

St. Joseph's Convent Wolverhampton
Charity Number 1090983
Minutes of the Annual General Meeting of the Charity
Held at St. Joseph's Convent 33 Almameda Gardens
Tettenhal, Wolverhampton WV69EX
On The 26th Day of April 2025

1.Apologies: - Sr. Andrea Burrows

2.Members Present: - Sr. Emaldamary.
Sr. Diana D'Silva
Sr. Maria Liberata Fernandes
Sr. Hancy Manjaly

Others:

Sr. Shanthi Lavi D'souza
Sr. Sonia Pinto

3.Election of Chairwoman.

Sr. Emaldamary proposed by Sr. Diana D'Silva and seconded by Sr. Maria Liberata Fernandes.
There were no other nominations; Sr. Emaldamary was duly appointed.

4. Minutes: -

The minutes of the meeting of the Charity held online on the 11.02.2025 was approved
by Sr.Liberata Fernandes and seconded by Sr. Diana D'Silva.

5. Appointment of the Treasurer:-

Sr.Emaldamary Proposed Sr.Hancy Manjaly be appointed treasurer. The proposal was seconded by
Liberata Fernandes. There being no other nominations, Sr.Hancy Manjaly was appointed
Treasurer.

6. Approval of Accounts: -

The Charity accounts for the year ended 5th of April 2025. The audited financial statement for the
year has not been presented at the meeting as the audit process is still ongoing. The accounts will be
circulated and passed once the audit is completed.

7. Appointment of Auditor:

The trustees unanimously agreed to retain the existing auditor for the current financial year.

8.Appointment of the Solicitor: -

We are looking into appointing a solicitor who is specialized in charity law, to ensure the trust
follows legal obligations and protecting the integrity of our mission. We'll need to explore a few
options and possibly have some initial consultations before deciding.
Consult Fr. Pawel and sisters of another congregation and Sarah Hilton our previous solicitor who
is also willing to help us find a solicitor.

9. No.6 Upper green shop update: -

Mr. Stirk has given the shop key to the chemist to pick up the letters. We also received a letter from
the insurance company.
Electricity standing charges must be paid by us.

10. Sandy lane (St. Joseph's Convent) refurbishment update: -

Waiting for building companies to give us the quotations (at least 3-5) which must be approved by
provincial superior and the Superior General and their respective councilors.

11.add 2 new members as a trustees: -

As Sr. Andrea is transferred to Bangalore, (India) hence she cannot be a trustee of the charity. Her name is to be removed.

We appoint Sr. Shanthi Lavi Dsouza as new trustee of the charity along with existing trustees.

12. Forest Gate:

Maintenance work like plastering and decorating the living room and the chapel to be carried out in June this year.

13: -Other Business: -

To work out for the gift aid from HMRC for Sr.Hancy.

To raise funds for the building project.

Fund raising in the church.

Sale of Furniture/Antique library cupboard if possible

Prepare flyers/ Face book etc.....

ST. JOSEPH'S CONVENT WOLVERHAMPTON
CHARITY NUMBER 1090983
AGENDA FOR THE TRUSTEES' MEETING OF THE CHARITY
HELD ONLINE
St Joseph's Convent, 33 Alameda Gardens, Tettenhall.
ON THE 14th of December 2025

1. Apologies. Sr. Maria Liberata Fernandes
2. Trustees Present. Sr. Emaldamary Gobichettipalayam, Sr. Hancy Manjaly, Sr. Shanthi D souza and Sr. Diana D'silva

Others : Sr. Sonia Pinto
3. To approve the minutes of the last Meeting.
With a few changes of the minutes of the previous meeting were passed by Sr. Sonia seconded by Sr. Diana
4. Updates on the refurbishment of St. Joseph's Convent
After a careful study of Tenders received from 5 different building companies we agreed to give the refurbishment of the building to Three Pines Building Co Ltd.
Convent Keys were handed over to Three Pines on the 29th of Oct. Work started from the 10th of Nov. after an initial meeting with the Architect on the 9th of November.
5. To appoint property Solicitors and Estate Agent and updates on the 6 Upper Green property:
We appointed Higgs LLp property Lawyers and First City estate agent.
Higgs LLp property solicitors have been in touch and Mr. Tony Stirk our previous estate agent who now is providing all the documents to Mr. Neil Hazlehurst from First City. Mr. Hazlehurst will lease with the solicitors to lease out 6 Upper Green property .
6. Proposal to make the Charitable Trust to CIO
The trustees unanimously agreed to this proposal.
Received approval from the Provincial Superior for the same.
7. To register our Trust with HMRC for Gift Aid purposes
Trustees were unanimous in asking the Solicitors to register with HMRC for gift aid purposes.
8. To remove certain trustees from the Charity
Sr. Maria Liberata Fernandes was removed from the board of Trustees due to health reason; however she remains a member of the Charity.
9. To add new trustees for the Charity:
Sr. Sonia Pinto is appointed a trustee of the Charity
10. To add members for the Trust
Sr. Maria Liberata Fernandes will hence forth be a member of the Charity.
11. Any other business
Sr. EmaldaMary proposed the approval of the Accounts for the year 2024 – 2025 Sr. Hancy Manjaly seconded it.

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
33 Alameda Gardens
Receipts and Payments Account
for the year ended 5 April 2025

	2025	2024
	£	£
Income		
Rents	11,625	8,250
Pension & Salary Donations	14,888	14,493
Other Donations	2,785	818
Interest on Investments	35,656	12,529
	<u>64,954</u>	<u>36,090</u>
Less: Expenses		
Contributions to Other Convents	5,253	8,259
Light & Heating	6,498	14,875
Community Charges & Water Rates	1,315	3,996
Legal and Professional	720	3,030
Insurance - Premises	2,475	-
Motor & Travel	4,627	4,327
Repairs & Maintenance	1,719	1,761
Food and Lodging	6,929	7,320
Telephone	616	1,016
Stationery	74	110
Salaries - Assistants	319	1,220
Sundries	814	982
Subscriptions	170	-
Mass & Charity Payments	824	1,232
Sisters Allowances & Personal Effects	2,075	1,793
Retreats & Seminars	740	334
Bank Charges	10	25
Accountancy	1,488	1,416
Depreciation	1,434	1,913
	<u>38,100</u>	<u>53,609</u>
 Excess of receipts over payments for the year	 <u>26,854</u>	 <u>(17,519)</u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
20 Lancaster Road, London
Receipts and Payments Account
for the year ended 5 April 2025

	2025 £	2024 £
Income		
Pension & Salary Donations	57,032	37,816
Interest on Investments	2,887	1,955
Contributions	180	820
	<u>60,099</u>	<u>40,591</u>
Less: Expenses		
Contributions to Other Convents	5,212	6,409
Light & Heating	1,522	1,605
Community Charges & Water Rates	1,402	1,264
Legal & Professional	805	-
Insurance - Premises	791	762
Motor & Travel	2,472	2,801
Repairs & Maintenance	1,705	4,432
Food and Lodging	3,310	1,825
Telephone	675	473
Stationery	476	-
Sundries	1,394	392
Subscriptions	35	35
Mass & Charity Payments	869	3,710
Sisters Allowances & Personal Effects	1,274	1,450
Retreats & Seminars	815	973
Bank Charges	5	10
	<u>22,762</u>	<u>26,141</u>
 Excess of receipts over payments for the year	 <u>37,337</u>	 <u>14,450</u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Capital Account (General Reserve)
as at 5 April 2025

	2025 £	2024 £
Opening Balance	1,337,200	1,340,269
Add: 20 Lancaster Road, London		
Excess of Income over Payments for the year	37,337	14,450
Add: 33 Alameda Gardens, Wolverhampton		
Excess of Income over Payments for the year	26,854	(17,519)
Closing Balance	<u><u>1,401,391</u></u>	<u><u>1,337,200</u></u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Schedule of Assets
as at 5 April 2025

	2025 £	2024 £
FREEHOLD PROPERTIES (AT COST)	330,978	320,628
MOTOR VEHICLES	4,304	5,739
BALANCES AT BANK		
Lloyds TSB Plc (Five accounts)	626,348	588,381
NatWest Plc (Three accounts)	439,647	421,373
CASH IN HAND	114	1,080
	<u>1,401,391</u>	<u>1,337,200</u>
REPRESENTED BY		
CAPITAL ACCOUNT - GENERAL RESERVE	<u>1,401,391</u>	<u>1,337,200</u>

APPROVED BY THE TRUSTEES AND SIGNED BY TWO PRESENT
AT THE ANNUAL GENERAL MEETING FOR 2025.

.....
Trustee

Date **24 July 2025**

.....
Trustee

Date **24 July 2025**

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Balance Sheet
as at 5 April 2025

		2025 £	2024 £
Fixed assets			
Motor vehicles	2	4,304	5,739
Freehold property	3	330,978	320,628
		335,282	326,367
Current assets			
Bank/building society balances	1,065,995	1,009,754	
Cash in hand	114	1,080	
	<u>1,066,109</u>	<u>1,010,834</u>	
Current liabilities			
Trade creditors/accruals	-	-	
Net current assets		1,066,109	1,010,834
Net assets		<u>1,401,391</u>	<u>1,337,200</u>
Capital account			
Balance at start of period	1,337,200	1,340,269	
Net profit/(loss)	64,191	(3,069)	
	<u>1,401,391</u>	<u>1,337,200</u>	

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Trustee

Date **24 July 2025**

.....

Trustee

Date **24 July 2025**

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Schedule of Bank and Cash balances
as at 5 April 2025

		2025	2024
		£	£
BANK BALANCES			
Lloyds TSB	019 3001	13,264	13,086
Lloyds TSB	106 0410	45,183	57,695
Lloyds TSB	Term Deposit	152,000	152,000
Lloyds TSB	Term Deposit	300,901	300,600
Lloyds TSB	Term Deposit	115,000	65,000
Natwest	0775 0749	15,929	16,627
Natwest	Term Deposit	110,000	104,716
Natwest	Term Deposit	313,719	300,030
		<u>1,065,995</u>	<u>1,009,754</u>
CASH BALANCES			
	33 Alameda Gardens	15	331
	20 Lancaster Road	99	11,625
		<u>114</u>	<u>1,080</u>

Schedule of Freehold Properties
as at 5 April 2025

	2025	2024
	£	£
LAND AND BUILDINGS (At Cost)		
33 Alameda Gardens		
Wolverhampton	9,700	9,700
- Legal fees	10,350	-
20 Lancaster Road		
London - Cost	273,054	273,054
- Extension	37,874	37,874
	<u>330,978</u>	<u>320,628</u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Profit & Loss Account
for the year ended 5 April 2025

	2025	2024
	£	£
Sales	125,053	76,681
Expenses		
Employee costs	3,668	4,463
Premises costs	10,737	21,740
Repairs	3,423	6,193
General administrative expenses	21,234	24,688
Motor expenses	7,098	7,129
Travel and subsistence	10,239	9,145
Legal and professional costs	3,013	4,446
Other finance charges	15	35
Depreciation and loss/(profit) on sale	1,434	1,913
	<u>60,861</u>	<u>79,750</u>
Profit/(loss)	<u>64,192</u>	<u>(3,069)</u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Notes to the Accounts
for the year ended 5 April 2025

1 Profit and loss account analysis

	2025	2024
	£	£
Sales		
Contributions	180	820
Interest on Investments	38,544	14,484
Rental Income	11,625	8,250
Pension & Salary Donations	71,919	52,309
Other Donations	2,785	818
	<u>125,053</u>	<u>76,681</u>
Employee Costs		
Wages and Salaries	319	1,220
Sisters Allowances and Personal Effects	3,349	3,243
	<u>3,668</u>	<u>4,463</u>
Premises Costs		
Community Charge & Waters Rates	2,717	5,259
Light and Heat	8,019	16,481
	<u>10,737</u>	<u>21,740</u>
Repairs and Maintenance	<u>3,423</u>	<u>6,193</u>
General Administrative Expenses		
Telephone and Fax	1,290	1,489
Stationery and Printing	549	110
Subscriptions	204	35
Insurance	3,266	762
Retreats & Seminars	1,555	1,307
Mass & Charity Payments	1,693	4,942
Contributions to Other Convents	10,465	14,668
Sundry Expenses	2,210	1,376
	<u>21,234</u>	<u>24,688</u>
Motor & Travel Expenses	<u>7,098</u>	<u>7,129</u>
Food & Lodging	<u>10,239</u>	<u>9,145</u>
Legal and Professional Costs		
Accountants Fees	1,488	1,416
Other Legal and Professional	1,525	3,030
	<u>3,013</u>	<u>4,446</u>
Other Finance Charges		
Bank Charges	<u>15</u>	<u>35</u>
Depreciation and loss/(profit) on sale		
Depreciation	<u>1,434</u>	<u>1,913</u>

Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
Notes to the Accounts
for the year ended 5 April 2025

2 Motor Vehicles

	2025
	£
Cost	
At 6 April 2024	13,600
At 5 April 2025	<u>13,600</u>
Depreciation	
At 6 April 2024	7,863
Charge for the year	<u>1,434</u>
At 5 April 2025	<u>9,297</u>
Net book value	
At 5 April 2025	<u>4,304</u>
At 5 April 2024	<u>5,737</u>

3 Freehold Property

	2025
	£
Cost	
At 6 April 2024	320,628
Additions	10,350
Disposals	-
At 5 April 2025	<u>330,978</u>
Depreciation	
At 6 April 2024	-
At 5 April 2025	<u>-</u>
Net book value	
At 5 April 2025	<u>330,978</u>
At 5 April 2024	<u>320,628</u>

**Sisters of Saint Joseph of Tarbes Charitable Trust
St Joseph's Convent, Wolverhampton
for the year ended 5 April 2025**

Information

Trustees at above date

Sr. Liberata Fernandes
Sr. Andrea Burrows
Sr. Diana D'Silva
Sr. Hancy Davassy Manjaly
Sr. Emaldamary Gobichettipalayam

Address

St Joseph's Convent
33 Alameda Gardens
Wolverhampton
WV6 9EX

Accountants

Accountancy 4 Success Ltd
Accountants and Business Advisers
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REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF SISTERS OF SAINT JOSEPH OF TARBES CHARITABLE TRUST

We report on the accounts of the Trust for year ended 5th April 2025 which are set out on pages 3 to 9.

Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts and you consider that the audit requirement of Section 43 (2) of the Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43 (7) (b) of the Act, whether particular matters have come to my attention.

Basis of independent examiner's report

Our 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 accounts prepared with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- (1) Which gives us reasonable causes to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with Section 41 of the Act and
 - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Accountancy4Success Ltd

Accountancy 4 Success Ltd

Date

24 July 2025

33 Wolverhampton Road
Staffordshire
WS11 1AP