI continues to explore opportunities to develop alternative funding models and a dedicated Planning Aid business development officer was appointed in September.

Financial review

The financial statements have been prepared in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities (issued March 2005). The statement of financial activities shows an increase in general and designated reserves of £518k (2010 £506k).

Total incoming resources decreased by £2,444k (27%) compared to 2010, due predominantly to the termination in March 2011 of the grant from the Department of Communities and Local Government (DCLG) for the funding of Planning Aid in England. Planning Aid income of £1,304k includes £451k arising from the award of funding from DCLG under their "Supporting Communities and Neighbourhoods in Planning" programme. Subscription income declined by 1% against 2010; while membership numbers remain stable, 2011 saw an increase in the number of members on reduced subscriptions, or transferring to "retired" class.

Resources expended reduced by £2,433k (28%) compared to 2010, of which £2,320k is attributable to Planning Aid. With continued uncertainty around economic prospects and public expenditure levels, the Trustees continue to be concerned about maintaining a sustainable cost base, and tight control around discretionary expenditure continues.

In February 2011 the Institute agreed a deficit repayment schedule with the administrators of the defined benefit pension scheme, following an actuarial valuation of the scheme based on revised financial assumptions (see note 4.II on page 15). The Institute agreed to make a deficit repayment of £149k in 2011, rising to £232k in 2012 and £324k in 2013/14, the year of the next actuarial valuation.

Note 1 to the financial statements on page 13 gives more information on the relationships between the companies and trusts with which the Institute is connected.

Reserves policy

The Trustees have reviewed the reserves of the Institute.

The Trustees have agreed that any accumulated reserves of the Regions should be designated. The Regions provide the local membership support, learning opportunities and engagement with Regional planning policy of the Institute.

The majority of reserves are invested in fixed assets, mainly in the freehold property in London used for the charitable activities of the Institute. A separate designated reserve has been created equal to the net book value of fixed assets not financed by restricted funds or other designated reserves.

Also included in designated reserves are four funds set aside for specific purposes:

Property and maintenance £200k (2010 £200k): this sum has been set aside to fund major repairs to property or related plant and equipment as well as potentially acquiring new premises or facilitating the sale of existing freehold or leasehold properties. Information and Communications Technology Development £175k (2010 £200k); this sum has been set aside to fund the development of information systems and infrastructure.

Research £100k (2010 £100k): this sum has not been required in 2011 for research projects requiring matched funding as such funding has been available within the general fund. The Trustees have decided to retain this separate fund to give them the flexibility for future research projects as they arise.

Defined benefit pension £500k (2010 £0k); this sum has been set aside by the Trustees to meet the scheduled deficit payment obligations agreed with the administrators of the West Sussex Local Government Pension Scheme, in respect of 2012 and 2013, which are not anticipated to be able to be met from the charity's income in future years.

Restricted funds are those received for specific purposes – the most significant being the provision of free and independent planning advice through the service known as Planning Aid.

The Trustees' policy is to maintain free reserves at a level equivalent to 6 months' staff costs; to safeguard the continued provision of services. The free reserves of the Institute are £2,454k (2010 £2,311k), which represents 8.5 months' staff costs.

Plans for future periods

The Institute is reviewing and updating the Corporate Strategy developed in 2010, which will continue to shape its operational objectives in 2012:

- Continuing to influence the planning reform agenda
- Supporting the profession in implementing planning reform across various planning regimes in challenging economic environment
- Launching the Map for England initiative
- Reviewing RTPI's research objectives and programme
- Securing the future of Planning Aid England
- Reviewing how RTPI celebrates and recognises planning and the profession
- Preparing for the RTPI Centenary in 2014
- Securing member, and Privy Council, approval for changes to the Royal Charter and Bye laws
- Improving the take up of student membership and the conversion to Licentiate and Chartered membership
- Developing relationships with Universities to support accreditation of courses
- Launching the new membership database and RTPI website
- Preparing a suite of new membership marketing materials
- Working with other organisations, to delivery a landmark conference in London to celebrate the centenary of the International Federation for Housing and Planning

RTPI recognises both the hard work and commitment of its staff and the immense value added by its active members and is grateful to all those who made a contribution in 2011.



RTPI

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Annual Report of the Trustees for the year ended 31 December 2011 *(continued)*

Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales and Scotland requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to :

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and the group and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Charity's constitution. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditor

Chantrey Vellacott DFK LLP was re-appointed auditor at the Annual General Meeting held on 19 October 2011 and has indicated a willingness to continue in office, subject to re-appointment at the Annual General Meeting.

Approved by the Trustees on 16 May 2012 and signed on their behalf by:

A handwritten signature in blue ink that reads "Colin Haylock". The signature is written in a cursive style and is positioned above the printed name.

Colin Haylock - President

Independent Auditor's Report to the Trustees of The Royal Town Planning Institute (RTPI)

We have audited the financial statements of RTPI for the year ended 31 December 2011 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Charity Balance Sheets, Consolidated cashflow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act and also in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditor

As explained more fully in the Trustees' Responsibilities Statement (set out on page 7), the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Annual Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and charity's affairs as at 31 December 2011 and of the group's incoming resources and application of resources, for the year then ended
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011 and the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 and the Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the Annual Report of the Trustees is inconsistent in any material respect with the financial statements; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

CHANTREY VELLACOTT DFK LLP
Chartered Accountants and Statutory Auditor
LONDON
16 May 2012

Chantrey Vellacott DFK LLP

Chantrey Vellacott DFK LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006



Consolidated Statement of Financial Activities for the year ended 31 December 2011

	General Fund £000	Designated Funds £000	Restricted Funds £000	Total 2011 £000	Total 2010 £000
Incoming resources					
Incoming resources from generated funds					
Membership subscriptions and fees	4,266	-	-	4,266	4,330
Grants towards promotion of spatial planning and membership	-	-	443	443	340
Support for members	334	290	-	624	692
Planning Aid	-	-	1,304	1,304	3,709
Bank deposit interest	68	-	-	68	78
Total incoming resources	4,668	290	1,747	6,705	9,149
Resources expended					
Charitable expenditure					
Support for members and promotion of membership of the Institute	2,728	555	49	3,332	3,376
Promotion of spatial planning	982	-	372	1,354	1,419
Planning Aid	-	-	1,533	1,533	3,853
Total charitable expenditure	3,710	555	1,954	6,219	8,648
Governance					
Governance costs	130	-	-	130	134
Total resources expended	3,840	555	1,954	6,349	8,782
Net incoming/(outgoing) resources before transfers	828	(265)	(207)	356	367
Transfers between funds	(685)	640	45	-	-
Net incoming/(outgoing) resources for the year being net movement in funds	143	375	(162)	356	367
Fund balances at 1 January	2,311	2,648	492	5,451	5,084
Fund balances at 31 December	2,454	3,023	330	5,807	5,451

All income arises from the continuing activities of the Institute and subsidiary companies.

The Institute has no recognised gains or losses other than those dealt with in the Statement of Financial Activities.

The notes on pages 13 to 20 form part of these accounts.

Charity Statement of Financial Activities for the year ended 31 December 2011

Notes	General Fund £000	Designated Funds £000	Restricted Funds £000	Total 2011 £000	Total 2010 £000
Incoming resources					
Incoming resources from generated funds					
Membership subscriptions and fees	4,266	-	-	4,266	4,330
Grants towards promotion of spatial planning and membership	-	-	443	443	340
Support for members	334	290	-	624	692
Planning Aid	-	-	1,304	1,304	3,709
Bank deposit interest	68	-	-	68	78
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Resources expended					
Charitable expenditure					
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Planning Aid	-	-	1,533	1,533	3,853
Total charitable expenditure	3,710	555	1,954	6,219	8,648
Governance					
Governance costs	130	-	-	130	134
Total resources expended	3,840	555	1,954	6,349	8,782
Net incoming/(outgoing) resources before transfers	828	(265)	(207)	356	367
Transfers between funds	(685)	640	45	-	-
Net incoming/(outgoing) resources for the year being net movement in funds	143	375	(162)	356	367
Fund balances at 1 January	2,301	2,648	492	5,441	5,084
Fund balances at 31 December	2,444	3,023	330	5,797	5,451

The Institute has no recognised gains or losses other than those dealt with in the Statement of Financial Activities.

**Charity and Consolidated Balance Sheets as at 31 December 2011**

	Notes	Charity		Consolidated	
		2011 £000	2010 £000	2011 £000	2010 £000
Fixed Assets					
Tangible fixed assets	7	1,920	1,980	1,920	1,980
Investments	8	43	3	42	2
		<u>1,963</u>	<u>1,983</u>	<u>1,962</u>	<u>1,982</u>
Current Assets					
Debtors	9	776	542	799	452
Short term deposits		4,017	3,942	4,017	3,942
Bank balances and cash in hand		681	521	719	681
		<u>5,474</u>	<u>5,005</u>	<u>5,535</u>	<u>5,075</u>
Creditors					
Amounts falling due within one year	10	1,640	1,547	1,690	1,606
Net Current Assets		<u>3,834</u>	<u>3,458</u>	<u>3,845</u>	<u>3,469</u>
Net Assets	12	<u>5,797</u>	<u>5,441</u>	<u>5,807</u>	<u>5,451</u>
Funds					
General		2,444	2,301	2,454	2,311
Designated	11	3,023	2,648	3,023	2,648
Restricted	12	330	492	330	492
		<u>5,797</u>	<u>5,441</u>	<u>5,807</u>	<u>5,451</u>

These financial statements were approved by the Board of Trustees and authorised for issue on 16 May 2012 and were signed on its behalf by:

Colin Haylock – President.

The notes on pages 13 to 20 form part of these accounts.

Consolidated Cash Flow Statement for the year ended 31 December 2011

	Notes	Charity		Consolidated	
		2011 £000	2010 £000	2011 £000	2010 £000
Net cash inflow/(outflow) from operating activities	a	270	(40)	148	55
Return on investments		7	27	7	27
Capital expenditure and financial investments	b	(42)	(35)	(42)	(35)
Increase/(Decrease) in cash	c	235	(48)	113	47
Cash at bank and in hand 1 January		4,463	4,511	4,623	4,576
Cash at bank and in hand 31 December		4,698	4,463	4,736	4,623

Notes To The Cash Flow Statement

a Reconciliation of net incoming/(outgoing) resources to net cash inflow from operating activities	Charity		Consolidated	
	2011 £000	2010 £000	2011 £000	2010 £000
Net (incoming)/outgoing resources before transfers	356	367	356	367
Depreciation	62	115	62	115
Bank interest	(68)	(78)	(68)	(78)
(Increase)/Decrease in debtors	(173)	(261)	(286)	(179)
Increase/(Decrease) in creditors	93	(183)	84	(170)
Net cash inflow from operating activities	270	(40)	148	55

b Capital expenditure and financial investments	Charity		Consolidated	
	2011 £000	2010 £000	2011 £000	2010 £000
Payments to acquire tangible fixed assets	(2)	(35)	(2)	(35)
Additions to fixed asset investments	(40)	-	(40)	-
	(42)	(35)	(42)	(35)

c Analysis of changes in cash	Charity		Consolidated	
	£000		£000	
Balances as at 1 January	Short term deposits	3,942	3,942	
	Bank balances and cash in hand	521	681	
		4,463	4,623	
Cash flow	Short term deposits	75	75	
	Bank balances and cash in hand	160	38	
		235	113	
Balances as at 31 December	Short term deposits	4,017	4,017	
	Bank balances and cash in hand	681	719	
		4,698	4,736	



Notes to the Financial Statements for the year ended 31 December 2011

1 Structure and basis of consolidation

- a The accounts of The Royal Town Planning Institute have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" (published in March 2005), the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, and applicable accounting standards. The accounts are prepared under the Historical Cost convention with the exception of investments which are included at market value.
- b The Royal Town Planning Institute is a non profit making body and a registered charity (No 262865), also a registered charity in Scotland (SC037841).
- c RTPI Services Limited (Company No 2463662 registered in England) is the wholly owned subsidiary of The Royal Town Planning Institute and its accounts have been consolidated, on a line by line basis, in the Institute's accounts. The principal activities of the company (providing planning conferences, and the publication and distribution of planning books and magazines) are sub contracted to third parties in return for royalty payments.
- d Scottish Town Planning Institute (Company No 145741 registered in Scotland) is a wholly owned subsidiary of RTPI Services Ltd. This company is limited by guarantee and was dormant for 2010 and 2011.
- e RTPI Services ITA Limited (Company No 5018796 registered in England) is a wholly owned subsidiary of RTPI Services Ltd. This company is limited by shares and was dormant in 2010 and 2011.
- f The Town and Country Planning Summer School is a separate charity (No 1059322) and company limited by guarantee (Company No 3242722 registered in England). The Trustees of the Institute appoint half the members. The accounts of The Town and Country Planning Summer School have not been consolidated as the control of the charitable company is separate from that of RTPI.
- g The National Council for Housing and Planning is a separate charity (No 252002) and company limited by guarantee (Company 496385 registered in England). The Trustees of the Institute appoint the Trustees of the National Council. The charitable company was dormant in 2010 and 2011, following the merger of its business (previously trading under the name "ROOM") with the Institute in 2002.
- h The RTPI Trust is a benevolent fund for the benefit of planners. The Trust was established by a Trust Deed dated 25 April 1994 and is a registered charity (No 1041078). Although a majority of its Trustees are Past Presidents of the Institute, the accounts have not been consolidated as the objects of the Trust are considered dissimilar and

the management independent of the Institute.

- i Planning Aid Trust, a company limited by guarantee (Company No 4259433 registered in England) is registered as a charity (No 1092185). The accounts of Planning Aid Trust have not been consolidated as management of the Trust is independent of the Institute.

2 Accounting policies

- a Fund accounting/General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for specific purposes. Further details are given in the notes to the financial statements.

- b Fixed assets
All assets are capitalised where the useful life is expected to exceed 2 years and the cost is over £500.

Depreciation is charged on a straight line basis at a rate which will write off the cost of the assets over their useful life. The depreciation rates charged are as follows:

Asset class	Depreciation rate
Freehold property excluding land	2%
Refurbishment of freehold property	4%
Plant and machinery	10%
Office equipment and furniture	20%
Computer equipment	33.33%
Planning Aid items under £1,000	100%

- c Taxation
The Royal Town Planning Institute is a registered charity and as such exemption applies to income arising and expended on its charitable activities. It is also registered for VAT and is subject to partial exemption rules.

- d Operating leases are charged to the Statement of Financial Activities over the period of the lease.

- e Investments are valued at mid-market price ruling on the balance sheet date which gives rise to unrealised gains and losses which are included in the Statement of Financial Activities. Realised gains and losses are separately identified in the Statement of Financial Activities.

- f Pension costs
Details of the pension schemes operated for the Institute are given in note 4. Defined Contribution Schemes – pension costs charged in the financial statements

represent contributions payable by the Institute during the year.

Defined Benefit Scheme – pension costs charged in the financial statements represent contributions payable by the Institute during the year. The rate is calculated in accordance with the recommendations of qualified actuaries.

Group Personal Pension Plan – pension costs charged in the financial statements represent contributions payable by the Institute during the year.

- g Incoming resources
Incoming resources are included in the Statement of Financial Activities when the Institute is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Member subscriptions are recognised in the calendar year to which they relate. Amounts received in advance for future periods are deferred.

Grants are recognised in the period to which they relate as specified by the funder. Where usage is restricted, such as the Planning Aid grant from the Department of Communities and Local Government (CLG), they are credited to a restricted fund.

Bank deposit interest is stated on a receivable basis.

Other income includes administration fees and other rechargeable activities undertaken by the Institute and its subsidiary companies.

- h Resources expended
Expenditure is recognised on an accruals basis and includes irrecoverable VAT. Charitable expenditure includes the direct costs of pursuing the objectives of the Institute together with an allocation of overheads. Governance costs include the direct costs of the office of the Chief Executive and Managing Director, an appropriate allocation of central overheads (where these relate to the strategic work of the Institute) and the direct costs of compliance with statutory requirements.

- i Regional activities
Income and expenditure related to Regional activities are included in these financial statements and brought in as designated funds and reported as such in the Statement of Financial Activities.

Notes to the Financial Statements for the year ended 31 December 2011 *(continued)*

3 Total resources expended

	People related costs £000	Other costs £000	Total 2011 £000	Total 2010 £000
Charitable expenditure				
Support for members and promotion of membership of the Institute				
Direct costs	1,428	902	2,330	2,365
Allocation of overheads	620	382	1,002	1,011
	<u>2,048</u>	<u>1,284</u>	<u>3,332</u>	<u>3,376</u>
Promotion of spatial planning				
Direct costs	484	384	868	928
Allocation of overheads	301	185	486	491
	<u>785</u>	<u>569</u>	<u>1,354</u>	<u>1,419</u>
Planning Aid				
Direct costs	948	450	1,398	3,295
Allocation of overheads	-	135	135	558
	<u>948</u>	<u>585</u>	<u>1,533</u>	<u>3,853</u>
Total charitable expenditure	<u>3,781</u>	<u>2,438</u>	<u>6,219</u>	<u>8,648</u>
Governance				
Direct costs	42	88	130	134
Total resources expended	<u>3,823</u>	<u>2,526</u>	<u>6,349</u>	<u>8,782</u>

People related costs include all the costs of recruitment, employment and training of members of staff employed by the Institute. The allocation here relates to people related costs of members of staff in central services.

Governance costs represent the audit fees, expenses of the trustees in undertaking their trustee duties, and costs associated with their meetings.

Overheads are charged to Planning Aid as determined by the funding organisations.

Overheads of the central services and registered office are allocated on the basis of staff numbers who work at the registered office.

Allocation of overheads under "other costs" above comprise:

	2011 £000	2010 £000
Premises related costs	157	253
Office services	474	761
Legal and professional fees	45	56
Irrecoverable VAT	16	22
Other services provided	10	7
Allocated overheads - total	<u>702</u>	<u>1,099</u>

Notes to the Financial Statements for the year ended 31 December 2011 *(continued)*

4 Staff emoluments

	2011 £000	2010 £000
Wages and salaries (including redundancy costs)	2,814	3,845
Pension costs	331	395
Social security costs	285	367
	<u>3,430</u>	<u>4,607</u>
Average number of staff employed	2011	2010
Support for members and promotion of membership of the Institute	44	46
Promotion of spatial planning	17	23
Planning Aid	28	62
Governance	1	1
	<u>90</u>	<u>132</u>

The number of staff whose emoluments including taxable benefits but excluding pension contributions from The Royal Town Planning Institute exceeded £60,000 was:

Earnings band	Number of employees 2011	Number of employees 2010
	£70,000 to £79,999	2
£100,000 to £109,999	1	1
£120,000 to £129,999	<u>1</u>	<u>-</u>

Pension contributions made during the year for these employees were £34k (2010 £35k).

I The Group Personal Pension Plan was created for employees recruited after 14 December 2005 or as selected by employees employed prior to that date. Contributions are invested in personal pension plans with an insurance company. Contributions to this scheme for new staff are employee 6% and employer 12% or employee 3%, employer 6%. Employees transferring into this scheme from the former defined contribution scheme contribute 6% with employer contributions at 16.5% from April 2008 (17.7% to April 2008) (not to be reduced below 12%). The Institute continues to make additional 10% contributions for those members of staff with over 5 years service prior to 2004.

The total employer contribution for the year totalled £205k (2010 £236k).

II A funded, contributory, final salary scheme. The Institute is an admitted body to the local government scheme. The level of contributions to this scheme is determined by a qualified actuary on the basis of triennial valuations based on normal actuarial principles. Under the definitions set out in the Financial Reporting Standard 17 (FRS 17) "Retirement Benefits", the scheme is a multi employer pension scheme. The Institute is unable to identify its share of the underlying (notional) assets and liabilities of the scheme. Accordingly the Institute has taken advantage of the exemption in FRS 17 and has accounted for its contributions to the scheme as if it were a defined contribution scheme. The Institute has set out below the information available for the scheme and the implications for the Institute in terms of the anticipated contribution rate:

- Last actuarial valuation date 31 March 2010, using the projected unit method;
- Investment returns 4.5% per annum;
- Salary scale increase excluding increments 5.3% per annum;
- Value of assets at date of last valuation - £1,759M; overall actuarial valuation deficit £288.2M
- Proportion of members' accrued benefits covered by the actuarial value of the assets - 86%;
- Employer contributions in 2011 £97k (2010 £160k);
- Contribution rates from April 2011 - employee between 6.5% and 7.2%, employer 17.3%. Previously the employee contribution rate had been between 5.9% and 7.5% and the employer rate 16.5%.
- An additional deficit payment of £149k was made in 2011 relating to 2011/12, increasing to £232k in 2012/13 and £324k in 2013/14. Employees who joined this scheme before 31 March 2006 will continue as members for future service.

Notes to the Financial Statements for the year ended 31 December 2011 *(continued)*

5 Transactions with Trustees and Connected Persons

- a The Trustees only receive reimbursement for expenses actually incurred in attending meetings. No payments are made in respect of time or to compensate for loss of earnings. The Trustees were reimbursed £35k including payments to travel agents (2010 £38k including payments to travel agents) in respect of expenses actually incurred.
- b The Royal Charter and Bye laws do allow APC assessors who are Trustees to be paid for time incurred on examinations. Payments were made in 2011 to 1 Trustee totalling £1k (2010 2 Trustees, £1k).

6 Remuneration of Auditor

The audit fees for the Institute are £10k (2010 £11k) and the subsidiary company £5k (2010 £3k) totalling £15k (2010 £14k) for the group. In addition, the Auditor provided tax, accountancy and financial support and consultancy totalling £2k (2010 £6k).

7 Tangible fixed assets – charity and group

	41 Botolph Lane Freehold land £000	Refurbishment & plant £000	Office Equipment & Furniture £000	Total £000
Cost				
At 1 January 2011	300	2,410	492	3,202
Additions	-	-	2	2
Disposals	-	-	(9)	(9)
At 31 December 2011	<u>300</u>	<u>2,410</u>	<u>485</u>	<u>3,195</u>
Depreciation				
At 1 January 2011	-	(748)	(474)	(1,222)
Charge for the year	-	(60)	(2)	(62)
Disposals	-	-	9	9
At 31 December 2011	<u>-</u>	<u>(808)</u>	<u>(467)</u>	<u>(1,275)</u>
Net book value				
At 31 December 2011	<u>300</u>	<u>1,602</u>	<u>18</u>	<u>1,920</u>
At 31 December 2010	<u>300</u>	<u>1,662</u>	<u>18</u>	<u>1,980</u>

8 Investments

	£000
Market value of investments at 1 January 2011	
3.5 % War Stock	2
CCLA COIF Charities Fixed Interest Fund	30
M&G "Charibond" Charities Fixed Interest Fund	10
Revaluation in the year	-
Market value of quoted investments at 31 December 2011 (consolidated accounts)	<u>42</u>
Investment in RTPI Services Limited at cost	<u>1</u>
Investments at 31 December 2011 (charity accounts)	<u>43</u>
The historical cost of the 3.5% War Stock is £1k (2010 £1k).	
The Institute holds 100% of the issued share capital of RTPI Services Limited (note 13). These shares are not quoted.	

Notes to the Financial Statements for the year ended 31 December 2011 *(continued)*

9 Debtors

	Charity		Consolidated	
	2011	2010	2011	2010
	£000	£000	£000	£000
Prepayments	46	49	46	49
Amount due from RTPI Services Limited	50	120	-	-
Other taxes	9	32	28	32
Other debtors	671	341	725	371
	<u>776</u>	<u>542</u>	<u>799</u>	<u>452</u>

10 Creditors – amounts falling due within one year

	Charity		Consolidated	
	2011	2010	2011	2010
	£000	£000	£000	£000
Receipts in advance	1,073	806	1,073	806
Other taxes and social security costs	76	105	76	105
Other creditors and accruals	491	636	541	695
	<u>1,640</u>	<u>1,547</u>	<u>1,690</u>	<u>1,606</u>

11 Funds

	As at 1 January 2011	Incoming resources	Resources expended	Transfers	As at 31 December 2011
	£000	£000	£000	£000	£000
Designated Funds					
Regions	168	290	(530)	200	128
Tangible fixed assets	1,980	-	-	(60)	1,920
Property and maintenance	200	-	-	-	200
Research	100	-	-	-	100
ICT Development	200	-	(25)	-	175
Defined benefit pension	-	-	-	500	500
	<u>2,648</u>	<u>290</u>	<u>(555)</u>	<u>640</u>	<u>3,023</u>

Regions

The Institute transfers part of its UK subscription income to its Regions. Regions also raise funds locally. The Trustees have agreed that any accumulated reserves in respect of the Regions should be designated as Regional Funds.

Tangible fixed assets

The Trustees have decided to create a designated reserve equal to the net book value of tangible fixed assets not allocated to restricted funds or another designated fund, which represents assets in use for charitable purposes.

Property and maintenance

This fund has been created by the Trustees in order to fund major repairs to the property or related plant and equipment in addition to being able to fund the purchase of property to facilitate the operation of the Institute's day to day activities. Additionally this fund can be used for repairs to facilitate the eventual sale of its freehold or leasehold property.

Research

The Trustees have allocated funds for bids to be made for funding research projects along with matched funding where appropriate.

Information and Communications Technology Development (ICT Development)

The Trustees have created a designated fund to enable the Institute to invest in developing its systems capability, and to ensure that the information and communications infrastructure remain up to date and fit for purpose.

Defined benefit pension

In 2011 the Trustees established a designated fund of £500k in order to meet the scheduled deficit payment obligations in respect of 2012 and 2013, which are not anticipated to be able to be met from future years' income of the charity, and as agreed with the administrators of the West Sussex Local Government Pension Scheme.

Notes to the Financial Statements for the year ended 31 December 2011 *(continued)*

11 Funds *(continued)*

	As at 1 January 2011 £000	Incoming resources £000	Resources expended £000	Transfers £000	As at 31 December 2011 £000
Restricted Funds					
George Pepler International	55	-	-	-	55
ESPON	-	73	(73)	-	-
ESPON Intrastrat	(1)	295	(298)	4	-
Nuffield	42	-	-	-	42
Virtual Learning Environment	10	55	(49)	-	16
Lichfield Memorial Lecture	-	20	(1)	-	19
Planning Aid					
CLG grant and Donations	380	1,307	(1,530)	(7)	150
West Midlands Planning Aid service	-	-	-	41	41
Gypsy and Traveller Training	4	-	-	-	4
Valley of Visions	(4)	-	(3)	7	-
Yorkshire Regional Assembly	3	-	-	-	3
Shropshire Rural Engagement	3	(3)	-	-	-
Planning Aid - total	386	1,304	(1,533)	41	198
	<u>492</u>	<u>1,747</u>	<u>(1,954)</u>	<u>45</u>	<u>330</u>

The transfers relate to the agreed funded proportion of administrative costs and unfunded expenditure on restricted projects.

The Institute has received the grants shown above, which are restricted to the purposes for which they have been received. These projects are ongoing and the income will be spent in accordance with the restrictions. Such grants are credited to a restricted fund when they are received.

The projects are:

George Pepler International Award

This biennial award is made to anyone under the age of 30 who wishes to visit another country to that of their residence for a short period in order to study some particular aspect of town and country planning. The Award was established by Sir George Pepler, one of the founder members of RTPI, and offered for the first time in 1973.

ESPON

The European Spatial Planning Observatory Network (ESPON) is a European wide research programme providing spatial information and analysis. ESPON 2013 programme started at the end of 2007 and continues until 2013. The Institute has been appointed the UK ESPON Contact Point (ECP) by CLG and funded by CLG to facilitate the UK involvement by researchers, policy-makers and practitioners in the ESPON 2013 programme.

ESPON Intrastrat

RTPI is the lead partner in a project part financed by the European Regional Development Fund (ERDF) under the ESPON 2013 programme. The grant fully funds the project, which will run until June 2012. The project is a knowledge transfer project about using ESPON research in integrated policies for urban and rural development.

Nuffield

During 2001 the Institute was awarded a grant from the Nuffield Foundation. As a result of the initial work, it was agreed not to complete that project. The funds are held pending an application for a new project in the future.

Virtual Learning Environment

In 2010, the Institute received a grant from the Department of Communities and Local Government of £100k for the development of an online portal - "RTPI Learn" - to deliver a number of continuing professional development (CPD) e-learning courses. The technical platform was established during 2011, and several modules commissioned and delivered. The Education and Lifelong Learning team are working on the development of further modules and applications.

Notes to the Financial Statements for the year ended 31 December 2011 *(continued)*

11 Funds (continued)

Restricted Funds (continued)

Lichfield Memorial Lecture

In 2011, the Institute received a grant from Dalia Lichfield to fund a series of annual lectures in memorial of Professor Nathaniel Lichfield, entitled "Perspectives on Planning". The first lecture was held in October 2011.

Planning Aid

CLG Grant to support Planning Aid activities

The Department of Communities and Local Government (CLG) grant partially funds the present network of Planning Aid Services which engage with and respond effectively to the needs of excluded communities. The existing funding agreement with CLG ended on 31 March 2011, and the service in England was closed. The Institute successfully bid for funding from CLG under the "Supporting Communities and Neighbourhoods in Planning" programme, and in June 2011 was awarded £1 million for the year to 31 March 2011 (£800k pro rata) supporting a smaller and more targeted programme of advice and support. During 2011, total funding received from CLG was £1,304k (2010 £3,691k), including accrued income of £224k.

The Institute is currently in discussions with CLG around programme delivery models and funding options.

West Midlands Planning Aid service

Donations received prior to 2011 specifically for the furtherance of the Planning Aid programme in the West Midlands total £41k, and the Trustees have determined that these funds are restricted for that purpose.

Gypsy and Traveller Training

This project was funded by the CLG Gypsy and Travellers Unit and discussions are planned to take place regarding use of the remaining funds with CLG.

Valley of Visions

Work has continued on this project, funded by Kent County Council via the Heritage Lottery Fund, to enable communities within the Valley of Visions - encompassing the Medway Gap - to play an active part in the planning process as directly affecting their local environment. The project was closed in 2011.

Yorkshire Regional Assembly

This project provides training on the information pack on the planning system specifically to inform gypsies and travellers. No expenditure was incurred in 2011, but funds are being held against future training activities in the context of current and emerging legislation.

Shropshire Rural Engagement

This project is funded by Shropshire Council to enable West Midlands Planning Aid to work with hard to reach groups and increase their involvement in the development of the Core Strategy as part of the Shropshire Rural Engagement Strategy. The project was closed in 2011.

Notes to the Financial Statements for the year ended 31 December 2011 *(continued)*

12 Analysis of group net assets between funds

	General Fund £000	Designated Funds £000	Restricted Funds £000	Total £000
Tangible fixed assets	-	1,920	-	1,920
Listed investments	-	-	42	42
Current assets	4,144	1,103	288	5,535
Current liabilities	(1,690)	-	-	(1,690)
Net assets	<u>2,454</u>	<u>3,023</u>	<u>330</u>	<u>5,807</u>

13 Investment in subsidiary company

The Institute holds 100% of the issued share capital of RTPI Services Limited, a company registered in England, whose primary activities are to provide conferences and publications.

Profit and loss account of RTPI Services Limited for the year ended 31 December

	2011 £000	2010 £000
Turnover	175	211
Cost of Sales	9	(49)
Gross Profit	<u>184</u>	<u>162</u>
Interest received	-	-
Administration	(43)	(34)
Operating Profit	<u>141</u>	<u>128</u>
Gift Aid to parent undertaking	(141)	(128)
Profit for the year, before and after taxation	<u>-</u>	<u>-</u>

Balance sheet of RTPI Services Limited as at 31 December

	2011 £000	2010 £000
Current Assets		
Debtors	131	38
Cash and bank balances	<u>38</u>	<u>160</u>
	169	198
Creditors (amounts falling due within one year)	(158)	(187)
	<u>11</u>	<u>11</u>
Shareholders funds	<u>11</u>	<u>11</u>

14 Operating leases

	2011 £000	2010 £000
Amount charged in year		
Leasehold property	166	131
Equipment	<u>17</u>	<u>28</u>
Total	<u>183</u>	<u>159</u>

Annual Commitment

	Property 2011 £000	Equipment 2011 £000	Property 2010 £000	Equipment 2010 £000
Operating leases expiring within one year	11	-	53	-
Operating leases expiring between 2 and 5 years	<u>17</u>	<u>18</u>	<u>87</u>	<u>23</u>



RTPI

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The Royal Town Planning Institute

Annual General Meeting 2012

To be held at Doubletree by Hilton London Victoria, 2 Bridge Place, London SW1V 1QA

At 2.00pm on Wednesday 17 October 2012

AGENDA

- 1 To receive and approve the minutes of the 2011 Annual General Meeting.
- 2 To receive and approve the minutes of an Extraordinary General Meeting held on 4 July 2012.
- 3 To receive the Annual Report and Accounts for the year ending 31 December 2011 and the Auditor's report thereon.
- 4 To appoint the auditors. Proposed that Chantrey Vellacott DFK LLP be re-appointed as auditors.
- 5 **Members' subscriptions**
The subscription rates payable by the various classes of membership are set out in the Annex to the explanatory note.
- 6 **Question Time**
After the conclusion of the business of the Annual General Meeting time will be allowed at the discretion of the President for members to raise any points and for informal discussions to take place on any matter relevant to the objects of the Institute.

ANNUAL GENERAL MEETING

EXPLANATORY NOTES

Item 1: Minutes of the 2011 Annual General Meeting

The full minutes of the 2011 Annual General Meeting will be tabled, but members may wish to note the following summary of their contents.

The 2011 AGM was held at Woburn House, Tavistock Square, London WC1H 9HQ on Wednesday 19 October 2011 beginning at 2.00 pm. The President, Richard Summers, took the chair and the meeting was attended by 45 Corporate Members (including retired members).

The meeting received and approved the minutes of the 2010 AGM, received the report of the Trustees on their activities during 2010 together with the audited year end accounts for 2010, approved amendments to the Royal Charter, Bye-laws and Regulations recommended by the Board of Trustees and re-appointed the auditors.

Item 2: Minutes of an Extraordinary General Meeting held on 4 July 2012.

The full minutes of the Extraordinary General Meeting will be tabled, but members may wish to note the following summary of their contents.

The Extraordinary General Meeting was held at The Hatton, 51-53 Hatton Garden, London EC1N 8HN on Wednesday 4 July 2012 beginning at 5.00pm. The President, Colin Haylock, took the chair and the meeting was attended by 30 Corporate Members (including retired members).

The meeting approved amendments to the Royal Charter and Bye-laws recommended by the Board of Trustees and noted that,

following approval at the meeting, a ballot of all corporate members to endorse the amendments would take place, prior to submission for approval by the Privy Council.

Item 4: Appointment of Auditors

The Trustees undertook a full tender for audit services during 2012, and submissions were received from six firms. Following a review and interview with three shortlisted firms, the Trustees have recommended the re-appointment of Chantrey Vellacott, on the strength of their bid, which included the lowest fee proposal.

Item 5: Members' subscriptions

Under the Byelaws, the Board of Trustees is responsible for setting the member subscription rates, in consultation with the General Assembly.

In 2011, a revised and simplified fee structure was approved, which included a transitional plan for the classes most affected, and the Board have agreed to maintain the year 2 transitional phase for 2013, with the following exceptions:

- i) The discounted rate for members resident outside of the EU is extended to all members outside of the UK, Northern Ireland, Republic of Ireland, Isle of Man and Channel Islands;
- ii) The rate for Fellows is set in line with the rate for Chartered Members with more than 15 years' membership.

The rates for all membership classes are set out in the attached annex, along with guidance on concessionary rates to be applied in 2013.



ANNEX

These are the new rates for the new structure at current prices:

	New Rate	
	UK/Ire £	Non UK/Ire £
Fellow	275	178
Chartered Member, Legal Member, Legal Associate	275	178
Retired	50	50
Associate, International Associate and Technical Member	137	137
Affiliate	82	82
Licentiate: less than 3 years since election	55	55
more than 3 years since election	137	137
Student: less than 3 years membership	90	57
more than 3 years membership	170	107
Final year Student attending an RTPI accredited course	Free	Free

The transitional arrangement for 2013 is as follows:

	2012		2013	
	UK/Ire £	Non UK/Ire £	UK/Ire £	Non UK/Ire £
Fellow	306	199	280	182
Chartered Member:				
Less than 5 years since election as at 1 January 2011	225	146	245	159
Between 5 and 15 years since election as at 1 January 2011	265	172	270	175
More than 15 years since election as at 1 January 2011	285	185	280	182
Legal Member	285	185	280	182
Retired Member	50	50	50	50
Legal Associate	225	146	245	159
Associate and International Associate	118	118	127	127
Technical Member	108	108	118	118
Affiliate	80	80	80	80
Licentiate:				
Less than 3 years since election	50	50	50	50
More than 3 years since election	80	80	115	115
Student or Graduate:				
Less than 3 years membership	90	57	90	57
More than 3 years membership	170	107	170	107
Final year Student attending an RTPI accredited course	Free	Free	Free	Free

Note UK/Ire includes the United Kingdom, the Republic of Ireland, the Isle of Man and the Channel Islands.

Concessionary Subscription Rates

RTPI will continue to offer support for members by means of a straightforward framework of concessionary rates which are sensitive to income rather than class of membership. This will be linked to the UK National Minimum Wage and the minimum subscription fee payable will be £50.

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