

DR MILLEY'S HOSPITAL
(Charity Commission Reference Number 214782)

Annual Report and Accounts

For the year ended

31st DECEMBER 2022

DR MILLEY'S HOSPITAL

Significant Information

Registered Office 65 Burton Old Road West, Lichfield, Staffordshire, WS13 6EW

Charity Registration number 214782

Operational address: 7 Beacon Street, Lichfield, Staffordshire, WS13 7AA

Officers

Chairman: Mr P Woolliscroft

Administrator to the Trustees Mrs R Vinnicombe

Trustees

Mrs L Cooke (Resigned 14th December 2022)	Mrs C Rapley	
Ms D Greatorex	Mrs C Tipper	
Mr R Hartley	Mrs K Toothill	(Appointed 10 March 2022;
Mrs J Metcalfe (Resigned March 2022)		resigned 30 November 2022)
Miss A Parkhill	Mr P Woolliscroft	
Ms E Price	Mrs N Walford	

Under the Trust deed (amended 15th July 2010, 11th March 2012, 14th March and 25th July 2013, 12 March and 19th November 2015, 6th June 2019 and 24th November 2022) the number of Trustees is set at 13, made up as follows.

- 1 Ex-officio, being the current Dean of the Cathedral of Lichfield (or their nominated representative)
- 2 Nominated -
 - 1 by Lichfield City Council
 - 1 by the Dean and Chapter of the Cathedral Church of Lichfield
- 10 Co-opted

The appointments of Nominated and Co-opted Trustees are for terms of 4 years, with a maximum of 12 years being served.

The Trust deed requires that

- the Trustees meet at least twice each year,
- the Chairman, or any 2 Trustees, may call additional meetings at any time
- a quorum for the meetings is 5 Trustees being present.
- the Trustees, at their first ordinary meeting in each year, shall elect one of their number to be chairman of their meetings.

Property Custodian

The Official Custodian for Charities Holds the title to the property at 7 Beacon Street, Lichfield on behalf of the Trustees of Dr Milley's Hospital

Advisers

Bankers: National Westminster bank Plc,
47 Market Street, Lichfield, Staffordshire, WS13 6YB

CCLA Investment Managers Ltd
COIF Charity Funds
80 Cheapside, London, EC2V 6DZ

Independent Examiner C T Edwards FCCA
C T Edwards Ltd, 26 Darnford Moors, Lichfield, Staffordshire, WS14 9RL

Investment Managers Brewin Dolphin Ltd
9 Colmore Row, Birmingham B3 2BJ

DR MILLEY'S HOSPITAL

Trustees' Report

The Trustees present their report and the accounts for the year ended 31st December 2022. The financial statements have been prepared in accordance with the accounting policies on page 8 and comply with the Charity's trust deed and applicable law.

Structure, Governance and Management

Governing Document

The Charity was established in 1424 and is administered under a trust deed dated 13th March 2007 (amended by memoranda dated 15th July 2010, 11th March 2012, 14th March and 25th July 2013, 12 March and 19th November 2015, 6th June 2019 and 24th November 2022), and is a registered charity (No 214782).

The objects of the charity as set out in its Governing Scheme are -

- 1 (A) The provision of housing accommodation for poor women who:-
 - i) are in need, hardship or distress; and
 - ii) are resident in the area covered by Lichfield District Council
- (B) Such charitable purposes for the benefit of the residents as the Trustees decide.
- 2 The Trustees must give preference to those persons resident in the City of Lichfield
- 3 The land and buildings must be retained by the Trustees for the objects of the Charity.

The trustees also have had regard to the Charity Commission's guidance on public benefit.

Trustees

Trustees are recruited in a variety of ways (e.g. advertising, direct approach to the charity), unless nominated, with a preference to have new trustees who can bring new skills to the trustee body.

Details of what the duties of a trustee are & what Dr Milley's Hospital does are then sent to prospective trustees, followed by an interview with 2 or 3 existing trustees.

Trustees are offered the opportunity to go on training courses etc. run by The National Association of Almshouses.

Related Parties

Dr Milley's Hospital is a member of The National Association of Almshouses (The Almshouse Association). Membership requires the Charity to adhere to its standards and guidelines in respect of its governance, personnel practices and operational services.

Investment policy and performance

The Trustees have engaged Brewin Dolphin as investment advisers and portfolio managers. The policies, updated in December 2021, continue to be to achieve both income and growth through diversified risk.

Regrettably, in line with the general trend in the financial markets, primarily as a consequence of COVID-19, investment income has decreased and the overall market value of investments has suffered a decrease between year ends.

Risk management:

The Trustees have considered the major strategic business and operational risks which the charity faces and believe them to be minimal. The Trustees believe that the established reporting systems will enable them to identify potential future risks and take remedial action to minimise the impact of those risks.

General Data Protection Regulation (GDPR):

In compliance with and following the guidelines issued by The National Association of Almshouses, a data protection policy was implemented in July 2018 and updated on 22nd October 2021.

DR MILLEY'S HOSPITAL

Trustees' Report (continued)

Achievements and Performance during the year

When planning the activities for the year, the trustees have considered the Commission's guidance on public benefit.

The principal activity of the Charity continues to be the provision of affordable accommodation for ladies of limited means within Lichfield District.

During 2022 the complete refurbishment of Flat 1 was completed. Later in the year the residents of flats 5 & 6 agreed to move into an empty studio & both these flats had a complete refurbishment including redecoration, recarpeting & flooring. One of the studio flats was also repainted on becoming vacant. After the fitting of new bedroom fire doors in 2021, all the hall doors in the flats were repainted to match. Following a delay caused by covid the repair work to some of the early glass at the front of the building. The trustees finally received the Quinquennial Inspection which was undertaken in 2021, and in February 2023 the trustees will be inspecting the building to see what work needs to be undertaken. (There was nothing on the report that needed immediate attention, and some of the work had been undertaken whilst waiting for the report).

The necessary paperwork regarding the proposal for the charity to become a Charitable Incorporated Organisation has been submitted to the Charity Commissioners and the trustees are waiting to hear back.

The trustees held a very successful planning day in October & hope to repeat this again in 2023, it was found useful to be able to discuss matters away from a trustee meeting.

Financial Review

The charity's main sources of income continue to be from its residents' contributions, a portfolio of investments and interest on its bank balances. Unfortunately, the continuing impact of financial uncertainty has had a detrimental effect on the investment portfolio in the year resulting in a 27% drop in income, and a 5.4% decrease in the overall value of the investment portfolio at the year end.

The charity's expenditure comprises primarily the regular maintenance and refurbishment of its building, together with associated administration costs (including the employment of a part-time administrator).

No transfer has been made into the Extraordinary Repair Fund this year.

Full details of income and expenditure are set out in the Statement of Financial Activities on page 6 and the accompanying notes.

Reserves Policy

Total Reserves		450,597
Less:		
Endowment Funds	137,386	
Designated Funds	232,902	
Tangible Fixed Assets	1	
		(370,289)
Unrestricted Funds available		<u>80,308</u>

The Unrestricted funds available amount to some 20 months running costs based on current activity levels.

In the Trustees' view, the reserves plus the Extraordinary Repair Fund should continue to provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future.

The trustees propose to maintain the charity's reserves at a level which is at least equivalent to six months operational expenditure and have done so having regards to its manner of operation of likely funding streams.

The trustees review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations on an annual basis.

DR MILLEY'S HOSPITAL

Trustees' Report (continued)

Plans for future periods

The trustees hope to be able to -

- Complete the conversion to a Charitable Incorporated Organisation
- Finalise any of the remedial work identified in the delayed Quinquennial review
- Hold a further planning meeting later in the year

Trustees' responsibility for the accounts

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Charity, and to enable them to ensure that any statements of account comply with the requirements of the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations and the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees on 16th March 2023 and signed on their behalf by:



Mr P Woolliscroft
Trustee

**Independent Examiner's Report
to the Trustees of
DR MILLEY'S HOSPITAL**

I report to the trustees on my examination of the accounts of the Charity for the year ended 31st December 2022, which are set out on pages 6 to 11.

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 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 of 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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met,

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



C T Edwards, FCCA

of

C T Edwards Ltd

26 Darnford Moors,
Lichfield,
Staffordshire

16th March 2023

DR MILLEY'S HOSPITAL
Statement of Financial Activities
For the year ended 31st December 2022

	Notes	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	ENDOWMENT FUNDS £	TOTAL FUNDS £	2021 £
Income						
Grants and donations received	2	155	0		155	30
Residents' contributions		41,216			41,216	40,670
Investment income		4,710	198		4,908	7,820
Interest received		53	294		347	3
Other income		0			0	68
Total Income		46,134	492		46,626	48,591
Expenditure						
Raising funds						
Investment managers' charges		1,827			1,827	1,947
Charitable activities	3	48,895	492		49,387	33,987
Total Expenditure		50,722	492		51,214	35,934
Net income/(expenditure) before investment gains/(losses)		(4,588)	0		(4,588)	12,657
Net gains/(losses) on investments		(8,418)	(1,573)	(12,745)	(22,736)	40,157
Net Income		(13,006)	(1,573)	(12,745)	(27,324)	52,814
Transfers between funds						
Net Income/(expenditure)		(13,006)	(1,573)	(12,745)	(27,324)	52,814
Other recognised gains and losses		-	-	-	-	-
Net movement in funds		(13,006)	(1,573)	(12,745)	(27,324)	52,814
Reconciliation of Funds						
Total funds brought forward		93,315	234,475	150,131	477,921	425,252
Total Funds Carried Forward		80,309	232,902	137,386	450,597	478,066

The notes on pages 8 to 11 form an integral part of these accounts

DR MILLEY'S HOSPITAL
Balance sheet as at 31st December 2022

	Notes	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	ENDOWMENT FUNDS £	TOTAL FUNDS £	2021 £
FIXED ASSETS						
Tangible assets	7	1		37,170	37,171	37,171
Investments	8	61,335	232,292	98,247	391,874	411,520
		<u>61,336</u>	<u>232,292</u>	<u>135,417</u>	<u>429,045</u>	<u>448,691</u>
CURRENT ASSETS						
Debtors	9	5,051			5,051	3,833
Cash at bank and in hand		35,588	610	1,969	38,167	47,207
		<u>40,639</u>	<u>610</u>	<u>1,969</u>	<u>43,218</u>	<u>51,040</u>
CREDITORS: Amounts falling due within one year	10	(3,045)			(3,045)	(2,973)
NET CURRENT ASSETS		<u>37,594</u>	<u>610</u>	<u>1,969</u>	<u>40,173</u>	<u>48,067</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		98,930	232,902	137,386	469,218	496,758
CREDITORS: Amounts falling due after more than one year	11	(18,621)			(18,621)	(18,837)
		<u>80,309</u>	<u>232,902</u>	<u>137,386</u>	<u>450,597</u>	<u>477,921</u>
FUNDS	12					
Endowment Funds				137,386	137,386	150,131
Designated Funds			232,902		232,902	234,475
General Funds		80,309			80,309	93,315
		<u>80,309</u>	<u>232,902</u>	<u>137,386</u>	<u>450,597</u>	<u>477,921</u>

Approved by the Board of Trustees on 16th March 2023 and signed on their behalf by:


Mr P Woolliscroft
Trustee

The notes on pages 8 to 11 form an integral part of these accounts

DR MILLEY'S HOSPITAL
For the year ended 31st December 2022
Notes to the Accounts

1 Accounting policies

Basis of Accounting.

- (a) The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.
- (b) Advantage has been taken of the exemption available in section 7 of FRS102 in not preparing a statement of cash flows.
- (c) The charity meets the definition of a public benefit entity as defined by FRS 102.

Income.

Donations and legacies are accounted for when received by the Charity. Other income is accounted for on an accruals basis as far as it is prudent to do so.

Grants receivable.

Revenue grants are credited to the income and expenditure account as received, unless related to a specific period or project, when they are placed in a restricted fund until used.

Support costs

Support costs are allocated to or apportioned between activity cost categories where appropriate on a basis consistent with the use of resources.

Taxation.

As a registered Charity the Charity benefits from rates relief and is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Investments.

Investments are stated at market value.

Realised gains and losses (based upon the Balance Sheet values shown in the accounts of the previous year) are taken to the Statement of Financial Activities.

Investment Income has been taken into account on the basis of due date of payment.

Depreciation

Housing properties are stated at cost, which can include the following:-

- i Cost of acquiring land and buildings
- ii Professional fees
- iii Development fees and costs
- iv Capitalised interest

No depreciation is provided in respect of Housing properties.

Depreciation of other tangible fixed assets is provided at the following annual rates in order to write off each asset over in equal annual instalments its estimated useful life:

Fixtures and fittings	10 % straight line
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DR MILLEY'S HOSPITAL
For the year ended 31st December 2022
Notes to the Accounts (continued)

2 Grants and donations received

	UNRESTRICTED FUNDS	DESIGNATED FUNDS	ENDOWMENT FUNDS	TOTAL FUNDS	2021
	£	£		£	£
Open Day donations				-	0
Gymphobics	155			155	
Lichfield Methodist Ladies	28			28	
Other small donations	155			155	30
	<u>338</u>	<u>0</u>	<u>0</u>	<u>338</u>	<u>30</u>

3 Charitable activities

	UNRESTRICTED FUNDS	DESIGNATED FUNDS	ENDOWMENT FUNDS	TOTAL FUNDS	2021
	£	£		£	£
Housing accommodation					
Utilities and services	3,763			3,763	4,290
Services supplied	1,852			1,852	1,356
Management and administration	12,101			12,101	11,863
General repairs and maintenance	8,352			8,352	7,760
Refurbishments	13,479	492		13,971	1,719
Advertising (lettings)	0			-	0
Bad debts - Residents' contributions written off/ recovered (net)	487			487	5
	<u>40,034</u>	<u>492</u>	<u>0</u>	<u>40,526</u>	<u>26,993</u>
Support costs					
Insurance	1,752			1,752	1,591
Postage, stationery and telephone	197			197	309
Maintenance of office equipment	365			365	365
Subscriptions	229			229	220
Professional fees	2,615			2,615	818
Sundry expenses	715			715	417
Loan interest	1,285			1,285	1,321
Depreciation	0			0	8
Governance costs					
Indemnity insurance	28			28	399
Emoluments of employees	900			900	900
Independent Examiner's remuneration and associated costs	700			700	600
Cost of Trustees' meetings	75			75	46
	<u>8,861</u>	<u>0</u>	<u>0</u>	<u>8,861</u>	<u>6,994</u>
Total costs - charitable activities	<u>48,895</u>	<u>492</u>	<u>0</u>	<u>49,387</u>	<u>33,987</u>

4 Staff costs and Trustees' remuneration

	2022	2021
	£	£
Salaries (1 part time employee: 2021 - 1)	<u>13,001</u>	<u>12,945</u>

No employer's national insurance is due because it is covered by the Employers Annual Allowance.
No Trustees received remuneration or were reimbursed for expenses in the current or preceding period.

5 Related party transactions

There were no related party transactions requiring disclosure. (2021 none)

DR MILLEY'S HOSPITAL
For the year ended 31st December 2022
Notes to the Accounts (continued)

6 Pension scheme

The Charity operates a defined contribution scheme for its employee. The assets of the scheme are held separately from those of the Charity in the independently administered scheme operated by NEST.

The Charity's sole employee has opted out of the scheme, so no contributions are payable.

7 Tangible fixed assets

	Land & Buildings £	Furniture & Equipment £	TOTAL FUNDS £
<u>Cost or valuation</u>			
At 1st January 2022	264,844	22,027	286,871
Additions		0	0
Disposals			0
At 31st December 2022	<u>264,844</u>	<u>22,027</u>	<u>286,871</u>
<u>Depreciation and grants received</u>			
At 1st January 2022	227,674	22,026	249,700
On disposals			0
Charges for year		0	0
At 31st December 2022	<u>227,674</u>	<u>22,026</u>	<u>249,700</u>
Net book values			
At 31st December 2022	<u>37,170</u>	<u>1</u>	<u>37,171</u>
At 31st December 2021	<u>37,170</u>	<u>1</u>	<u>37,171</u>

The Charity's land and buildings are stated at original cost. The Trustees are of the opinion that no benefit would arise from revaluing the property because the property is used solely for the charitable purposes of the Charity and there is no intention to dispose of any part of it.

8 Fixed asset investments

	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	ENDOWMENT FUNDS	TOTAL FUNDS £	2021 £
Listed investments at market value					
Held by Investment Managers					
UK Bonds	9,203	4,666	1,881	15,750	16,153
Overseas Bonds			9,720	9,720	9,533
UK Equities	21,485	2,601	21,534	45,620	51,122
North American Equities	15,787		32,940	48,727	59,247
European Equities		6,788	4,785	11,573	13,722
Japanese Equities		6,419		6,419	7,216
Asia Pacific Equities	3,611		4,369	7,980	8,679
Emerging Markets Equities			1,375	1,375	2,729
Global Investments		3,764	8,800	12,564	12,984
Absolute Return	4,680		7,063	11,743	9,527
Property and Investment Trusts			3,646	3,646	4,983
Other investments	6,569			6,569	6,800
	<u>61,335</u>	<u>24,238</u>	<u>96,113</u>	<u>181,686</u>	<u>202,695</u>
M&G Charity Multi Asset Funds		208,054	2,134	210,188	208,825
	<u>61,335</u>	<u>232,292</u>	<u>98,247</u>	<u>391,874</u>	<u>411,520</u>

DR MILLEY'S HOSPITAL
For the year ended 31st December 2022
Notes to the Accounts (continued)

9 Debtors

	2022 £	2021 £
Prepayments	<u>5,051</u>	<u>3,833</u>

10 Creditors: amounts falling due within one year

	2022 £	2021 £
Housing Corporation loan	216	197
Accrued expenses	2,829	2,776
	<u>3,045</u>	<u>2,973</u>

11 Creditors: amounts falling due after one year

	2022 £	2021 £
Housing Corporation loan		
Repayable between 2-5 years	1,087	990
Repayable after more than 5 years	17,534	17,847
	<u>18,621</u>	<u>18,837</u>

The loan from the Housing Corporation is in respect of the extension to the main building and is secured by a legal charge over the land and buildings at Beacon Street, Lichfield, Staffordshire. The loan is repayable by quarterly instalments of capital and interest from 1987 (when the development was deemed to be substantially complete) for 60 years.

There is no entitlement for repayment other than by the quarterly instalments.

The loans carry an interest rate of 9.5%.

12 Funds

	Brought forward £	Income £	Expenditure £	Transfers £	Gains and (Losses) £	Carried forward £
Unrestricted Fund	93,315	46,134	(50,722)		(8,418)	80,309
Designated Funds:-						
Extraordinary Repairs Fund	206,806	492	(492)		1,432	208,238
Trust Fund	27,669	0			(3,005)	24,664
Endowment Funds	150,131				(12,745)	137,386
	<u>477,921</u>	<u>46,626</u>	<u>(51,214)</u>	<u>0</u>	<u>(22,736)</u>	<u>450,597</u>

The Extraordinary Repair Fund comprises general funds that the Trustees have designated be retained to meet substantial or abnormal property maintenance costs.

The Trust Fund comprises investment funds raised by a previous chairman during his term of office, the income from which the charity may use to support its charitable activities.

The Endowment Funds comprise the balance remaining of the original property and assets vested in the Charity, together with subsequent capital grants, bequests and donations with terms providing that the Charity may only use the income arising from those funds.