

**THE ROCHESTER BRIDGE TRUST**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31ST MARCH 2011**

**Registered Charity No. 207100**

**THE ROCHESTER BRIDGE TRUST**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2011**

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## THE ROCHESTER BRIDGE TRUST

### REFERENCE AND ADMINISTRATIVE INFORMATION

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#### Court members

Rodney Brian Chambers, Esq.  
Russell Graham Cooper Esq.  
Frank Gibson, Esq., OBE  
Anthony Ronald Goulden, Esq.  
Paul Edward James Harriott, Esq.  
Alan Leslie Jarrett, Esq.  
Anne Frances Helen Logan\*  
Paul Evan Oldham, Esq.  
Russell John Race, Esq., DL<sup>+</sup>  
Michael Victor Snelling, Esq.  
John Alexander Spence, Esq., OBE, DL  
Richard George Thornby, Esq.

\* Senior Warden

+ Junior Warden

#### Principal officers and advisers:

Mrs Sue Threader BEng CEng MICE  
Michael Bird FCA

Investment Manager

Surveyors

Bridge Engineer

Solicitors

Bankers

Auditors

Medway Council  
Appointed Member  
Kent County Council  
Medway Council  
Appointed Member  
Medway Council  
Appointed Member  
Maidstone Borough Council  
Appointed Member  
Kent County Council  
Appointed Member  
Appointed Member

Bridge Clerk  
Chief Finance Officer

J P Morgan Asset Management (UK) Limited

Smiths Gore

Mott MacDonald Ltd  
(to 31<sup>st</sup> December 2010)  
Opus International (UK) Limited  
(from 1<sup>st</sup> January 2011)

asblaw

Lloyds TSB plc

haysmacintyre

# THE ROCHESTER BRIDGE TRUST

## ANNUAL REPORT

### FOR THE YEAR ENDED 31ST MARCH 2011

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The Court presents its Annual Report and the financial statements of the Trust for the year ended 31st March 2011.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Rochester Bridge Trust is an ancient institution originally created as a commonalty by letters patent in 1399 and incorporated by statute in 1409. It has since been regulated by various Acts of Parliament, (the statutes still extant being the Rochester Bridge Acts of 1908 and 1965 and the Medway Tunnel Act 1990), and Schemes of the Charity Commission, currently one of 1st June 1999 as amended by The Charities (The Rochester Bridge Trust) Order 2000, a Charity Commission Order dated 20 June 2006, a Resolution dated 31 July 2006 and a Resolution dated 29 October 2007.

The Trust operates from the Bridge Chamber, 5 Esplanade, Rochester, Kent, and is administered and managed by a Court of members, styled "The Wardens and Assistants of Rochester Bridge in the county of Kent", incorporated under that name by the Rochester Bridge Act 1908.

The Court has twelve members, holding office for various terms of years, six nominated by local authorities, known as "Nominated Members" and six co-opted, known as "Appointed Members". Details of those members who served during the year are shown under Reference and Administrative Information.

All Court Members receive a Members' Information Pack upon appointment. An induction programme has been introduced.

The Bridge Clerk (Chief Executive) is Mrs. S.E.P. Threader, a Chartered civil engineer with extensive public and private sector experience. The Chief Finance Officer is Mr. M.T. Bird, a qualified accountant with expertise in charity sector management. A secretary, finance assistant, archivist and caretaker support the administration of the Trust, all on part time contracts.

The day to day care and maintenance of the Bridges is the responsibility of the Bridge Maintenance Manager Mr. Hughes. The Bridge Maintenance Manager is supported by a Bridge Technician and a trainee. The Trust has appointed advisers to give professional advice on the management and control of its assets.

#### **Risk management**

The Court manages the risks to the Trust in accordance with its Risk Management Policy.

The Bridge Clerk keeps the Risk Register under review and consults the Trust's professional advisers on risk regularly. Actions identified during the risk review process are managed as part of the usual work of the Trust under the supervision of the Bridge Clerk.

The Court considers the full Risk Register at least every two years (most recently in August 2011) and identifies any major risks to the Trust. These are reviewed every six months. Appropriate controls are maintained and remedial actions identified.

The controls in place include extensive use of external professional advice on all matters where there may be material risk to the Charity. Advisers are retained for engineering, investment and property management and legal advice and specialists are appointed as required. Fire, intruder and lone worker alarms are in place and control is exercised over health and safety at work.

Informal arrangements are in place for handling emergencies and disaster recovery but these will be reviewed and formalised over the next two years.

Insurance cover is in place for most residual risks. A new insurance brokerage contract was put in place in May 2010.

