

**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 9th March 1982. The Charity is registered in accordance with the National Assistance Act 1948).

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 17TH NOVEMBER 2021 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

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

161ST 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 11th 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

161ST 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 17th 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 11th 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 161st Annual Report for the year ending 31st 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

The trustees present their report along with the receipts and payments account of the charity for the year ended 31 March 2021 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: 2 Stonehouse Street
Plymouth
Devon
PL1 3PE

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
Mr J. Ward	Vice Chairman

1.4 Professional Advisers

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

Bankers: Lloyds TSB 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

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 £
Receipts		
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	 -	 -
Total Receipts	<u>28,709</u>	<u>28,716</u>
 Payments		
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	 -	 -
Total Payments	<u>37,688</u>	<u>23,937</u>
 Net Receipts/(Payments)	 (8,979)	 4,779
Prepayment Adjustment	2,838	(783)
Cash Funds at 31 March 2020	42,763	38,767
Cash Funds at 31 March 2021	<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	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Cash Funds			
Deposit account		34,650	41,591
Current account		1,191	391
Legacy account		613	613
Pension scheme account		168	168
Total Cash Funds		<u>36,622</u>	<u>42,763</u>
Prepayments and Debtors		<u>3,465</u>	<u>3,394</u>
Investment Assets			
Quoted securities at cost		361,623	361,623
Freehold property at valuation	2	275,000	245,000
Total Investment Assets		<u>636,623</u>	<u>606,623</u>
Assets Retained for Charity's Own Use			
Equipment		<u>449</u>	<u>449</u>
Liabilities			
Deferred income		<u>(2,909)</u>	<u>-</u>
Total Net Assets		<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.