

# SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND

England & Wales · Charity number 202125

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1962-01-04

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Stratton Creber Commercial  
The Old Harbour Office  
Guys Quay  
Sutton Harbour  
Plymouth  
Devon  
PL4 0ES

**Phone** 07942340037

**Email** [BLINDINST@GMAIL.COM](mailto:BLINDINST@GMAIL.COM)

## Activities

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**Objects:** TO PROMOTE THE WELFARE OF THE BLIND AND THE PREVENTION OF BLINDNESS IN THE AREA OF SOUTH DEVON AND CORNWALL

**Activities:** The object of the charity is to help promote the welfare of state registered blind people within the South Devon and Cornwall area. This is done mainly by providing grants to help them purchase educational equipment and living aids.

## Classification

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- **How:** Makes Grants To Individuals, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Disability, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

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- **Area of benefit:** SOUTH DEVON AND CORNWALL
- Cornwall
- Devon

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£34,907	£40,075	-	-
2024-03-31	£33,939	£34,627	-	-
2023-03-31	£31,608	£29,992	-	-
2022-03-31	£31,340	£35,857	-	-
2021-03-31	£28,709	£37,688	-	-

## Trustees

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Name	Role	Appointed
EDWARD CHARLES KEAST		1995-09-12
MARY ASPINALL		2005-09-12
Stephanie Robinson Miss		2025-07-30

## Linked charities

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- LAVINIA HARDY (202125-1)

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**

England & Wales - Charity number 202125

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# Accounts

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**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND  
PLYMOUTH**

(The Charity is an unincorporated body managed by Trustees who are governed by the Constitution dated 9<sup>th</sup> March 1982. The Charity is registered in accordance with the National Assistance Act 1948).

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THE ONE HUNDRED AND SIXTY FIFTH  
ANNUAL REPORT  
OF THE MANAGEMENT COMMITTEE  
PRESENTED AT AN ANNUAL GENERAL MEETING  
HELD AT THE COUNCIL HOUSE, PLYMOUTH  
WEDNESDAY 12<sup>TH</sup> NOVEMBER 2025 AT 10.00 A.M.

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SUPPORTED BY VOLUNTARY CONTRIBUTIONS

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**  
**The Old Harbour Office, Guys Quay, Sutton Harbour, Plymouth**

**MANAGEMENT COMMITTEE**

2024/2025

President and Chairman:           CLLR MRS M ASPINALL

Hon. Secretary:                   MR EDWARD KEAST

MISS STEPHANIE ROBINSON

Auditors

NORTHCOTT TRUMFIELD  
Chartered Accountants  
Devonshire Villa, 52 Stuart Road, Stoke  
Plymouth, PL3 4EE

Bankers

LLOYDS TSB BANK PLC  
Royal Parade  
Plymouth  
PL1 1HB

Investment Advisors

CCLA Investment Management Limited  
CCLA Fund Manager Ltd, COIF Charity Funds  
Senator House  
85 Queen Victoria Street  
London, EC4V 4ET

(Registered in accordance with the National Assistance Act, 1948)

Supported by Voluntary Contribution

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**  
**PRESIDENTS**

1985 - G. P. BLADES, Esq.  
1986 - G. P. BLADES, Esq.  
1987 - G. P. BLADES, Esq.  
1988 - Mrs. E. BROCK, M.B.E.  
1989 - Mrs. E. BROCK, M.B.E.  
1990 - Mrs. E. BROCK, M.B.E.  
1991 - Mrs. E. BROCK, M.B.E.  
1992 - Mrs. E. BROCK, M.B.E.  
1993 - Mrs. E. BROCK, M.B.E.  
1994 - Mrs. E. BROCK, M.B.E.  
1995 - Councillor B. C. A. MILLER, JP  
1996 - Councillor B. C. A. MILLER, JP  
1997 - Councillor B. C. A. MILLER, JP  
1998 - Councillor B. C. A. MILLER, JP  
1999 - Councillor B. C. A. MILLER, JP  
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2001 - Councillor B. C. A. MILLER, JP  
2002 - Councillor B. C. A. MILLER, JP  
2003 - Councillor B. C. A. MILLER, JP  
2004 - Councillor A. KERSWELL  
2005 - Councillor A. KERSWELL  
2006 - Councillor A. KERSWELL  
2007 - Councillor A. KERSWELL  
2008 - Councillor A. KERSWELL  
2009 - Councillor A. KERSWELL  
2010 - MR A KERSWELL  
2011 - MR JOHN WARD  
2012 - MR ROGER GARRATT  
2013 - MR ROGER GARRATT  
2014 - MR ROGER GARRATT  
2015 - MR ROGER GARRATT  
2016 - MR ROGER GARRATT  
2017 - MR ROGER GARRATT  
2018 - MR ROGER GARRATT  
2019 - Councillor MRS MARY ASPINALL  
2020 - Councillor MRS MARY ASPINALL  
2021 - Councillor MRS MARY ASPINALL  
2022 - Councillor MRS MARY ASPINALL  
2023 - Councillor MRS MARY ASPINALL  
2024 - Councillor MRS MARY ASPINALL

**165th ANNUAL GENERAL MEETING**  
OF THE

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

The Old Harbour Office, Guys Quay, Sutton Harbour, Plymouth  
Held at the Council House, Plymouth

**Wednesday 12th November 2025 at 10.00 a.m.**

Chairman: Chairman  
of the South Devon & Cornwall Institution for the Blind  
Mrs Mary Aspinall

**AGENDA**

The Chairman of the Institution: to welcome everyone to this, our 165th Annual General Meeting.

Apologies:

Minutes of the last Annual General Meeting - these are to be taken as read, having been previously circulated with the Annual Report.

The Chairman (In the Chair): To recommend the adoption of the Accounts and Report of the Trustees, and call upon Mr E Keast to second the motion.

Auditors: To appoint Northcott Trumfield as the Auditors

New Trustees: Miss Stephanie Robinson was introduced as new Trustee who joined us on 30<sup>th</sup> July 2025, but existing Trustees are still actively looking to recruit new Trustees.

Election of Charity Trustees:

Existing members willing to stand for the ensuing year:-

Mr E Keast            Cllr Mrs M Aspinall            Miss S Robinson

Ballot papers to be completed by Trustees. Each Trustee may vote for themselves and must obtain 50% of the vote of the members present to be re-elected.

To read the names of members voted onto the committee as Trustees

Election of Officers:

Ballot papers to be completed by Trustees. Trustees may vote for themselves and must obtain 50% of the vote of members present. The officers were nominated at the last meeting dated 10<sup>th</sup> September 2025

**President and Chairman**

Cllr Mrs M Aspinall

**Secretary**

Mr E Keast

Investment Policy

Any Other Business

**165TH ANNUAL GENERAL MEETING OF THE**  
**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**STONEHOUSE STREET, PLYMOUTH**

**MINUTES**

**Presiding:** Chairman of the South Devon & Cornwall Institution for the Blind, Cllr Mrs M Aspinall

**Members Present:** Cllr Mrs M Aspinall Mr E Keast Miss S Robinson

**Apologies:** No Apologies

**Minutes:** Minutes of the last Annual General Meeting having already been circulated were taken as read.

**Accounts and Report of the Trustees:**

Cllr Mrs M Aspinall moved the adoption of the Accounts and Report of the Trustees (having been previously circulated to all Management Committee members) and Mr E Keast seconded the adoption. All members agreed.

**Auditors:** The Chairman proposed to appoint Northcott Trumfield as the Auditors of the Charity and Mr E Keast seconded this motion. All members agreed.

**New Trustees:** Miss Stephanie Robinson was introduced as a new Trustee who joined us on 30<sup>th</sup> July 2025, but existing Trustees are still actively looking to recruit new Trustees.

**Election of Trustees and Officers:**

The following were elected as Trustees and Officers.

President and Chairman: CLLR MRS MARY ASPINALL  
Hon. Secretary: MR EDWARD KEAST

**MEMBERS**

Miss Stephanie Robinson

## **Investment Policy**

The Trustees, at a meeting on 17<sup>th</sup> July 2018 agreed to adopt a balanced approach to the investment of the Charity's assets, other than the property in Stonehouse Street, Plymouth. The Trustees recognised that the balanced approach adopted in CCLA's COIF Charities Investment Fund does have a high equity content but are reassured, since one of the investment objectives of that Fund is to control volatility to 75% of the equity market, and agreed to move our investments from Lloyds Bank to CCLA in September 2018. This decision was reaffirmed at a meeting held on 10<sup>th</sup> September 2025 to continue to hold our investments with CCLA's COIF Charities Investment Fund.

## **Any Other Business**

There being no further business, the Chairman closed the Annual General Meeting

The Management Committee have pleasure in presenting this the 165<sup>th</sup> Annual Report for the year ending 31<sup>st</sup> March 2025

The full report of the Trustees is contained within the following Report and Financial Statements

**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND**

**TRUSTEES' REPORT AND ACCOUNTS**

**Year ended 31 March 2025**

**Charity No. 202125**

REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025

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## TRUSTEES' ANNUAL REPORT

The trustees present their report along with the receipts and payments account of the charity for the year ended 31 March 2025 which comply with the charity's trust deed and applicable law.

### 1. Reference and Administrative Details

#### 1.1 South Devon and Cornwall Institution for the Blind

The Institution is governed under a Constitution dated 9 March 1982 and is a Registered Charity (No. 202125). The registered office is 2 Stonehouse Street, Plymouth, Devon, PL1 3PE. The charity was formed in 1860.

#### 1.2 Addresses

Principal Office: c/o Stratton Creber Commercial  
The Old Harbour Office  
Guys Quay  
Sutton Harbour  
Plymouth PL4 0ES

#### 1.3 Trustees and Executive Committee during the year

The following were the Management Committee at the time of approval of the report:

Councillor M. Aspinall	Chairman
Mr E. Keast	Hon. Secretary
Mrs J. Steyn	Treasurer(resigned 11 September 2024)
Mr J. Ward	Vice Chairman(resigned 2 May 2024)

#### 1.4 Professional Advisers

Independent Examiners: Northcott Trumfield  
Chartered Accountants  
Devonshire Villa  
52 Stuart Road, Stoke  
Plymouth PL3 4EE

Bankers: Lloyds Bank Plc  
8 Royal Parade, Plymouth PL1 1HB

Investment Manager: CCLA Investment Management Limited  
and CCLA Fund Manager Limited  
managers of COIF Charity Funds  
Senator House  
85 Queen Victoria Street  
London EC4V 4ET

## TRUSTEES' ANNUAL REPORT

### **2. Structure, Governance and Management**

#### **2.1 Governance**

The trustees who have served during the year and since the year end are set out on page 1. Trustees are appointed by the Board of Trustees yearly at the Annual General Meeting where retiring trustees are eligible for re-election. The trustees meet regularly throughout the year. The Board of Trustees are known as the Management Committee.

Decisions are made and ratified at management committee meetings.

#### **2.2 Recruitment of Trustees**

Trustees are briefed about the charity, shown accounts and the operations of the charity.

#### **2.3 Internal Control**

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with applicable law, regulations and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **3. Objectives and Activities**

#### **3.1 Objectives**

The objectives of the charity are:

"To promote the welfare of the blind and the prevention of blindness in the area comprising South Devon and Cornwall, and for the purposes of the constitution the word blind shall be those persons state registered blind and, therefore, substantially and permanently handicapped by defective vision."

The trustees have paid due regard to the guidance on public benefit in deciding what activities the charity should undertake.

#### **3.2 Current Activities**

The charity leases the freehold property to raise rent as investment income which is applied with other income to meet the running costs of the pension scheme and charity and to assist blind people in the designated area.

#### **3.3 Grant making policy**

*Welfare for state registered blind*

We receive applications from individuals or other charities on behalf of individuals. Each application is considered on its individual merits.

## TRUSTEES' ANNUAL REPORT

### **4. Report of the Trustees for the year ended 31 March 2025**

We continue to look for new trustees, as John Ward our Vice Chairman died on 25 May 2024 and Janet Steyn, our Treasurer resigned on 11 September 2024.

As in previous years, we continue to fund the Pension Scheme from our investments and the income from the rental of our premises.

The building continues to be managed by Stratton Creber who provide regular reports on the condition of the building and any necessary repairs are addressed.

The trustees agreed to send £40 Marks & Spencer vouchers to all our members as a Christmas gift this year.

We receive a number of enquiries from blind and visually impaired persons or their helpers and where assistance could not be provided directly, they were referred to the relevant agency or charity.

The charity is grateful for all donations and support that it has received during the year.

### **5. Financial Review**

The total receipts for the year were £34,907 and total payments £40,075 resulting in a deficit of £5,168. Cash funds at the year-end are £21,076. Total Net Assets were £904,319 (2025: £920,642) as at page 6. There are no restricted funds.

We engage COIF Charity Funds as investment managers. The investment policy is to adopt a balanced approach with CCLA Charities Investment Fund with an objective of controlling volatility to 75% of the equity market. In this year's accounts the investment is included at market value and the comparative has been re-stated.

We deem it important to keep a proportion of funds in cash deposits to react to any unforeseen circumstances.

The trustees consider the performance of the investment and its market value to be satisfactory.

The reserves of the Institution are represented by freehold property, investments in CCLA Charities Investment Fund Accumulation Units which were valued at £875,389 at the year end.

These investments generate income, which is used for the furtherance of our objectives, and are held in order that the Charity could survive a significant adverse change in fortune.

Approved by the Management Committee on 30 July 2025 and signed on its behalf by

Councillor M Aspinall

Trustee

## **Independent Examiner's Report to the Trustees of South Devon and Cornwall Institution for the Blind**

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 5 to 7.

### **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**

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.

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.

G I NORTHCOTT Bsc(Econ), FCA, DChA  
Institute of Chartered Accountants in  
England and Wales  
Northcott Trumfield  
Chartered Accountants  
Devonshire Villa  
52 Stuart Road  
Stoke  
Plymouth  
PL3 4EE

Date: 30 July 2025

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR TO 31 MARCH 2025**

	Unrestr cted Fund 2025 £	Unrestr cted Fund 2024 £
<b>Receipts</b>		
Interest and dividends on deposits and fixed investments	37	37
Tenant contribution to costs	4,124	4,277
Rental income	30,746	29,625
<b>Total Receipts</b>	<u>34,907</u>	<u>33,939</u>
<b>Payments</b>		
Christmas gifts and donations	1,040	2,000
Premises	-	3,000
Pension scheme compliance costs	27,915	17,299
Administrator costs	2,900	2,117
Insurance	4,124	4,935
Legal and professional	3,680	4,773
General expenses	416	503
<b>Total Payments</b>	<u>40,075</u>	<u>34,627</u>
<b>Net Receipts/(Payments)</b>	(5,168)	(688)
<b>Prepayment Adjustment</b>	6,747	-
<b>Cash Funds at 31 March 2024</b>	32,991	33,679
<b>Cash Funds at 31 March 2025</b>	<u>21,076</u>	<u>32,991</u>

STATEMENT OF ASSETS AND LIABILITIES  
AT 31 MARCH 2025

	Note	Unrestriced Funds 2025 £	Unrestriced Funds 2024 £
<b>Cash Funds</b>			
Deposit account		19,658	31,474
Current account		512	618
Legacy account		628	621
Pension scheme account		278	278
<b>Total Cash Funds</b>		<u>21,076</u>	<u>32,991</u>
<b>Prepayments and Debtors</b>		<u>7,405</u>	<u>658</u>
<b>Investment Assets</b>			
COIF Investment Fund at valuation		550389	561544
Freehold property at valuation	2	325000	325000
<b>Total Investment Assets</b>		<u>875389</u>	<u>886544</u>
<b>Assets Retained for Charity's Own Use</b>			
Equipment		<u>449</u>	<u>449</u>
<b>Liabilities</b>			
Deferred income		<u>-</u>	<u>-</u>
<b>Total Net Assets</b>		<u>904319</u>	<u>920642</u>

Signed on behalf of the Trustees on 30 July 2025  
and signed on its behalf by:

Trustee: Councillor M Aspinall  
Trustee: Mr E Keast

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025

**1. Trustees' Remuneration**

The trustees did not receive any remuneration or expenses in the year (2024 : nil).

**2. Freehold Investment Property**

This is re-valued at estimated market value by the trustees, following a professional valuation by Chartered Surveyors in May 2023, at £325,000.

**3. Related Party Transactions**

The insurance premiums are arranged by Ward Associates Insurance Brokers, of whom John Ward was the principal.

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**

England & Wales - Charity number 202125

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# Accounts

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**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND  
PLYMOUTH**

(The Charity is an unincorporated body managed by Trustees who are governed by the Constitution dated 9<sup>th</sup> March 1982. The Charity is registered in accordance with the National Assistance Act 1948).

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THE ONE HUNDRED AND SIXTY FOURTH  
ANNUAL REPORT  
OF THE MANAGEMENT COMMITTEE  
PRESENTED AT AN ANNUAL GENERAL MEETING  
HELD AT THE COUNCIL HOUSE, PLYMOUTH  
WEDNESDAY 13<sup>TH</sup> NOVEMBER 2024 AT 10.30 A.M.

-----

SUPPORTED BY VOLUNTARY CONTRIBUTIONS

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND  
2 Stonehouse Street, Plymouth, Devon, PL1 3PY**

**MANAGEMENT COMMITTEE**

2023/2024

President and Chairman:                   CLLR MRS M ASPINALL

Hon. Secretary:                           MR EDWARD KEAST

Auditors

NORTHCOTT TRUMFIELD  
Chartered Accountants  
Devonshire Villa, 52 Stuart Road, Stoke  
Plymouth, PL3 4EE

Bankers

LLOYDS TSB BANK PLC  
Royal Parade  
Plymouth  
PL1 1HB

Investment Advisors

CCLA Investment Management Limited  
CCLA Fund Manager Ltd, COIF Charity Funds  
Senator House  
85 Queen Victoria Street  
London, EC4V 4ET

(Registered in accordance with the National Assistance Act, 1948)

Supported by Voluntary Contribution

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**  
**PRESIDENTS**

1973	-	S. NATHAN, Esq.
1974	-	R. HALL, Esq.
1975	-	S. NATHAN, Esq.
1976	-	H. C. WILLIAMS, Esq.
1977	-	H. C. WILLIAMS, Esq.
1978	-	H. C. WILLIAMS, Esq.
1979	-	H. C. WILLIAMS, Esq.
1980	-	H. C. WILLIAMS, Esq.
1981	-	H. C. WILLIAMS, Esq.
1982	-	H. C. WILLIAMS, Esq.
1983	-	H. C. WILLIAMS, Esq.
1984	-	H. C. WILLIAMS, Esq.
1985	-	H. C. WILLIAMS, Esq. – until February 1985.
1985	-	G. P. BLADES, Esq.
1986	-	G. P. BLADES, Esq.
1987	-	G. P. BLADES, Esq.
1988	-	Mrs. E. BROCK, M.B.E.
1989	-	Mrs. E. BROCK, M.B.E.
1990	-	Mrs. E. BROCK, M.B.E.
1991	-	Mrs. E. BROCK, M.B.E.
1992	-	Mrs. E. BROCK, M.B.E.
1993	-	Mrs. E. BROCK, M.B.E.
1994	-	Mrs. E. BROCK, M.B.E.
1995	-	Councillor B. C. A. MILLER, JP
1996	-	Councillor B. C. A. MILLER, JP
1997	-	Councillor B. C. A. MILLER, JP
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2003	-	Councillor B. C. A. MILLER, JP
2004	-	Councillor A. KERSWELL
2005	-	Councillor A. KERSWELL
2006	-	Councillor A. KERSWELL
2007	-	Councillor A. KERSWELL
2008	-	Councillor A. KERSWELL
2009	-	Councillor A. KERSWELL
2010	-	MR A KERSWELL
2011	-	MR JOHN WARD
2012	-	MR ROGER GARRATT
2013	-	MR ROGER GARRATT
2014	-	MR ROGER GARRATT
2015	-	MR ROGER GARRATT
2016	-	MR ROGER GARRATT
2017	-	MR ROGER GARRATT
2018	-	MR ROGER GARRATT
2019	-	Councillor MRS MARY ASPINALL
2020	-	Councillor MRS MARY ASPINALL
2021	-	Councillor MRS MARY ASPINALL
2022	-	Councillor MRS MARY ASPINALL
2023	-	Councillor MRS MARY ASPINALL

**164th ANNUAL GENERAL MEETING**

OF THE

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

Stonehouse Street, Plymouth  
Held at the Council House, Plymouth

**Wednesday 13th November 2024 at 10.30 a.m.**

Chairman: Chairman  
of the South Devon & Cornwall Institution for the Blind  
Mrs Mary Aspinall

**AGENDA**

The Chairman of the Institution: to welcome everyone to this, our 164th Annual General Meeting.

Apologies:

Minutes of the last Annual General Meeting - these are to be taken as read, having been previously circulated with the Annual Report.

The Chairman (In the Chair): To recommend the adoption of the Accounts and Report of the Trustees, and call upon Mr E Keast to second the motion.

Auditors: To appoint Northcott Trumfield as the Auditors

New Trustees: No new Trustees, but existing Trustees are actively looking to recruit new Trustees.

Election of Charity Trustees:

Existing members willing to stand for the ensuing year:-

Mr E Keast                      Cllr Mrs M Aspinall

Ballot papers to be completed by Trustees. Each Trustee may vote for themselves and must obtain 50% of the vote of the members present to be re-elected.

To read the names of members voted onto the committee as Trustees

Election of Officers:

Ballot papers to be completed by Trustees. Trustees may vote for themselves and must obtain 50% of the vote of members present. The officers were nominated at the last meeting dated 18<sup>th</sup> September 2024

**President and Chairman**

Cllr Mrs M Aspinall

**Secretary**

Mr E Keast

Investment Policy

Any Other Business

**164TH ANNUAL GENERAL MEETING OF THE**  
**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**STONEHOUSE STREET, PLYMOUTH**  
**MINUTES**

**Presiding:** Chairman of the South Devon & Cornwall Institution for the Blind, Cllr Mrs M Aspinall

**Members Present:** Cllr Mrs M Aspinall Mr E Keast

**Apologies:** No Apologies

**Minutes:** Minutes of the last Annual General Meeting having already been circulated were taken as read.

**Accounts and Report of the Trustees:**

Cllr Mrs M Aspinall moved the adoption of the Accounts and Report of the Trustees (having been previously circulated to all Management Committee members) and Mr E Keast seconded the adoption. All members agreed.

**Auditors:** The Chairman proposed to appoint Northcott Trumfield as the Auditors of the Charity and Mr E Keast seconded this motion. All members agreed.

**New Trustees:** No new Trustees, but existing Trustees are actively looking to recruit new Trustees.

**Election of Trustees and Officers:**

The following were elected as Trustees and Officers.

President and Chairman:	CLLR MRS MARY ASPINALL
Hon. Secretary:	MR EDWARD KEAST

**MEMBERS**

No other members

**Investment Policy**

The Trustees, at a meeting on 17<sup>th</sup> July 2018 agreed to adopt a balanced approach to the investment of the Charity's assets, other than the property in Stonehouse Street, Plymouth. The Trustees recognised that the balanced approach adopted in CCLA's COIF Charities Investment Fund does have a high equity content but are reassured, since one of the investment objectives of that Fund is to control volatility to 75% of the equity market, and agreed to move our investments from Lloyds Bank to CCLA in September 2018. This decision was reaffirmed at a meeting held on 18<sup>th</sup> September 2024 to continue to hold our investments with CCLA's COIF Charities Investment Fund.

**Any Other Business**

There being no further business, the Chairman closed the Annual General Meeting

The Management Committee have pleasure in presenting this the 164<sup>th</sup> Annual Report for the year ending 31<sup>st</sup> March 2024

The full report of the Trustees is contained within the following Report and Financial Statements

**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND**

**TRUSTEES' REPORT AND ACCOUNTS**

**Year ended 31 March 2024**

**Charity No. 202125**

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

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# **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

## **TRUSTEES' ANNUAL REPORT**

### **2. Structure, Governance and Management**

#### **2.1 Governance**

The trustees who have served during the year and since the year end are set out on page 1. Trustees are appointed by the Board of Trustees yearly at the Annual General Meeting where retiring trustees are eligible for re-election. The trustees meet regularly throughout the year. The Board of Trustees are known as the Management Committee.

Decisions are made and ratified at management committee meetings.

#### **2.2 Recruitment of Trustees**

Trustees are briefed about the charity, shown accounts and the operations of the charity.

#### **2.3 Internal Control**

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with applicable law, regulations and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **3. Objectives and Activities**

#### **3.1 Objectives**

The objectives of the charity are:

"To promote the welfare of the blind and the prevention of blindness in the area comprising South Devon and Cornwall, and for the purposes of the constitution the word blind shall be those persons state registered blind and, therefore, substantially and permanently handicapped by defective vision."

The trustees have paid due regard to the guidance on public benefit in deciding what activities the charity should undertake.

#### **3.2 Current Activities**

The charity leases the freehold property to raise rent as investment income which is applied with other income to meet the running costs of the pension scheme and charity and to assist blind people in the designated area.

#### **3.3 Grant making policy**

*Welfare for state registered blind*

We receive applications from individuals or other charities on behalf of individuals. Each application is considered on its individual merits.

# **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

## **TRUSTEES' ANNUAL REPORT**

### **4. Report of the Trustees for the year ended 31 March 2024**

We continue to fund the Pension Scheme from our investments and the income from the rental of our premises. Unfortunately, we received no response from our local MP after sending a letter voicing our concerns regarding the extortionate costs that we continue to pay to fund the administration of such a small scheme.

Stratton Creber, continue to manage the rental of our premises and provide regular reports and recommendations on the condition of the building and the Trustees address all necessary repairs. We changed the address of our principal office in October 2023 from 2 Stonehouse Street to Stratton Creber at 75 North Hill and advised the Charity Commission of this in our Annual Return in November 2023.

The Trustees agreed to send £40 Marks & Spencer vouchers to all our members as a Christmas gift in December 2023.

The Charity received approximately 50 enquiries from blind and visually impaired persons or their helpers and where assistance could not be provided directly, they were referred to the relevant agency or charity.

The charity is grateful for all donations and support that it has received during the year.

### **5. Financial Review**

The total receipts for the year were £33,939 and total payments £34,627 resulting in a deficit of £688. Cash funds at the year-end are £32,991. Total Net Assets were £920,642 (2023: £810,394) as at page 6. There are no restricted funds.

We engage COIF Charity Funds as investment managers. The investment policy is to adopt a balanced approach with CCLA Charities Investment Fund with an objective of controlling volatility to 75% of the equity market. In this year's accounts the investment is included at market value and the comparative has been re-stated.

We deem it important to keep a proportion of funds in cash deposits to react to any unforeseen circumstances.

The trustees consider the performance of the investment and its market value to be satisfactory.

The reserves of the Institution are represented by freehold property, investments in CCLA Charities Investment Fund Accumulation Units which were valued at £886,544 at the year end.

These investments generate income, which is used for the furtherance of our objectives, and are held in order that the Charity could survive a significant adverse change in fortune.

Approved by the Management Committee on 14 August 2024 and signed on its behalf by

## **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

### **Independent Examiner's Report to the Trustees of South Devon and Cornwall Institution for the Blind**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2024 which are set out on pages 5 to 7.

#### **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**

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.

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.

G I NORTHCOTT Bsc(Econ), FCA, DChA  
Institute of Chartered Accountants in England and  
Wales  
Northcott Trumfield  
Chartered Accountants  
Devonshire Villa  
52 Stuart Road  
Stoke  
Plymouth  
PL3 4EE

Date: 14 August 2024

**SOUTH DEVON & CORNWALL INSTITUTION  
FOR THE BLIND**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR TO 31 MARCH 2024**

	Unrestrict ed Fund 2024 £	Unrestrict ed Fund 2023 £
<b>Receipts</b>		
Interest and dividends on deposits and fixed investments	37	34
Tenant contribution to costs	4,277	3,092
Rental income	29,625	28,482
<b>Total Receipts</b>	<u>33,939</u>	<u>31,608</u>
<b>Payments</b>		
Christmas gifts and donations	2,000	700
Premises	3,000	2,504
Pension scheme compliance costs	17,299	16,821
Administrator costs	2,117	2,508
Insurance	4,935	3,674
Legal and professional	4,773	3,498
General expenses	503	287
<b>Total Payments</b>	<u>34,627</u>	<u>29,992</u>
<b>Net Receipts/(Payments)</b>	(688)	1,616
<b>Prepayment Adjustment</b>	-	3,076
Cash Funds at 31 March 2023	33,679	28,987
<b>Cash Funds at 31 March 2024</b>	<u><u>32,991</u></u>	<u><u>33,679</u></u>

# SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND

## STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2024

	Note	Unrestricted Funds 2024 £	Unrestricted Funds 2023 £
<b>Cash Funds</b>			
Deposit account		31,474	32,280
Current account		618	676
Legacy account		621	615
Pension scheme account		278	108
<b>Total Cash Funds</b>		<u>32,991</u>	<u>33,679</u>
<b>Prepayments and Debtors</b>		<u>658</u>	<u>658</u>
<b>Investment Assets</b>			
COIF Investment Fund at valuation		561,544	500,608
Freehold property at valuation	2	325,000	275,000
<b>Total Investment Assets</b>		<u>886,544</u>	<u>775,608</u>
<b>Assets Retained for Charity's Own Use</b>			
Equipment		<u>449</u>	<u>449</u>
<b>Liabilities</b>			
Deferred income		<u>-</u>	<u>-</u>
<b>Total Net Assets</b>		<u>920,642</u>	<u>810,394</u>

Signed on behalf of the Trustees on 14 August 2024

and signed on its behalf by:

Trustee: Councillor M Aspinall

Trustee: Mr E Keast

## **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

### **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

#### **1. Trustees' Remuneration**

The trustees did not receive any remuneration or expenses in the year (2023 : nil).

#### **2. Freehold Investment Property**

This is re-valued at estimated market value by the trustees, following a professional valuation by Chartered Surveyors in May 2023, at £325,000.

#### **3. Related Party Transactions**

The insurance premiums are arranged by Ward Associates Insurance Brokers, of whom John Ward was the principal.

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**

England & Wales - Charity number 202125

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# Accounts

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**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND  
PLYMOUTH**

(The Charity is an unincorporated body managed by Trustees who are governed by the Constitution dated 9<sup>th</sup> March 1982. The Charity is registered in accordance with the National Assistance Act 1948).

-----

THE ONE HUNDRED AND SIXTY THIRD  
ANNUAL REPORT  
OF THE MANAGEMENT COMMITTEE  
PRESENTED AT AN ANNUAL GENERAL MEETING  
HELD AT THE COUNCIL HOUSE, PLYMOUTH  
WEDNESDAY 15<sup>TH</sup> NOVEMBER 2023 AT 10.30 A.M.

-----

SUPPORTED BY VOLUNTARY CONTRIBUTIONS

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND  
2 Stonehouse Street, Plymouth, Devon, PL1 3PY**

**MANAGEMENT COMMITTEE**

2023/2024

President and Chairman:           CLLR MRS M ASPINALL  
Vice Chairman:                   MR JOHN WARD  
Hon. Treasurer:                 MRS J STEYN  
Hon. Secretary:                 MR EDWARD KEAST

Auditors

NORTHCOTT TRUMFIELD  
Chartered Accountants  
Devonshire Villa, 52 Stuart Road, Stoke  
Plymouth, PL3 4EE

Bankers

LLOYDS TSB BANK PLC  
Royal Parade  
Plymouth  
PL1 1HB

Investment Advisors

CCLA Investment Management Limited  
CCLA Fund Manager Ltd, COIF Charity Funds  
Senator House  
85 Queen Victoria Street  
London, EC4V 4ET

(Registered in accordance with the National Assistance Act, 1948)

Supported by Voluntary Contribution

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**  
**PRESIDENTS**

1973	-	S. NATHAN, Esq.
1974	-	R. HALL, Esq.
1975	-	S. NATHAN, Esq.
1976	-	H. C. WILLIAMS, Esq.
1977	-	H. C. WILLIAMS, Esq.
1978	-	H. C. WILLIAMS, Esq.
1979	-	H. C. WILLIAMS, Esq.
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1981	-	H. C. WILLIAMS, Esq.
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1983	-	H. C. WILLIAMS, Esq.
1984	-	H. C. WILLIAMS, Esq.
1985	-	H. C. WILLIAMS, Esq. – until February 1985.
1985	-	G. P. BLADES, Esq.
1986	-	G. P. BLADES, Esq.
1987	-	G. P. BLADES, Esq.
1988	-	Mrs. E. BROCK, M.B.E.
1989	-	Mrs. E. BROCK, M.B.E.
1990	-	Mrs. E. BROCK, M.B.E.
1991	-	Mrs. E. BROCK, M.B.E.
1992	-	Mrs. E. BROCK, M.B.E.
1993	-	Mrs. E. BROCK, M.B.E.
1994	-	Mrs. E. BROCK, M.B.E.
1995	-	Councillor B. C. A. MILLER, JP
1996	-	Councillor B. C. A. MILLER, JP
1997	-	Councillor B. C. A. MILLER, JP
1998	-	Councillor B. C. A. MILLER, JP
1999	-	Councillor B. C. A. MILLER, JP
2000	-	Councillor B. C. A. MILLER, JP
2001	-	Councillor B. C. A. MILLER, JP
2002	-	Councillor B. C. A. MILLER, JP
2003	-	Councillor B. C. A. MILLER, JP
2004	-	Councillor A. KERSWELL
2005	-	Councillor A. KERSWELL
2006	-	Councillor A. KERSWELL
2007	-	Councillor A. KERSWELL
2008	-	Councillor A. KERSWELL
2009	-	Councillor A. KERSWELL
2010	-	MR A KERSWELL
2011	-	MR JOHN WARD
2012	-	MR ROGER GARRATT
2013	-	MR ROGER GARRATT
2014	-	MR ROGER GARRATT
2015	-	MR ROGER GARRATT
2016	-	MR ROGER GARRATT
2017	-	MR ROGER GARRATT
2018	-	MR ROGER GARRATT
2019	-	Councillor MRS MARY ASPINALL
2020	-	Councillor MRS MARY ASPINALL
2021	-	Councillor MRS MARY ASPINALL
2022	-	Councillor MRS MARY ASPINALL
2023	-	Councillor MRS MARY ASPINALL

**163RD ANNUAL GENERAL MEETING**

OF THE

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

Stonehouse Street, Plymouth  
Held at the Council House, Plymouth

**Wednesday 15th November 2023 at 10.30 a.m.**

Chairman: Chairman  
of the South Devon & Cornwall Institution for the Blind  
Mrs Mary Aspinall

**AGENDA**

The Chairman of the Institution: to welcome everyone to this, our 163<sup>rd</sup> Annual General Meeting.

Apologies:

Minutes of the last Annual General Meeting - these are to be taken as read, having been previously circulated with the Annual Report.

The Chairman (In the Chair): To recommend the adoption of the Accounts and Report of the Trustees, and call upon Mr E Keast to second the motion.

Auditors: To appoint Northcott Trumfield as the Auditors

New Trustees: No new Trustees, but existing Trustees are actively looking to recruit new Trustees.

Election of Charity Trustees:

Existing members willing to stand for the ensuing year:-

Mr J Ward

Mr E Keast

Cllr Mrs M Aspinall

Mrs J Steyn

Ballot papers to be completed by Trustees. Each Trustee may vote for themselves and must obtain 50% of the vote of the members present to be re-elected. Cllr Mrs M Aspinall and Mrs J Steyn cannot vote for each other.

To read the names of members voted onto the committee as Trustees

Election of Officers:

Ballot papers to be completed by Trustees. Trustees may vote for themselves and must obtain 50% of the vote of members present. Cllr Mrs M Aspinall and Mrs J Steyn cannot vote for each other. The officers were nominated at the last meeting dated 13<sup>th</sup> September 2023

**President and Chairman**

Cllr Mrs M Aspinall

**Vice Chairman**

Mr John Ward

**Secretary**

Mr E Keast

**Treasurer**

Mrs J Steyn

Investment Policy

Any Other Business

**163RD ANNUAL GENERAL MEETING OF THE**  
**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**STONEHOUSE STREET, PLYMOUTH**  
**MINUTES**

**Presiding:** Chairman of the South Devon & Cornwall Institution for the Blind, Cllr Mrs M Aspinall

**Members Present:** Cllr Mrs M Aspinall    Mr E Keast            Mrs J Steyn            Mr John Ward

**Apologies:** No Apologies

**Minutes:** Minutes of the last Annual General Meeting having already been circulated were taken as read.

**Accounts and Report of the Trustees:**

Cllr Mrs M Aspinall moved the adoption of the Accounts and Report of the Trustees (having been previously circulated to all Management Committee members) and Mr E Keast seconded the adoption. All members agreed.

**Auditors:** The Chairman proposed to appoint Northcott Trumfield as the Auditors of the Charity and Mr E Keast seconded this motion. All members agreed.

**New Trustees:** No new Trustees, but existing Trustees are actively looking to recruit new Trustees.

**Election of Trustees and Officers:**

The following were elected as Trustees and Officers.

President and Chairman:	CLLR MRS MARY ASPINALL
Vice Chairman:	MR JOHN WARD
Hon. Treasurer:	MRS JANET STEYN
Hon. Secretary:	MR EDWARD KEAST

**MEMBERS**

No other members

**Investment Policy**

The Trustees, at a meeting on 17<sup>th</sup> July 2018 agreed to adopt a balanced approach to the investment of the Charity's assets, other than the property in Stonehouse Street, Plymouth. The Trustees recognised that the balanced approach adopted in CCLA's COIF Charities Investment Fund does have a high equity content but are reassured, since one of the investment objectives of that Fund is to control volatility to 75% of the equity market, and agreed to move our investments from Lloyds Bank to CCLA in September 2018. This decision was reaffirmed at a meeting held on 13<sup>th</sup> September 2023 to continue to hold our investments with CCLA's COIF Charities Investment Fund.

**Any Other Business**

There being no further business, the Chairman closed the Annual General Meeting

The Management Committee have pleasure in presenting this the 163rd Annual Report for the year ending 31<sup>st</sup> March 2023

The full report of the Trustees is contained within the following Report and Financial Statements

**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND**

**TRUSTEES' REPORT AND ACCOUNTS**

**Year ended 31 March 2023**

**Charity No. 202125**

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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Trustees' Report	1-3
Independent Examiner's Report	4
Receipts and Payments Account	5
Statement of Assets and Liabilities	6
Notes to the Accounts	7



## **2. Structure, Governance and Management**

### **2.1 Governance**

The trustees who have served during the year and since the year end are set out on page 1. Trustees are appointed by the Board of Trustees yearly at the Annual General Meeting where retiring trustees are eligible for re-election. The trustees meet regularly throughout the year. The Board of Trustees are known as the Management Committee.

Decisions are made and ratified at management committee meetings.

### **2.2 Recruitment of Trustees**

Trustees are briefed about the charity, shown accounts and the operations of the charity.

### **2.3 Internal Control**

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with applicable law, regulations and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **3. Objectives and Activities**

### **3.1 Objectives**

The objectives of the charity are:

"To promote the welfare of the blind and the prevention of blindness in the area comprising South Devon and Cornwall, and for the purposes of the constitution the word blind shall be those persons state registered blind and, therefore, substantially and permanently handicapped by defective vision."

The trustees have paid due regard to the guidance on public benefit in deciding what activities the charity should undertake.

### **3.2 Current Activities**

The charity leases the freehold property to raise rent as investment income which is applied with other income to meet the running costs of the pension scheme and charity and to assist blind people in the designated area.

### **3.3 Grant making policy**

*Welfare for state registered blind*

We receive applications from individuals or other charities on behalf of individuals. Each application is considered on its individual merits.

**4. Report of the Trustees for the year ended 31 March 2023**

We continue to fund the Pension Scheme from our investments and the income from the rental of our premises. However, the significant costs continue to concern the Trustees, who have written to our local MP to ask if he would consider approaching the Pension's Minister/Regulator to see if small well-funded pension schemes can be exempt from having to employ expensive administrators and consultants in order to free up funds to help and support more blind people.

The double glazing has now been completed in our former office and the tenants now make use of this space, enabling us to increase the rent as outlined in our rental agreement with them. Stratton Creber, who manage the rental of our premises, provide regular reports and recommendations on the condition of the building and the Trustees address all necessary repairs.

The Trustees agreed to send £25 Marks & Spencer vouchers to all our members as a Christmas gift this year.

The Charity received approximately 50 enquiries from blind and visually impaired persons or their helpers and where assistance could not be provided directly, they were referred to the relevant agency or charity.

The charity is grateful for all donations and support that it has received during the year.

**5. Financial Review**

The total receipts for the year were £31,608 and total payments £29,992 resulting in a surplus of £1,616. Cash funds at the year-end are £33,679. Total Net Assets were £810,394 (2022: £813,216) as at page 6. There are no restricted funds.

We engage COIF Charity Funds as investment managers. The investment policy is to adopt a balanced approach with CCLA Charities Investment Fund with an objective of controlling volatility to 75% of the equity market. In this year's accounts the investment is included at market value and the comparative has been re-stated.

We deem it important to keep a proportion of funds in cash deposits to react to any unforeseen circumstances.

The trustees consider the performance of the investment and its market value to be satisfactory.

The reserves of the Institution are represented by freehold property, investments in CCLA Charities Investment Fund Accumulation Units which were valued at £775,608 at the year end.

These investments generate income, which is used for the furtherance of our objectives, and are held in order that the Charity could survive a significant adverse change in fortune.

Approved by the Management Committee on 30<sup>th</sup> August 2023 and signed on its behalf by

MR J WARD

Trustee

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

**Independent Examiner's Report to the Trustees of South Devon and Cornwall Institution for the Blind**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023 which are set out on pages 5 to 7.

**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**

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.

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.

G I NORTHCOTT Bsc(Econ), FCA, DChA  
Institute of Chartered Accountants in England and  
Wales  
Northcott Trumfield  
Chartered Accountants  
Devonshire Villa  
52 Stuart Road  
Stoke  
Plymouth  
PL3 4EE

Date: 30<sup>th</sup> August 2023

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR TO 31 MARCH 2023**

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
<b>Receipts</b>		
Interest and dividends on deposits and fixed investments	34	33
Tenant contribution to costs	3,092	2,909
Rental income	28,482	28,398
<b>Total Receipts</b>	<u>31,608</u>	<u>31,340</u>
<b>Payments</b>		
Christmas gifts	700	540
Premises	2,504	154
Pension scheme compliance costs	16,821	24,519
Administrator costs	2,508	3,330
Insurance	3,674	3,492
Legal and professional	3,498	3,329
General expenses	287	493
<b>Total Payments</b>	<u>29,992</u>	<u>35,857</u>
<b>Net Receipts/(Payments)</b>	1,616	(4,517)
<b>Prepayment Adjustment</b>	3,076	(3,118)
<b>Cash Funds at 31 March 2022</b>	28,987	36,622
<b>Cash Funds at 31 March 2023</b>	<u>33,679</u>	<u>28,987</u>

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AT 31 MARCH 2023**

	Note	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
<b>Cash Funds</b>			
Deposit account		32,280	27,712
Current account		676	494
Legacy account		615	613
Pension scheme account		108	168
<b>Total Cash Funds</b>		<u>33,679</u>	<u>28,987</u>
<b>Prepayments and Debtors</b>		<u>658</u>	<u>3,674</u>
<b>Investment Assets</b>			
COIF Investment Fund at valuation		500,608	505,106
Freehold property at valuation	2	275,000	275,000
<b>Total Investment Assets</b>		<u>775,608</u>	<u>780,106</u>
<b>Assets Retained for Charity's Own Use</b>			
Equipment		<u>449</u>	<u>449</u>
<b>Liabilities</b>			
Deferred income		<u>-</u>	<u>-</u>
<b>Total Net Assets</b>		<u>810,394</u>	<u>813,216</u>

Signed on behalf of the Trustees on 30<sup>th</sup> August 2023

and signed on its behalf by:

Trustee: MR J WARD

Trustee: MR E KEAST

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2023

**1. Trustees' Remuneration**

The trustees did not receive any remuneration or expenses in the year (2022 : nil).

**2. Freehold Investment Property**

This is re-valued at estimated market value by the trustees, following a professional valuation by Chartered Surveyors in September 2020, at £275,000.

**3. Related Party Transactions**

The insurance premiums are arranged by Ward Associates Insurance Brokers, of whom John Ward is the principal.

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**

England & Wales - Charity number 202125

---

# Accounts

---

**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND  
PLYMOUTH**

(The Charity is an unincorporated body managed by Trustees who are governed by the Constitution dated 9<sup>th</sup> March 1982. The Charity is registered in accordance with the National Assistance Act 1948).

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THE ONE HUNDRED AND SIXTY SECOND  
ANNUAL REPORT  
OF THE MANAGEMENT COMMITTEE  
PRESENTED AT AN ANNUAL GENERAL MEETING  
HELD AT THE COUNCIL HOUSE, PLYMOUTH  
WEDNESDAY 16<sup>TH</sup> NOVEMBER 2022 AT 10.30 A.M.

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SUPPORTED BY VOLUNTARY CONTRIBUTIONS

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND  
2 Stonehouse Street, Plymouth, Devon, PL1 3PY**

**MANAGEMENT COMMITTEE**

2022/2023

President and Chairman:           CLLR MRS M ASPINALL  
Vice Chairman:                   MR JOHN WARD  
Hon. Treasurer:                 MRS J STEYN  
Hon. Secretary:                 MR EDWARD KEAST

Auditors

NORTHCOTT TRUMFIELD  
Chartered Accountants  
Devonshire Villa, 52 Stuart Road, Stoke  
Plymouth, PL3 4EE

Bankers

LLOYDS TSB BANK PLC  
Royal Parade  
Plymouth  
PL1 1HB

Investment Advisors

CCLA Investment Management Limited  
CCLA Fund Manager Ltd, COIF Charity Funds  
Senator House  
85 Queen Victoria Street  
London, EC4V 4ET

(Registered in accordance with the National Assistance Act, 1948)

Supported by Voluntary Contribution

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**  
**PRESIDENTS**

1973	-	S. NATHAN, Esq.
1974	-	R. HALL, Esq.
1975	-	S. NATHAN, Esq.
1976	-	H. C. WILLIAMS, Esq.
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1990	-	Mrs. E. BROCK, M.B.E.
1991	-	Mrs. E. BROCK, M.B.E.
1992	-	Mrs. E. BROCK, M.B.E.
1993	-	Mrs. E. BROCK, M.B.E.
1994	-	Mrs. E. BROCK, M.B.E.
1995	-	Councillor B. C. A. MILLER, JP
1996	-	Councillor B. C. A. MILLER, JP
1997	-	Councillor B. C. A. MILLER, JP
1998	-	Councillor B. C. A. MILLER, JP
1999	-	Councillor B. C. A. MILLER, JP
2000	-	Councillor B. C. A. MILLER, JP
2001	-	Councillor B. C. A. MILLER, JP
2002	-	Councillor B. C. A. MILLER, JP
2003	-	Councillor B. C. A. MILLER, JP
2004	-	Councillor A. KERSWELL
2005	-	Councillor A. KERSWELL
2006	-	Councillor A. KERSWELL
2007	-	Councillor A. KERSWELL
2008	-	Councillor A. KERSWELL
2009	-	Councillor A. KERSWELL
2010	-	MR A KERSWELL
2011	-	MR JOHN WARD
2012	-	MR ROGER GARRATT
2013	-	MR ROGER GARRATT
2014	-	MR ROGER GARRATT
2015	-	MR ROGER GARRATT
2016	-	MR ROGER GARRATT
2017	-	MR ROGER GARRATT
2018	-	MR ROGER GARRATT
2019	-	Councillor MRS MARY ASPINALL
2020	-	Councillor MRS MARY ASPINALL
2021	-	Councillor MRS MARY ASPINALL
2022	-	Councillor MRS MARY ASPINALL

## **162nd ANNUAL GENERAL MEETING**

OF THE

### **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

Stonehouse Street, Plymouth  
Held at the Council House, Plymouth

**Wednesday 16th November 2022 at 10.30 a.m.**

Chairman: Chairman  
of the South Devon & Cornwall Institution for the Blind  
Mrs Mary Aspinall

### **AGENDA**

The Chairman of the Institution: to welcome everyone to this, our 162nd Annual General Meeting.

Apologies:

Minutes of the last Annual General Meeting - these are to be taken as read, having been previously circulated with the Annual Report.

The Chairman (In the Chair): To recommend the adoption of the Accounts and Report of the Trustees, and call upon Mr E Keast to second the motion.

Auditors: To appoint Northcott Trumfield as the Auditors

New Trustees: No new Trustees, but existing Trustees are actively looking to recruit new Trustees.

Election of Charity Trustees:

Existing members willing to stand for the ensuing year:-

Mr J Ward

Mr E Keast

Cllr Mrs M Aspinall

Mrs J Steyn

Ballot papers to be completed by Trustees. Each Trustee may vote for themselves and must obtain 50% of the vote of the members present to be re-elected. Cllr Mrs M Aspinall and Mrs J Steyn cannot vote for each other.

To read the names of members voted onto the committee as Trustees

Election of Officers:

Ballot papers to be completed by Trustees. Trustees may vote for themselves and must obtain 50% of the vote of members present. Cllr Mrs M Aspinall and Mrs J Steyn cannot vote for each other.

The officers were nominated at the last meeting dated 14<sup>th</sup> September 2022

#### **President and Chairman**

Cllr Mrs M Aspinall

#### **Vice Chairman**

Mr John Ward

#### **Secretary**

Mr E Keast

#### **Treasurer**

Mrs J Steyn

Investment Policy

Any Other Business

**162nd ANNUAL GENERAL MEETING OF THE**  
**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**STONEHOUSE STREET, PLYMOUTH**  
**MINUTES**

**Presiding:** Chairman of the South Devon & Cornwall Institution for the Blind, Cllr Mrs M Aspinall

**Members Present:** Cllr Mrs M Aspinall    Mr E Keast            Mrs J Steyn            Mr John Ward

**Apologies:**

**Minutes:** Minutes of the last Annual General Meeting having already been circulated were taken as read.

**Accounts and Report of the Trustees:**

Cllr Mrs M Aspinall moved the adoption of the Accounts and Report of the Trustees (having been previously circulated to all Management Committee members) and Mr E Keast seconded the adoption. All members agreed.

**Auditors:** The Chairman proposed to appoint Northcott Trumfield as the Auditors of the Charity and Mr E Keast seconded this motion. All members agreed.

**New Trustees:** No new Trustees, but existing Trustees are actively looking to recruit new Trustees.

**Election of Trustees and Officers:**

The following were elected as Trustees and Officers.

President and Chairman:	CLLR MRS MARY ASPINALL
Vice Chairman:	MR JOHN WARD
Hon. Treasurer:	MRS JANET STEYN
Hon. Secretary:	MR EDWARD KEAST

**MEMBERS**

No other members

**Investment Policy**

The Trustees, at a meeting on 17<sup>th</sup> July 2018 agreed to adopt a balanced approach to the investment of the Charity's assets, other than the property in Stonehouse Street, Plymouth. The Trustees recognised that the balanced approach adopted in CCLA's COIF Charities Investment Fund does have a high equity content but are reassured, since one of the investment objectives of that Fund is to control volatility to 75% of the equity market, and agreed to move our investments from Lloyds Bank to CCLA in September 2018. This decision was reaffirmed at a meeting held on 14<sup>th</sup> September 2022 to continue to hold our investments with CCLA's COIF Charities Investment Fund.

**Any Other Business**

There being no further business, the Chairman closed the Annual General Meeting

The Management Committee have pleasure in presenting this the 162<sup>nd</sup> Annual Report for the year ending 31<sup>st</sup> March 2022

The full report of the Trustees is contained within the following Report and Financial Statements

**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND**

**TRUSTEES' REPORT AND ACCOUNTS**

**Year ended 31 March 2022**

**Charity No. 202125**

REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022

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Receipts and Payments Account	5
Statement of Assets and Liabilities	6
Notes to the Accounts	7



**2. Structure, Governance and Management**

**2.1 Governance**

The trustees who have served during the year and since the year end are set out on page 1. Trustees are appointed by the Board of Trustees yearly at the Annual General Meeting where retiring trustees are eligible for re-election. The trustees meet regularly throughout the year. The Board of Trustees are known as the Management Committee.

Decisions are made and ratified at management committee meetings.

**2.2 Recruitment of Trustees**

Trustees are briefed about the charity, shown accounts and the operations of the charity.

**2.3 Internal Control**

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with applicable law, regulations and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**3. Objectives and Activities**

**3.1 Objectives**

The objectives of the charity are:

"To promote the welfare of the blind and the prevention of blindness in the area comprising South Devon and Cornwall, and for the purposes of the constitution the word blind shall be those persons state registered blind and, therefore, substantially and permanently handicapped by defective vision."

The trustees have paid due regard to the guidance on public benefit in deciding what activities the charity should undertake.

**3.2 Current Activities**

The charity leases the freehold property to raise rent as investment income which is applied with other income to meet the running costs of the pension scheme and charity and to assist blind people in the designated area.

**3.3 Grant making policy**

*Welfare for state registered blind*

We receive applications from individuals or other charities on behalf of individuals. Each application is considered on its individual merits.

**4. Report of the Trustees for the year ended 31 March 2022**

After receiving a report from our Pension Trustee into the possible wind-up costs of our Pension Scheme, the Trustees agreed that the significant costs involved were prohibitive and would significantly reduce our investments and, therefore, the availability of funds required to meet the objectives of the Charity. We continue to fund the Pension Scheme from our investments and the income from the rental of our premises.

The Charity no longer retain the use of an office in our building and we propose to install double glazing in the vacated office, which our tenants will then make use of, enabling us to increase the rent. Stratton Creber, who manage the rental of our premises, provide regular reports and recommendations on the condition of the building and the Trustees aim to keep it in good repair.

The Trustees felt it prudent to, again, send £20 Marks & Spencer vouchers to its members as a Christmas gift.

The Charity received approximately 50 enquiries from blind and visually impaired persons or their helpers and where assistance could not be provided directly, they were referred to the relevant agency or charity.

The charity is grateful for all donations and support that it has received during the year.

**5. Financial Review**

The total receipts for the year were £31,340 and total payments £35,857 resulting in a deficit of £4,517. Cash funds at the year end are £28,987. Total Net Assets were £813,216 (2021 : £765,112) as at page 6. There are no restricted funds.

We engage COIF Charity Funds as investment managers. The investment policy is to adopt a balanced approach with CCLA Charities Investment Fund with an objective of controlling volatility to 75% of the equity market. In this year's accounts the investment is included at market value and the comparative has been re-stated.

We deem it important to keep a proportion of funds in cash deposits to react to any unforeseen circumstances.

The trustees consider the performance of the investment and its market value to be satisfactory.

The reserves of the Institution are represented by freehold property, investments in CCLA Charities Investment Fund Accumulation Units which were valued at £780,106 at the year end.

These investments generate income, which is used for the furtherance of our objectives, and are held in order that the Charity could survive a significant adverse change in fortune.

Approved by the Management Committee on 12 August 2022 and signed on its behalf by

MR J WARD

Trustee

## **Independent Examiner's Report to the Trustees of South Devon and Cornwall Institution for the Blind**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 5 to 7.

### **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**

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.

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.

G I NORTHCOTT Bsc(Econ), FCA, DChA  
Institute of Chartered Accountants in England and  
Wales  
Northcott Trumfield  
Chartered Accountants  
Devonshire Villa  
52 Stuart Road  
Stoke  
Plymouth  
PL3 4EE

Date: 12 August 2022

RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR TO 31 MARCH 2022

	Unrestrict ed Fund 2022 £	Unrestrict ed Fund 2021 £
<b>Receipts</b>		
Interest and dividends on deposits and fixed investments	33	67
Tenant contribution to costs	2,909	2,833
Rental income	28,398	25,709
Donations	-	100
	<u>31,340</u>	<u>28,709</u>
Sale of investments	-	-
<b>Total Receipts</b>	<u>31,340</u>	<u>28,709</u>
<b>Payments</b>		
Christmas gifts/party for the blind – net cost	540	720
Donations	-	100
Premises	154	325
Pension scheme compliance costs	24,519	27,787
Administrator costs	3,330	2,352
Insurance	3,492	3,421
Legal and professional	3,329	2,494
General expenses	493	489
	<u>35,857</u>	<u>37,688</u>
Purchase of investments	-	-
<b>Total Payments</b>	<u>35,857</u>	<u>37,688</u>
<b>Net Receipts/(Payments)</b>	(4,517)	(8,979)
<b>Prepayment Adjustment</b>	(3,118)	2,838
<b>Cash Funds at 31 March 2021</b>	36,622	42,763
<b>Cash Funds at 31 March 2022</b>	<u>28,987</u>	<u>36,622</u>

STATEMENT OF ASSETS AND LIABILITIES  
AT 31 MARCH 2022

	Unrestrict ed Funds 2022 £	Unrestrict ed Funds 2021 £
<b>Cash Funds</b>		
Deposit account	27,712	34,650
Current account	494	1,191
Legacy account	613	613
Pension scheme account	168	168
<b>Total Cash Funds</b>	<u>28,987</u>	<u>36,622</u>
<b>Prepayments and Debtors</b>	<u>3,674</u>	<u>3,465</u>
<b>Investment Assets</b>		
COIF Investment Fund at valuation	505,106	425,485
Freehold property at valuation	2 275,000	275,000
<b>Total Investment Assets</b>	<u>780,106</u>	<u>727,485</u>
<b>Assets Retained for Charity's Own Use</b>		
Equipment	<u>449</u>	<u>449</u>
<b>Liabilities</b>		
Deferred income	<u>-</u>	<u>(2,909)</u>
<b>Total Net Assets</b>	<u><u>813,216</u></u>	<u><u>765,112</u></u>

Signed on behalf of the Trustees on 12 August 2022

and signed on its behalf by:

Trustee: MR J WARD

Trustee: MR E KEAST

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2022

**1. Trustees' Remuneration**

The trustees did not receive any remuneration or expenses in the year (2021: nil).

The charity purchased trustee indemnity insurance £ 583 (2021: £583).

**2. Freehold Investment Property**

This is re-valued at estimated market value by the trustees, following a professional valuation by Chartered Surveyors in September 2020, at £275,000.

**3. Related Party Transactions**

The insurance premiums are arranged by Ward Associates Insurance Brokers, of whom John Ward is the principal.

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**

England & Wales - Charity number 202125

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# Accounts

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**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND  
PLYMOUTH**

(The Charity is an unincorporated body managed by Trustees who are governed by the Constitution dated 9<sup>th</sup> March 1982. The Charity is registered in accordance with the National Assistance Act 1948).

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THE ONE HUNDRED AND SIXTY FIRST  
ANNUAL REPORT  
OF THE MANAGEMENT COMMITTEE  
PRESENTED AT AN ANNUAL GENERAL MEETING  
HELD AT THE COUNCIL HOUSE, PLYMOUTH  
WEDNESDAY 17<sup>TH</sup> NOVEMBER 2021 AT 10.30 A.M.

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SUPPORTED BY VOLUNTARY CONTRIBUTIONS

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND  
2 Stonehouse Street, Plymouth, Devon, PL1 3PY**

**MANAGEMENT COMMITTEE**

2021/2022

President and Chairman:           CLLR MRS M ASPINALL  
Vice Chairman:                   MR JOHN WARD  
Hon. Treasurer:                 MRS J STEYN  
Hon. Secretary:                 MR EDWARD KEAST

Auditors

NORTHCOTT TRUMFIELD  
Chartered Accountants  
Devonshire Villa, 52 Stuart Road, Stoke  
Plymouth, PL3 4EE

Bankers

LLOYDS TSB BANK PLC  
Royal Parade  
Plymouth  
PL1 1HB

Investment Advisors

CCLA Investment Management Limited  
CCLA Fund Manager Ltd, COIF Charity Funds  
Senator House  
85 Queen Victoria Street  
London, EC4V 4ET

(Registered in accordance with the National Assistance Act, 1948)

Supported by Voluntary Contribution

**SOUTH DEVON AND CORNWALL INSTITUTION FOR THE BLIND**  
**PRESIDENTS**

1973	-	S. NATHAN, Esq.
1974	-	R. HALL, Esq.
1975	-	S. NATHAN, Esq.
1976	-	H. C. WILLIAMS, Esq.
1977	-	H. C. WILLIAMS, Esq.
1978	-	H. C. WILLIAMS, Esq.
1979	-	H. C. WILLIAMS, Esq.
1980	-	H. C. WILLIAMS, Esq.
1981	-	H. C. WILLIAMS, Esq.
1982	-	H. C. WILLIAMS, Esq.
1983	-	H. C. WILLIAMS, Esq.
1984	-	H. C. WILLIAMS, Esq.
1985	-	H. C. WILLIAMS, Esq. – until February 1985.
1985	-	G. P. BLADES, Esq.
1986	-	G. P. BLADES, Esq.
1987	-	G. P. BLADES, Esq.
1988	-	Mrs. E. BROCK, M.B.E.
1989	-	Mrs. E. BROCK, M.B.E.
1990	-	Mrs. E. BROCK, M.B.E.
1991	-	Mrs. E. BROCK, M.B.E.
1992	-	Mrs. E. BROCK, M.B.E.
1993	-	Mrs. E. BROCK, M.B.E.
1994	-	Mrs. E. BROCK, M.B.E.
1995	-	Councillor B. C. A. MILLER, JP
1996	-	Councillor B. C. A. MILLER, JP
1997	-	Councillor B. C. A. MILLER, JP
1998	-	Councillor B. C. A. MILLER, JP
1999	-	Councillor B. C. A. MILLER, JP
2000	-	Councillor B. C. A. MILLER, JP
2001	-	Councillor B. C. A. MILLER, JP
2002	-	Councillor B. C. A. MILLER, JP
2003	-	Councillor B. C. A. MILLER, JP
2004	-	Councillor A. KERSWELL
2005	-	Councillor A. KERSWELL
2006	-	Councillor A. KERSWELL
2007	-	Councillor A. KERSWELL
2008	-	Councillor A. KERSWELL
2009	-	Councillor A. KERSWELL
2010	-	MR A KERSWELL
2011	-	MR JOHN WARD
2012	-	MR ROGER GARRATT
2013	-	MR ROGER GARRATT
2014	-	MR ROGER GARRATT
2015	-	MR ROGER GARRATT
2016	-	MR ROGER GARRATT
2017	-	MR ROGER GARRATT
2018	-	MR ROGER GARRATT
2019	-	Councillor MRS MARY ASPINALL
2020	-	Councillor MRS MARY ASPINALL
2021	-	Councillor MRS MARY ASPINALL

**161<sup>ST</sup> ANNUAL GENERAL MEETING**

OF THE

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

Stonehouse Street, Plymouth  
Held remotely At the Council House, Plymouth

**Wednesday 17th November 2021 at 10.30 a.m.**

Chairman: Chairman  
of the South Devon & Cornwall Institution for the Blind  
Mrs Mary Aspinall

**AGENDA**

The Chairman of the Institution: to welcome everyone to this, our 161st Annual General Meeting.

Apologies: Mr John Ward

Minutes of the last Annual General Meeting - these are to be taken as read, having been previously circulated with the Annual Report.

The Chairman (In the Chair): To recommend the adoption of the Accounts and Report of the Trustees, and call upon Mr E Keast to second the motion.

Auditors: To appoint Northcott Trumfield as the Auditors

New Trustees: No new Trustees, but existing Trustees are actively looking to recruit new Trustees.

Election of Charity Trustees:

Existing members willing to stand for the ensuing year:-

Mr J Ward

Mr E Keast

Cllr Mrs M Aspinall

Mrs J Steyn

Ballot papers to be completed by Trustees. Each Trustee may vote for themselves and must obtain 50% of the vote of the members present to be re-elected. Cllr Mrs M Aspinall and Mrs J Steyn cannot vote for each other.

To read the names of members voted onto the committee as Trustees

Election of Officers:

Ballot papers to be completed by Trustees. Trustees may vote for themselves and must obtain 50% of the vote of members present. Cllr Mrs M Aspinall and Mrs J Steyn cannot vote for each other.

The officers were nominated at the last meeting dated 11<sup>th</sup> August 2021

**President and Chairman**

Cllr Mrs M Aspinall

**Vice Chairman**

Mr John Ward

**Secretary**

Mr E Keast

**Treasurer**

Mrs J Steyn

Investment Policy

Any Other Business

**161<sup>ST</sup> ANNUAL GENERAL MEETING OF THE**  
**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**STONEHOUSE STREET, PLYMOUTH**  
**MINUTES**

**Presiding:** Chairman of the South Devon & Cornwall Institution for the Blind, Cllr Mrs M Aspinall

**Members Present:** Cllr Mrs M Aspinall    Mr E Keast            Mrs J Steyn            Mr J Ward

**Apologies:** No Apologies

**Minutes:** Minutes of the last Annual General Meeting having already been circulated were taken as read.

**Accounts and Report of the Trustees:** Cllr Mrs M Aspinall moved the adoption of the Accounts and Report of the Trustees (having been previously circulated to all Management Committee members) and Mr E Keast seconded the adoption. All members agreed.

**Auditors:** The Chairman proposed to appoint Northcott Trumfield as the Auditors of the Charity and Mr E Keast seconded this motion. All members agreed.

**New Trustees:** No new Trustees, but existing Trustees are actively looking to recruit new Trustees.

**Election of Trustees and Officers:**  
The following were elected as Trustees and Officers.

President and Chairman:	CLLR MRS MARY ASPINALL
Vice Chairman:	MR JOHN WARD
Hon. Treasurer:	MRS JANET STEYN
Hon. Secretary:	MR EDWARD KEAST

**MEMBERS**

No other members

**Investment Policy**

The Trustees, at a meeting on 17<sup>th</sup> July 2018 agreed to adopt a balanced approach to the investment of the Charity's assets, other than the property in Stonehouse Street, Plymouth. The Trustees recognised that the balanced approach adopted in CCLA's COIF Charities Investment Fund does have a high equity content but are reassured, since one of the investment objectives of that Fund is to control volatility to 75% of the equity market, and agreed to move our investments from Lloyds Bank to CCLA in September 2018. This decision was reaffirmed at a meeting held on 11<sup>th</sup> August 2021 to continue to hold our investments with CCLA's COIF Charities Investment Fund.

**Any Other Business**

**Meetings during Covid Lockdown**

Due to the lockdown periods over the last eighteen months we have been unable to meet in person. We have conducted the meetings by email and where decisions have been required, these have been attached to the minutes in the form of an email trail.

There being no further business, the Chairman closed the Annual General Meeting

The Management Committee have pleasure in presenting this the 161<sup>st</sup> Annual Report for the year ending 31<sup>st</sup> March 2021

The full report of the Trustees is contained within the following Report and Financial Statements

**SOUTH DEVON AND CORNWALL  
INSTITUTION FOR THE BLIND**

**TRUSTEES' REPORT AND ACCOUNTS**

**Year ended 31 March 2021**

**Charity No. 202125**

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021

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# **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

## TRUSTEES' ANNUAL REPORT

### **2. Structure, Governance and Management**

#### **2.1 Governance**

The trustees who have served during the year and since the year end are set out on page 1. Trustees are appointed by the Board of Trustees yearly at the Annual General Meeting where retiring trustees are eligible for re-election. The trustees meet regularly throughout the year. The Board of Trustees are known as the Management Committee.

Decisions are made and ratified at management committee meetings.

#### **2.2 Recruitment of Trustees**

Trustees are briefed about the charity, shown accounts and the operations of the charity.

#### **2.3 Internal Control**

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the accounts comply with applicable law, regulations and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **3. Objectives and Activities**

#### **3.1 Objectives**

The objectives of the charity are:

"To promote the welfare of the blind and the prevention of blindness in the area comprising South Devon and Cornwall, and for the purposes of the constitution the word blind shall be those persons state registered blind and, therefore, substantially and permanently handicapped by defective vision."

The trustees have paid due regard to the guidance on public benefit in deciding what activities the charity should undertake.

#### **3.2 Current Activities**

The charity leases the freehold property to raise rent as investment income which is applied with other income to meet the running costs of the pension scheme and charity and to assist blind people in the designated area.

#### **3.3 Grant making policy**

*Welfare for state registered blind*

We receive applications from individuals or other charities on behalf of individuals. Each application is considered on its individual merits.

## **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

### TRUSTEES' ANNUAL REPORT

#### **4. Report of the Trustees for the year ended 31 March 2021**

As the ongoing costs of our Pension Scheme continues to concern all Trustees, it was agreed by them to investigate a possible wind-up of our scheme. After the Trustees have reviewed the cost of this from the Actuarial Valuation figures which will be in their possession by the end of July 2021, a decision will be made.

We have reliable tenants in the building who have managed to keep trading during this difficult year and the annual income from this and our investments pays our pension liabilities and any charitable assistance we provide.

As in the previous year, a Christmas Party will not be held due to the coronavirus pandemic and £20 Marks & Spencer vouchers will be bought and distributed to our members as a Christmas gift.

The charity received approximately 50 enquiries from blind and visually impaired persons or their helpers and where assistance could not be provided directly, they were referred to the relevant agency or charity.

The charity is grateful for all donations and support that it has received during the year.

#### **5. Financial Review**

The total receipts for the year were £28,709 and total payments £37,688 resulting in a deficit of £8,979. Cash funds at the year end are £36,622. Total Net Assets were £674,250 (2020 : £653,229) as at page 6. There are no restricted funds.

We engage COIF Charity Funds as investment managers. The investment policy is to adopt a balanced approach with CCLA Charities Investment Fund with an objective of controlling volatility to 75% of the equity market.

We deem it important to keep a proportion of funds in cash deposits to react to any unforeseen circumstances.

The trustees consider the performance of the investment and its market value to be satisfactory.

The reserves of the Institution are represented by freehold property, investments in CCLA Charities Investment Fund Accumulation Units which were valued at £451,603 at the year end.

These investments generate income, which is used for the furtherance of our objectives, and are held in order that the Charity could survive a significant adverse change in fortune.

Approved by the Management Committee on 11 August 2021 and signed on its behalf by

MR J WARD

Trustee

## **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

### **Independent Examiner's Report to the Trustees of South Devon and Cornwall Institution for the Blind**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 5 to 7.

#### **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**

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.

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.

G I NORTHCOTT Bsc(Econ), FCA, DChA

Northcott Trumfield  
Chartered Accountants  
Devonshire Villa  
52 Stuart Road  
Stoke  
Plymouth  
PL3 4EE

Date: 11 August 2021

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR TO 31 MARCH 2021

	Unrestric- ted Fund 2021 £	Unrestric- ted Fund 2020 £
<b>Receipts</b>		
Interest and dividends on deposits and fixed investments	67	45
Tenant contribution to costs	2,833	2,671
Rental income	25,709	26,000
Donations	100	-
	<u>28,709</u>	<u>28,716</u>
Sale of investments	-	-
<b>Total Receipts</b>	<u>28,709</u>	<u>28,716</u>
<b>Payments</b>		
Christmas gifts/party for the blind – net cost	720	788
Donations	100	158
Premises	325	162
Pension scheme compliance costs	27,787	14,831
Administrator costs	2,352	2,760
Insurance	3,421	2,693
Legal and professional	2,494	1,689
General expenses	489	856
	<u>37,688</u>	<u>23,937</u>
Purchase of investments	-	-
<b>Total Payments</b>	<u>37,688</u>	<u>23,937</u>
<b>Net Receipts/(Payments)</b>	(8,979)	4,779
<b>Prepayment Adjustment</b>	2,838	(783)
<b>Cash Funds at 31 March 2020</b>	42,763	38,767
<b>Cash Funds at 31 March 2021</b>	<u>36,622</u>	<u>42,763</u>

**SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AT 31 MARCH 2021**

	Note	Unrestric- ted Funds 2021 £	Unrestric- ted Funds 2020 £
<b>Cash Funds</b>			
Deposit account		34,650	41,591
Current account		1,191	391
Legacy account		613	613
Pension scheme account		168	168
<b>Total Cash Funds</b>		<u>36,622</u>	<u>42,763</u>
<b>Prepayments and Debtors</b>		<u>3,465</u>	<u>3,394</u>
<b>Investment Assets</b>			
Quoted securities at cost		361,623	361,623
Freehold property at valuation	2	275,000	245,000
<b>Total Investment Assets</b>		<u>636,623</u>	<u>606,623</u>
<b>Assets Retained for Charity's Own Use</b>			
Equipment		<u>449</u>	<u>449</u>
<b>Liabilities</b>			
Deferred income		<u>(2,909)</u>	<u>-</u>
<b>Total Net Assets</b>		<u>674,250</u>	<u>653,229</u>

Signed on behalf of the Trustees on 11 August 2021

and signed on its behalf by:

Trustee: MR J WARD

Trustee: MR E KEAST

## **SOUTH DEVON & CORNWALL INSTITUTION FOR THE BLIND**

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

#### **1. Trustees' Remuneration**

The trustees did not receive any remuneration or expenses in the year (2020 : nil).

The charity purchased trustee indemnity insurance £583 (2020 : £583).

#### **2. Freehold Investment Property**

This is re-valued at estimated market value by the trustees, following a professional valuation by Chartered Surveyors in September 2020, at £275,000.

#### **3. Related Party Transactions**

The insurance premiums are arranged by Ward Associates Insurance Brokers, of whom John Ward is the principal.