

# ST JAMES TRUST

## Trustees Annual Report 2021

### Legal and Administrative Services

Charity Name	St James Trust
Charity Commission Registered No.	203902
Financial Year commencing	01 04 20
Financial Year ending	31 03 21
Charity Address	37 The Mount, Trowbridge, BA14 8SZ

### Description of the Trust

*Governing Document* – The Charity Commission Scheme of 4<sup>th</sup> January 2002

*Objects of the Charity* – To relieve persons who are residents of Trowbridge and the surrounding villages, who are in conditions of need, hardship or distress. Relief may be in the form of grants of money, paying for goods, services or facilities, or making grants to other persons or bodies who provide these services.

### *Professional Advisors*

Bankers	Santander UK plc, 2 Triton Square, London NW1 3 AN CCLA Investment Management, Senator House, 85 Queen Victoria St, London EC4V 4ET
Solicitors	BLB, 5 Roundstone Street, Trowbridge BA14 8HD
Stockbrokers	Charles Stanley, 26 Queen Street, Bath, BA1 2HX
Independent Examiner	A Patmore, Isabella Mews, The Avenue, Combe Down, Bath, BA2 5EH

### Trustees and Governance

The first St James Trustees were appointed on the 5<sup>th</sup> February 2002. Under the terms of the scheme, the Rector of St James Church is a trustee by virtue of his office. One trustee is nominated by the PCC of St James and two by the Town Council. Up to three trustees can be co-opted. On appointment, a trustee serves for a period of four years. Usually, they can visit applicants and learn more about the people in need in our local community, but at this time it may have to be by phone or on-line.

### Current Trustees

Revd Dr Robert Thomas	Mrs Ros Histed (chairman)	(St. James)
Mr David Cavill	Mr Stewart Palmen	(Town Council))
Mr Richard Westwood	Miss Jenny Payne	(co-opted)
Mrs Sue Burton		

## Activities and Achievements

Each year the trustees review the previous round of grant-making. The procedure which has been used for several years is very effective. The trustees have a very good over-view of the various charities working in the area of benefit.

In January, posters are displayed throughout the area at churches, council offices, the library, on notice boards and in the local press. These invite people to send for an application form.

After the closing date on 15<sup>th</sup> March, in normal times, every trustee receives a summary of all the applications and the amount requested. With the present pandemic situation we have studied the applications on two occasions. In June we gave seven grants to those in the greatest need and a further twenty five in October, (although one was not banked) when we were able to make sure that the funds would be available and that we would have sufficient funds for the following year.

Thirty-one grants were accepted amounting to £25,250

The present Valuation of the Trust Funds:-

Charles Stanley portfolio - £952,668

CCLA Income units               £17,817

Total                               £970,485

The total funds held in our accounts for future distribution amounts to £59,214

We keep in close contact with our advisor at Charles Stanley, stockbrokers and have regular contact to discuss our portfolio.

Our advisors have been in negotiation with developers regarding the fields which belong to the trust. We have entered into an option agreement with Newland Homes. They will apply for planning permission to build on the land and through our solicitors we received an initial non-refundable amount of £10,000 and we have now received a further £10,000 which we have invested. The fields are valued at £300,000

## Policies

### *Reserves Policy*

The Trust holds in reserve, enough funds to allow for fluctuations in the stock market or for any emergency which may arise during the year.

### *Grant-making Policy*

As there are many established organisations in the area helping those in need and new groups being formed, the trustees made the decision to give funds to groups and not to individuals.

Funding from statutory bodies is being severely cut back and curtails the help that can be given and groups are relying even more on charity trusts for funding

### *Investment Selection Policy*

The trust was formed by the amalgamation of several old charities which distributed bread, coal and blankets to the poor of the town. This had been boosted by the sale of land for development and this new trust came into being in 1996. At this time, the trustees interviewed four firms of stockbrokers and decided to appoint the firm of Charles Stanley who would handle the portfolio from their office in Bath. They were instructed to obtain a good balance between income for distribution under the terms of the trust, while allowing for capital growth to ensure that the trust can fulfil its role in future years. The firm acts in an advisory capacity only and all decisions are taken by the trustees. A policy document has been agreed and signed by both parties.

### Administration update

As we come to the end of this financial year, there are some big changes to take into account. The global attack of the Coronavirus has resulted in many deaths. There are businesses, schools, shops etc. being in a 'Lockdown' situation and people staying apart to try to stop the spread of the virus. So, as we prepare these accounts, we need to look at future procedures. The application forms went out as usual in January but many of them will not be able to carry out their work in the near future – e.g. groups of older people who meet for an afternoon of contact with others, or people who have 'one to one' contact, or trustees who meet for a grant-making session.

We shall look at a few who have now got little income and need funds urgently – such as 'end of life care.' We shall look at how best to help all the organisations and to see how the general situation is changing and we hope – improving and will monitor it in the months ahead.

Declaration and signature.

I declare, in my capacity of charity trustee, that:

The trustees have approved the report and the attached accounts and have authorised me to sign it on their behalf.

Signed:- *RJ Histed*

Full Name: Rosalynde Jean Histed

Date: *15/4/21*



**St James Trust**  
**Registered Charity No.203902**  
**Financial Year ending 31/03/2021**

**Santander Business a/c 43618668 for Receipts & Payments**

B/F	£22,504.00		
Coif Deposit fund for Grants	£25,000.00	Shares purchased	£10,000.00
Studley Fields Rent	£1,100.00	EIG Trustee Indemnity	£552.00
CCLA Dividend	£520.00	Grants	£25,250.00
Funeral Gift	£250.00	Patmore Independent Ex	£150.00
		C/F	£13,422.00
	<u>£49,374.00</u>		<u>£49,374.00</u>

**Santander Savings**

Closed - transfer to Business A/c

**Coif Charity Deposit Fund**

B/f	£35,685.00	Grant-making transfer	£25,000.00
Charles Stanley Inc	£35,051.00	C/F	£45,792.00
Interest	£56.00		
	<u>£70,792.00</u>		<u>£70,792.00</u>

**Total Funds Carried Forward**

Sant Business	£13,422.00
Coif	£45,792.00
	<u>£59,214.00</u>

**The Trust has a Permanent Endowment Fund**

**Valuation**

Charles Stanley	£952,668.00
CCLA Coif Income Units	£17,817.00
Fields Valuation	£300,000.00
	<u>£1,270,485.00</u>

Grants Awarded 2020				
		Awarded	Awarded	Total
		Jun-20	Sep-20	Awarded
		£	£	£
<b>Young People</b>				
1	Stepping Stones		1000	1,000
2	WW Child Contact Centre		50	50
4	Trow & Dist Youth Band		500	500
5	Amber Foundation	1,000	500	1,500
6	Splash		300	300
8	Julian House		1,500	1,500
9	Splitz	1,000	500	1,500
10	Life Education Centre		500	500
12	Julia's House		1000	1,000
<b>Older and Disabled People</b>				
16	Trowbridge Macular Society		100	100
21	Families Out Loud		500	500
22	Mon/Wed Club		200	200
24	Davids Table Trust		300	300
25	Wilts Racial Equality		300	300
26	Wilts Service Users Group	1600		1,600
<b>Care &amp; Counselling</b>				
30	Lions Club		500	500
31	Help Counselling	500	500	1,000
32	Wiltshire Sight		1000	1,000
34	Trow Community Area Future		1000	1,000
35	Vineyard/Storehouse Food Bank		2000	2,000
36	Trowbridge Debt Advice		500	500
38	Dorothy House	3000	1000	4,000
39	Relate			
40	We Hear You	1000	500	1,500
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# Independent Examiner's Report on the Accounts

## Receipts and Payments Accounts

Report to the trustees/members of

Charity Name **ST JAMES TRUST**

On accounts for the year ended

**3 | 1 | 0 | 3 | 2 | 1**

Set out on pages

**1 - 6**

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees  
and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- state whether particular matters have come to my attention.

**Basis of independent examiner's  
statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

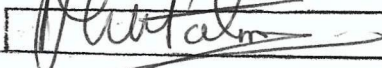
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention (other than that disclosed overleaf \*):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed



Date **27-05-2021**

Name

**ALAN WILLIAM PATMORE**

Relevant professional qualification or  
body (if any)

**FC A**

Address

**ISABELLA MEWS**

**THE AVENUE**

**COMBE DOWN**

**BATH, BA2 5EH.**