



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2020		31	12	2020

### Section A Reference and administration details

Charity name The Hospital of St John the Baptist

Other names charity is known by

Registered charity number (if any) 213573

Charity's principal address

The Dog House

Hankham Street

Hankham

Pevensey

Postcode

BN24 5AY

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	John Quibell	Chairman		Co-opted
2	Fr Tony Windross		Resigned 5 <sup>th</sup> July 2021	Ex officio
3	Robert Peasgood			Nominated – Pevensey PC
4	Fr James Vine			Ex officio
5	Andrew Pond	Treasurer	Appointed 31 <sup>st</sup> July 2020	Co-opted
6	Ian Gibson			Nominated – Pevensey PC
7	Victoria Murray-Brewster		Appointed 12 <sup>th</sup> October 2021	Co-opted
8	Fr Dr David Gillard		Appointed 12 <sup>th</sup> October 2021	Ex officio
9				
10				
11				
12				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
<b>Solicitor (Charity law)</b>	Helen Harvie	H3 Solicitors, 1 Oak Place, Rosier Business Park, Coneyhurst Road, Billingshurst, RH14 9DE
<b>Solicitors (Property)</b>	Simon Baillie-Hamilton	Mayo Wynne Baxter, 3 Bell Lane, Lewes, East Sussex BN7 1JU
<b>Chartered Surveyor</b>	Leo Hickish	Batcheller Monkhouse, No1 London Road, Tunbridge Wells, Kent, TN1 1DH

## Name of chief executive or names of senior staff members (Optional information)

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# Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Scheme
How the charity is constituted (eg. trust, association, company)	Scheme regulated by the Charity Commission
Trustee selection methods (eg. appointed by, elected by)	Up to ten trustees Two ex-officio, being the vicar of St Mary Westham and the vicar of St Nicolas Pevensey Five nominated trustees from the parish councils of Westham (2), Pevensey (2) and Hailsham (1) Three co-opted trustees

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity consists of a board of Trustees, who met on three occasions in 2020, due to problems meeting during lockdown restrictions and difficulties with technology. Safety of residents, repair and maintenance issues and review of the finances of the Charity are standing items discussed at each meeting of the Trustees.

Diana Bromley resigned as Treasurer last year due to moving out of the area, and Andrew Pond was appointed as the new Treasurer and trustee.

During the course of last year, the Trustees took the decision in principle to incorporate the charitable trust in to a Charitable Incorporated Organisation, and have agreed the form of the constitution. It is currently proposed that the incorporation of the charity will complete at the end of the current financial year.

The trustees have been considering the state of the forecourt in front of six of the Almshouses in Rattle Road, Westham, with a view to improving the access, particularly for wheelchair and mobility scooter users and improve the safety of the area, whilst improving the aesthetic look of the area. This project was put on hold during lockdown but is being picked up again now.

One of the properties has been vacated recently, and the trustees are currently gathering quotes for the refurbishment of the property to bring it up to date, improve accessibility in the kitchen and fit a wet room. When the refurbishment works are completed, the trustees will advertise widely within the area of benefit to identify an appropriate new Almshouse

resident.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The charity provides almshouses to poor persons of good character who are not less than 60 years of age and who are resident in the area comprising the ancient parishes of Westham and Pevensy and the Ancient Liberty of Pevensy in the parish of Hailsham.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity's main activity is the provision and management of its eight almshouses.

The Charity is a comparatively small charity and relies on the voluntary work of the Trustees to ensure the almshouses are maintained to a high standard and the residents are safe and comfortable. Tradesmen used for the maintenance and repair of the almshouses are either long term suppliers to the Charity or are vetted prior to appointment, and their work and approach to the residents constantly monitored. The amount spent on repairs and renewals in the year under review was £4,185 as against the previous year's spending of £12,629.

The Charity has been attentive to the needs of its residents, the Trustees personally conducting at least annual checks on the state of the Almshouses in addition to ensuring the necessary statutory checks are completed.

The Trustees consider that all the properties are in good condition and fit for purpose.

The Trustees declare that they have regard to the guidance issued by the Charity Commission on public benefit and consider the funds spent and actions taken have met the objects of the Charity and meet the public benefit criteria.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Charity is dependent on the voluntary services provided by the Trustees. Consideration is being given on trustee recruitment and the skills required to improve the decision making of the Trustees to ensure the accommodation remains suitable for the increasing needs of the residents and the support provided to the residents is appropriate, notwithstanding the residents are provided accommodation on the basis they are self-sufficient.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

All the properties were occupied throughout the year, with no changes in occupancy. The Trustees are satisfied that they have ensured the properties have remained in a good condition suitable for the residents.

As indicated in Section B, one of the Almshouses has now become vacant and the trustees are taking steps to refurbish the property and bring it up to date.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees are looking at the possibility of making major improvements to the forecourt to the front of six of its almshouses in a single location. This will be paid for from reserves. Reserves are invested in M&G Charity Multi Asset funds. The balance between cash and investments is reviewed annually.

### Details of any funds materially in deficit

There are no funds in deficit.

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity does not undertake external fundraising, but relies on income and capital returns from its investments and a weekly maintenance contribution from its residents.

Spending on repairs and maintenance are seen as necessary to protect the well-being of the residents and to maintain the value of the almshouses, which is the Charity's main asset and the core of its charitable objects.

Plans for future major works on or around the Almshouses will be considered in the light of the benefit to the residents and the protection of the value of the properties.

After accumulating sufficient reserves to fund ongoing and capital maintenance requirements, any surplus reserves will go towards the purchase of a further almshouse.


**Section F****Other optional information**

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**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Boyd Quibell	
Position (eg Secretary, Chair, etc)	Chairman	
Date	27 October 2021	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
The Hospital of St. John the Baptist

No (if any)  
213673

CC16a

## Receipts and payments accounts

For the period from	Period start date 01-Jan-20	To	Period end date 31-Dec-20
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Weekly maintenance charges	25,120	-	-	25,120	25,570
Investment income	1,927	3,040	4,235	9,202	9,153
Other	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>27,047</b>	<b>3,040</b>	<b>4,235</b>	<b>34,322</b>	<b>34,723</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>27,047</b>	<b>3,040</b>	<b>4,235</b>	<b>34,322</b>	<b>34,723</b>
<b>A3 Payments</b>					
Repairs and Renewals	4,185	-	-	4,185	12,629
Health & Safety (incl. Lifeline)	607	-	-	607	1,696
Insurance	1,124	-	-	1,124	1,085
Administration	958	-	-	958	709
Legal fees re Constitution	5,156	-	-	5,156	-
Legal fees re possible overage	3,225	-	-	3,225	-
Legal fees re Funds	1,203	-	-	1,203	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>16,458</b>	<b>-</b>	<b>-</b>	<b>16,458</b>	<b>16,119</b>
<b>A4 Asset and investment purchases. (see table)</b>					
Investment into other monetary assets	1,927	3,040	-	4,967	4,918
	-	-	-	-	-
<b>Sub total</b>	<b>1,927</b>	<b>3,040</b>	<b>-</b>	<b>4,967</b>	<b>4,918</b>
<b>Total payments</b>	<b>18,385</b>	<b>3,040</b>	<b>-</b>	<b>21,425</b>	<b>21,037</b>
<b>Net of receipts/(payments)</b>	<b>8,662</b>	<b>-</b>	<b>4,235</b>	<b>12,897</b>	<b>13,686</b>
<b>A5 Transfers between funds</b>	<b>4,235</b>	<b>-</b>	<b>4,235</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>39,102</b>	<b>-</b>	<b>-</b>	<b>39,102</b>	<b>25,416</b>
<b>Cash funds this year end</b>	<b>51,999</b>	<b>-</b>	<b>-</b>	<b>51,999</b>	<b>39,102</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	NatWest bank	43,260	-	-
	Lloyds bank	8,739	-	-
		-	-	-
	<b>Total cash funds</b>	<b>51,999</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>			
	National Savings	59,121	-	-
	M&G Main Fund	-	-	101,190
	M&G ex-Repair Fund	-	76,358	-
	M&G Recoup Fund	37,762	-	-
		-	-	-
	Total	-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Agricultural land	Endowment	-	21,850
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	Fund to which asset belongs	Cost (optional)	Current value (optional)
	7 almshouseat valuation	Endowment	-	1,700,000
	1 almshouse at cost	Endowment	324,642	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		John Boyd Quibell		





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

HOSPITAL OF ST JOHN THE BAPTIST

**On accounts for the year  
ended**

31 DECEMBER 2020

**Charity no  
(if any)**

213573

**Set out on pages**

CC16A pages 1 – 2  
TAR pages 1 – 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**

*G Message*

**Date:**

27.10.2021

**Name:**

GEORGE DYLAN MESSAGE

**Relevant professional  
qualification(s) or body  
(if any):**

ACA  
CTA

**Address:**

30-32 GILDREDGE ROAD

EASTBOURNE, EAST SUSSEX

BN21 4SH

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Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**