

**THE HOSPITAL OF ST JOHN, HEYTESBURY**  
**TRUSTEES' ANNUAL REPORT**  
**Year Ended 31<sup>st</sup> March 2025**

**PARTICULARS**

**Registered Charity No 200669**  
**Almshouse Association Membership No 190**

**The Charity** was founded in 1449; it was endowed in 1472 and is now governed by a Scheme of the Charity Commission dated 5<sup>th</sup> January 1989, amended on 8<sup>th</sup> June 2018.

**Trustees** holding office during the year and/or prior to the date of this report were:

Revd Canon Edward Probert (ex officio) Retires June 2025  
Revd Robin N Hungerford (ex officio)  
Mrs Christine L Sitwell (ex officio)

**Co-opted Trustees:**

Mr Timothy A Etchells (Chairman of Trustees)  
Mr Jonathan Wansey (Vice Chairman of Trustees)  
Mrs Amanda Cheesley  
Mrs Sue Neville  
Mr Clive Gibson  
Mr Richard Blandy  
Mrs Emily Tulloch

**Officers:**

Colonel P V Budd OBE (Administrator)

**Principal Address:**

Heytesbury, Warminster, Wiltshire BA12 0HW

**Bankers:**

Lloyds Bank PLC, Warminster  
CCLA

**Independent examiners:**

Berkeley Hall Marshall Limited, 6 Charlotte Street, Bath

## OBJECTIVE

The objective of the Trustees is to administer and manage the property of the Charity in accordance with the Scheme of the Charity Commission, to provide accommodation and services for people in need, such as to allow them to live independently in a caring environment.

## ORGANISATION

The affairs of the Charity are determined by the Trustees, who receive no remuneration. The ex-officio Trustees are nominated by the Scheme of January 1989 as amended in June 2018. The co-opted Trustees are local competent persons each appointed for a 4-year term by a resolution of the Trustees passed at a special meeting. The Trustees hold quarterly Ordinary meetings; and to allow for the continuous conduct of activities between Ordinary meetings, the Trustees appoint each year, committees from their number to deal with Finance, Maintenance and Insurance, and House matter. These committees may co-opt members of staff of the Charity as appropriate. The committees report to the Ordinary meeting of the Trustees each quarter for confirmation of their actions and recommendations.

The Charity employs the following staff:

Administrator	<i>(part-time, non-resident)</i>
House Supervisor	<i>(full-time, resident)</i>
Site Supervisor	<i>(full-time, resident)</i>
Chaplain	<i>(part-time, non-resident)</i>
Domestic Cleaners	<i>(part-time, non-resident)</i>

The Administrator is responsible to the Chairman and the other Trustees. All other staff, apart from the Chaplain, are responsible to the Administrator and through him to the Trustees. The Chaplain is administered by the Administrator and receives spiritual support and guidance through a nominated Trustees, currently Revd Robin Hungerford.

The Administrator conducts all the day to day business of the Charity including the financial accounts and handling new applications for residence. Applicants must be over 50 years of age; priority is given to inhabitants of Heytesbury and its surrounding area. The trustees give priority to applicants over the age of 60.

The House Supervisor is on duty from 8 am to 5 pm, Monday to Friday. At all other times, there is no emergency cover for the residents, they are required to dial 999 for assistance. The more frail are encouraged to install a commercial lifeline. The Charity does not provide any Nursing or Medical Care.

The Site Supervisor keeps the grounds in good order and monitors security on the site. They operate the heating and hot water system and carry out simply maintenance tasks. The cleaners care for the common areas of the property including the Residents' Hall, Chapel. Laundry and Guest Flat.

The Chaplain conduct regular services in the Charity's Chapel many of which are open to villagers. The Chaplain also provides pastoral care to the residents and staff.

## **TRUSTEES**

The Reverend Robin Hungerford remained an ex-officio Trustee representing the Chancellor of the Cathedral Church of Salisbury. The position of ex-officio Trustee filled by the Rector to the Ecclesiastical Parish of Heytesbury with Tytherington and Knook is currently vacant. Mrs Christine L Sitwell was appointed as an ex-officio Trustee representing the parish of Heytesbury with Tytherington and Knook on 9<sup>th</sup> March 2020. Mrs Amanda Cheesley was appointed as a co-opted Trustee also on 9<sup>th</sup> March 2020. Mr Jonathan Wansey was appointed as a co-opted Trustee on 7<sup>th</sup> December 2020 and is Vice Chairman of Trustees and Chair of the House Committee. Mrs Sue Neville was appointed in December 2021, Mr Clive Gibson in March 2022, Mr Richard Blandy was appointed in July 2022 and Mrs Emily Tulloch in February 2025.

## **PROPERTY**

The Hospital is located in the village of Heytesbury on a site of approximately two acres. There are 37 units of accommodation in total of which two are allocated as a residence for the Site Supervisor and House Supervisor, one is set aside as a Guest flat for the use of Residents' visitors and one as the Office for the Administrator. Of the 33 Almshouses, some are for single occupancy, some are suitable for single or double and some are exclusively for double occupancy. The accommodation is contained in several buildings ranging from a Georgian Grade 2 Listed building to blocks of flats and bungalows constructed between 1970 and 1976. In addition, there is a Chapel, a Residents' Hall with a kitchen for communal use and laundry for use by all Residents.

## **REVIEW OF ACTIVITIES**

At the start of the year, there were no vacant dwellings. The charity's policy is to maintain the Almshouses at standards appropriate to today's expectations. During the year three properties were refurbished. Resident numbers were 43 at the start and 44 at the end of the period. A steady flow of enquiries, leading to applications resulted in an occupancy rate during the year of 98% being achieved.

The resident staff continue to work tirelessly to ensure the safety and security of the residents, maintaining a clean environment in the communal areas and liaising with others for the provision of shopping, prescriptions and a host of other needs. A particular emphasis has been given to making the grounds more accessible during the year and making them more nature-friendly. Around a third of residents now work allotments on the site which is most encouraging.

The Patronal Festival marked St John's 552<sup>nd</sup> year and took place on 24<sup>th</sup> June with our Patron Lord Heytesbury in attendance. The Carol Service in December 2024 involved the local school choir and was a joyous occasion followed by a well-attended residents' and trustees tea. Other seasonal activities such as the preschool nativity play performed in the Hall were also successful.

St. John's sets out to offer independent living in a supported environment, encouraging residents to help one another and join together in activities if they wish. The Social Committee has expanded its programme and there are signs of better unit cohesion.



## **STAFF**

Colonel Paul Budd has continued in post as Administrator

Ms Karen Riggs has settled into the role of Site Supervisor and has taken the lead in developing the gardens. Not all residents welcome such changes but the majority accept the change of direction.

Mrs Helen Johnson continues as an outstanding House Supervisor.

There has been some turbulence with Chaplaincy support over the year as Mrs Caroline McKinnel who was studying for her ordination has had to retire due to ill health. Revd Dr Ian Mack has now taken over the role and brings great experience to St John's. he has been very well received by the residents and staff.

## **SPECIAL RESTRICTIONS**

The Scheme of the Charity Commissioners which governs the Charity imposes certain restrictions which impact the organisation and operation of the Charity. These include that residents must be at least 50 years old and those residents must not be absent for more than 42 nights in any year. In practice, it would only be in exceptional cases that applicants under 60 would be considered for residency.

## **RISK MANAGEMENT**

The Trustees have examined the major strategic, business and operational risks that the Charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

## **CAPITAL FUNDS and RESERVES POLICY**

The Charity's capital on 31<sup>st</sup> March 2025 amounted to £2,943,464

The Extraordinary Repair Fund (ERF) is a Designated Reserve Fund for future major expenditures.

The General Reserve Fund (GRF) is an Unrestricted Fund and is used for the day-to-day income and expenditure incurred in the operation of the Hospital.

The reserves policy and long-term financial strategy are to ensure that St John's has adequate reserves to meet any requirement during financially challenging periods.

## **INVESTMENTS**

The Charity's investments are held as Common Investment Funds (COIF) with CCLA Investment Management. The market value of the investments with CCLA stood at £2,543,119 on 31<sup>st</sup> March 2025 (2024 - £2,768,596).

## **INCOME and EXPENDITURE**

The Charity's income during the year amounted to £369,092 and was derived as to £65,323 from interest earned by the investment portfolio and as to £288,834 from contributions provided by the residents of the Almshouse units by way of weekly maintenance charges, other contributions for water, heating, sewage and small charges for garages and other incidental income, totalling £14,935. There were no fundraising activities. Expenditure amounted to £546,592, all related to the running of the Charity with considerable post-COVID 'catch-up' expenditure predominately spent of roof repairs and re-wiring.

## **ASSETS**

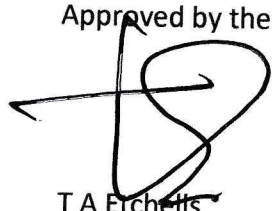
The principal asset of the Charity, apart from its investment portfolio, is its freehold property consisting of its buildings and site at Heytesbury. The book value of the property remained £312,232. The site is entirely used for Almshouse purposes. There are no investment properties. A professional replacement cost valuation for insurance purposes was carried out in 2011, for £6,760,000. The buildings on the site are currently insured for a total of £10,574,259.

## **FINANCIAL POSITION**

The Charity's financial position is sound and all Funds are adequate to meet any foreseeable demands that may be made on them. A Quinquennial Survey took place in the Summer of 2022 and has identified the 1-10 year needs for major maintenance works. To meet the additional expenditure funds from the ERF were drawn upon and the majority of this is now committed.

There are no significant financial obligations outstanding. The Charity is not dependent at all upon the support of any individuals, corporations or classes of donors. The valuation of Invested assets with CCLA at the end of the financial year has resulted in an improved balance sheet. No unusual financial events or changes in the asset base have taken place between the balance sheet date and the date of this report.

Approved by the trustees on 29/9/2025 and signed on their behalf by:



T A Etchells  
Chairman of Trustees

## **Independent Examiner's Report to the Trustees of The Hospital of St John, Heytesbury**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2025 which are set out on pages 7 to 13.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Matthew Small  
FCA  
Berkeley Hall Marshall Limited  
6 Charlotte Street  
Bath  
BA1 2NE

Date:



**The Hospital of St. John, Heytesbury**  
Statement of Financial Activities (including Income & Expenditure Account)  
for the year ended 31st March 2025

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2025 £	Total 2024 £ Note 8
<b>Income and endowments from:</b>						
Charitable activities	2	288,834	0	0	288,834	258,988
Investments		65,323	0	0	65,323	65,128
Other		14,935	0	0	14,935	12,500
<b>Total</b>		<b>369,092</b>	<b>0</b>	<b>0</b>	<b>369,092</b>	<b>336,616</b>
<b>Expenditure on:</b>						
Charitable activities and governance costs	3	529,709	0	0	529,709	416,246
Other (including governance costs)	4	16,883	0	0	16,883	24,554
<b>Total</b>		<b>546,592</b>	<b>0</b>	<b>0</b>	<b>546,592</b>	<b>440,800</b>
<b>Net expenditure</b>		<b>(177,500)</b>	<b>0</b>	<b>0</b>	<b>(177,500)</b>	<b>(104,184)</b>
Transfers between funds	14	0	0	0	0	0
		<b>(177,500)</b>	<b>0</b>	<b>0</b>	<b>(177,500)</b>	<b>(104,184)</b>
<b>Other recognised gains or losses</b>						
Gains /(losses) on investment assets	10	(125,477)	0	0	(125,477)	281,903
<b>Net movements in funds</b>		<b>(302,977)</b>	<b>0</b>	<b>0</b>	<b>(302,977)</b>	<b>177,719</b>
<b>Reconciliation of funds</b>						
Total funds brought forward		2,934,209	0	312,232	3,246,441	3,068,722
<b>Total funds carried forward</b>	14	<b>2,631,232</b>	<b>0</b>	<b>312,232</b>	<b>2,943,464</b>	<b>3,246,441</b>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**The Hospital of St. John, Heytesbury  
Balance Sheet at 31st March 2025**

	Note	2025 £	2024 £
<b>Fixed assets</b>			
Land and Buildings	9	312,232	312,232
Investments	10	2,543,119	2,768,596
		<u>2,855,351</u>	<u>3,080,828</u>
<b>Current assets</b>			
Debtors	11	21,005	17,762
Cash at bank & in hand		70,370	152,182
		<u>91,375</u>	<u>169,944</u>
<b>Creditors: amounts falling due within one year</b>	12	3,262	4,331
<b>Net current assets / liabilities</b>		<u>88,113</u>	<u>165,613</u>
<b>Total net assets</b>	13	<u><u>2,943,464</u></u>	<u><u>3,246,441</u></u>
<b>Funds</b>			
Capital funds	14	312,232	312,232
Restricted funds	14	0	0
Unrestricted funds			
Designated funds	14	259,854	259,854
General funds	14	2,371,378	2,674,355
		<u><u>2,943,464</u></u>	<u><u>3,246,441</u></u>

The financial statements were approved by the Board of Trustees and authorised for issue

on 29/9/25 and were signed on its behalf by:



\_\_\_\_\_  
T. Etchells  
Chairman of the Trustees



**The Hospital of St. John, Heytesbury**  
**Notes on the Financial Statements for the year ended 31st March 2025**

**1 Accounting policies**

**a Basis of accounting**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**b Fund accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Hospital of St John.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or the terms of the Charity Commission Scheme.

The permanent capital fund represents the original endowment to provide accommodation at The Hospital St John.

**c Incoming Resources**

All incoming resources are included in the Statement of Financial Activities when the Charity is entitled to the income and the amount can be determined with reasonable accuracy. The following specific policies are applied to particular categories of income:

Contributions from residents are recognised in the period in which they are received.

Investment and interest income is recognised in the period in which the Charity is entitled to receipt.

**d Resources expended**

Expenditure is recognised on an accrual basis as the liability is incurred, and includes any VAT that cannot be recovered:

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the audit fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis as set out in notes 3 and 4.

**e Investments**

Investments held are included at the closing mid-market value at the balance sheet date. Any gain or loss is taken to the Statement of Financial Activities.

**f Fixed Assets**

The Hospital of St. John has been constructed over many centuries and there is no record of original cost and no value is attributed thereto in the books of the Charity. The housing property cost relates to improvements carried out in the latter part of the 20th Century funded by the Charity's own resources. Depreciation is not charged on the housing land and buildings as the residual value is considered to be higher than the carrying value.

Purchases of other minor assets are written off in the year of purchase.

**The Hospital of St. John, Heytesbury**  
**Notes on the Financial Statements for the year ended 31st March 2025**

**2 Charitable Activities - Income**

	2025	2024
	£	£
Accommodation	232,326	204,578
Heating and laundry	51,608	49,670
Use of guest room	900	580
Use of garages	4,000	4,160
	<u>288,834</u>	<u>258,988</u>

**3 Charitable activities - Expenses**

	2025	2024
	£	£
Salaries, household staff	93,956	98,037
Salaries, management	39,045	38,200
Staff travel and hospitality	1,417	1,495
Staff costs (see Note 6)	134,418	137,732
Water and Environment Agency	6,592	6,287
Insurance and Council Tax	10,627	9,977
Hospital overheads	17,219	16,264
Repairs and refurbishment	310,396	201,655
Warden alarm maintenance	2,718	2,002
Survey fees	-	-
Garden	1,423	958
Garden equipment	1,328	2,322
Hospital maintenance	315,865	206,937
Oil	47,685	43,273
Electricity	10,350	6,075
Provisions	-	-
Residents' amenities	1,187	148
Patronal festival and other functions	1,109	2,805
Cleaning and refuse	1,876	3,012
General running expenses	62,207	55,313
	<u>529,709</u>	<u>416,246</u>

**4 Governance costs**

	2025	2024
	£	£
Office equipment	75	34
Telephone	2,751	2,052
Independent examination	768	720
Accountancy and book-keeping	3,960	4,008
Professional fees	6,023	1,266
Bank charges and interest	133	101
Advertising, stationery and postage	684	866
Donations, subscriptions and training	2,062	3,306
Training	45	41
Sundry costs	382	12,160
	<u>16,883</u>	<u>24,554</u>

**The Hospital of St. John, Heytesbury**  
**Notes on the Financial Statements for the year ended 31st March 2025**

**5 Remuneration of the Trustees**

No Trustee received any remuneration in the year (2024 - £nil).

**6 Staff costs and numbers**

	2025 £	2024 £
Salaries and wages	122,430	125,377
Social security costs	6,479	6,601
Pension Costs	4,092	4,260
Staff travel and hospitality	1,417	1,494
	<u>134,418</u>	<u>137,732</u>

No employee received emoluments of more than £60,000

The average weekly number of employees during the year, calculated on a full time equivalent basis, was 6 (2024- 7).

The Charity operates a pension scheme for its employees. Two employees have taken advantage of the scheme. The Charity makes contributions to the scheme

**7 Taxation**

The charity is exempt from corporation tax on its charitable activities.

**8 Analysis of funds - 2024**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total
<b>Income and Endowments</b>				
Donations	0	0	0	0
Charitable Activities	258,988	0	0	258,988
Investments	65,128	0	0	65,128
Other	12,500	0	0	12,500
<b>Total</b>	<b>336,616</b>	<b>0</b>	<b>0</b>	<b>336,616</b>
<b>Expenditure on:</b>				
Charitable Activities	416,246	0	0	416,246
Other	24,554	0	0	24,554
	<b>440,800</b>	<b>0</b>	<b>0</b>	<b>440,800</b>
<b>Net expenditure</b>	<b>(104,184)</b>	<b>0</b>	<b>0</b>	<b>(104,184)</b>
<b>Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gains on investments</b>	<b>281,903</b>	<b>0</b>	<b>0</b>	<b>281,903</b>
<b>Net movement in funds</b>	<b>177,719</b>	<b>0</b>	<b>0</b>	<b>177,719</b>



**The Hospital of St. John, Heytesbury**  
**Notes on the Financial Statements for the year ended 31st March 2025**

**9 Fixed Assets**

	Land and buildings Improvements	Original Endowment	Total
	£	£	£
	244,815	67,417	<u>312,232</u>

The valuation of the land and buildings and improvements in 2025 (for insurance purposes) was £10,246,375

**10 Investments**

	2025 £	2024 £
Market value at 1st April 2025	2,768,596	2,484,874
Disposals	(100,000)	0
Transfer to Lloyds current account	0	0
Transfer from CMF Fund	-	1,819
Gains/(losses) in the year	<u>(125,477)</u>	<u>281,903</u>
Market value at 31st March 2025	<u>2,543,119</u>	<u>2,768,596</u>
Historical cost at 31st March 2025	<u>1,184,559</u>	<u>1,184,559</u>

Investments with a market value of £2,543,119 (2024- £2,768,596) are held as COIF Charity Funds with CCLA Investment Management Limited.

**11 Debtors**

	2025 £	2024 £
Amounts owing by residents	20	0
Accrued income	15,700	15,077
Prepayments	5,285	2,685
	<u>21,005</u>	<u>17,762</u>

**12 Creditors: amounts falling due within one year**

	2025 £	2024 £
Creditors	3,107	687
Accruals and Accrued Expenses	155	3,644
	<u>3,262</u>	<u>4,331</u>

**13 Analysis of net assets between funds**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Capital Funds £	Total Funds £
Tangible fixed assets	0	0	0	312,232	312,232
Investments	2,283,265	259,854	0	0	2,543,119
Current assets	91,375	0	0	0	91,375
Current liabilities	(3,262)	0	0	0	(3,262)
	<u>2,371,378</u>	<u>259,854</u>	<u>0</u>	<u>312,232</u>	<u>2,943,464</u>

**The Hospital of St. John, Heytesbury**  
**Notes on the Financial Statements for the year ended 31st March 2025**

**14 Movements in funds**

	Balance at 1st April 2025	Incoming resources	Outgoing resources (inc. losses)	Transfers	Balance at 31st March 2025
	£	£	£	£	£
<b>Capital funds</b>					
Permanent capital funds	312,232				312,232
<i>Total capital funds</i>	312,232	0	0	0	312,232
<b>Restricted Funds</b>					
<i>Total restricted Funds</i>	0	0	0	0	0
<b>Designated Funds</b>					
Extraordinary repair fund	259,854				259,854
<i>Total designated funds</i>	259,854			0	259,854
<b>Unrestricted Funds</b>					
General reserve fund	2,674,355	0	(302,977)	0	2,371,378
	2,674,355	0	(302,977)	0	2,371,378
<b>Total funds</b>	<b>3,246,441</b>	<b>0</b>	<b>(302,977)</b>	<b>0</b>	<b>2,943,464</b>

**Purpose of the permanent capital funds**

The permanent capital funds represent the original endowment to provide accommodation at the Hospital of St John

**Purpose of designated funds**

The extraordinary repair fund exists to fund repairs or improvements outside the normal scheme of works

**Purpose of Unrestricted Funds**

The general reserve fund represents those funds which are unrestricted and not designated for other purposes.