

# ST MARY MAGDALEN AND ST JOHN THE BAPTIST HOSPITALS CHARITY

England & Wales · Charity number 215990

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1963-04-30

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

## Contact

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**Address** C/O Ripon Cathedral Office  
Liberty Courthouse  
Minster Road  
Ripon  
HG4 1QS

**Phone** 07939074558

**Email** [chapelsandhospitals@riponcathedral.org.uk](mailto:chapelsandhospitals@riponcathedral.org.uk)

## Activities

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**Objects:** A) (I) THE PROVISION OF HOUSING ACCOMMODATION FOR PERSONS AGED 50 AND OVER WHO ARE IN CONDITIONS OF NEED, HARDSHIP AND DISTRESS WHO HAVE LIVED IN RIPON AND THE SURROUNDING DISTRICTS FOR 5 YEARS IMMEDIATELY PRIOR TO THEIR APPOINTMENT.(II) WHEN SELECTING RESIDENTS, THE TRUSTEES SHOULD GIVE PREFERENCE TO WOMEN.B) SUCH CHARITABLE PURPOSES FOR THE BENEFIT OF THE RESIDENTS AS THE TRUSTEES DECIDE.

**Activities:** Provision of almshouses.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** The Prevention Or Relief Of Poverty, Accommodation/housing
- **Who:** Elderly/old People

## Geography

- **Area of benefit:** RIPON AND THE SURROUNDING DISTRICTS
- North Yorkshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£110,474	£90,384	-	-
2023-12-31	£102,224	£337,669	-	-
2022-12-31	£96,851	£119,197	-	-
2021-12-31	£131,108	£157,837	-	-
2020-12-31	£97,372	£35,688	-	-

## Trustees

Name	Role	Appointed
<b>Very Revd John Richard Dobson</b>	Chair	2014-06-14
Dr Gerry Johnson		2022-04-06
Dr Sylvia Hargreaves		2019-06-11
Janina Harrison		2009-01-01
Martyn Miller		2022-03-03
Michael Chambers MBE		2024-02-28
Mick Stanley		2003-10-01
Revd Malcolm Hanson		2006-03-01
Ron Metcalfe		2022-04-06
Simon Hewitt		2021-03-02
Stuart Baldwin		2025-06-19

## Linked charities

- REVEREND AURTHUR THORNHILL WAUGH (215990-1)
- MRS ELIZABETH BRIDGEWATER (215990-2)
- CHARITY OF WILLIAM SPINK (215990-3)

**ST MARY MAGDALEN AND ST JOHN THE BAPTIST HOSPITALS CHARITY**

England & Wales - Charity number 215990

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# Accounts

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# ST MARY MAGDALEN AND ST JOHN THE BAPTIST, RIPON HOSPITALS AND CHAPELS CHARITIES

## ANNUAL REPORT FOR 2024

*Registered Charity numbers: Hospitals - 215990; Chapels - 227085*

The Trusts are governed by Charity Commission Schemes, both dated 11 September 2006, and managed by twelve trustees who are common to both trusts. The Dean of Ripon is an ex-officio trustee and chairs the trusts. Nominated trustees are appointed on the following basis: two appointed by the Cathedral Chapter, two by the Council of the City of Ripon, and two by the most local body of the Justices of the Peace. A further five trustees have been co-opted, one of whom is the Honorary Treasurer. Dean John is an active chair, working closely with the Vice-Chair, Chief Executive and other trustees on a regular basis.

The Hospitals' Charity has three main objectives - (1) the provision of housing for needy, older people in Ripon; (2) the relief of hardship affecting people in the area; (3) the relief of leprosy overseas. The first of these is the main work of the Trust and is carried out through the maintenance of sixteen almshouse properties, one of which is a double, on three separate sites. The second objective is only occasionally fulfilled, and not at all this year, though any requests for help are considered sympathetically. The third arises from the original purpose of the Leper Chapel (the medieval Hospital chapel also known as the Chapel of St Mary Magdalen) but is not now fulfilled, though the congregation of St Mary Magdalen continue their support for the work of The Leprosy Mission.

The Hospitals' Charity is in membership of The Almshouse Association.

The Chapels' Charity is responsible for the upkeep of the chapels of St Mary Magdalen and St John the Baptist, Bondgate, and the maintenance of their services of worship. This is done from the very limited funds held by the Trust, together with support from the two congregations. Worship is led by the chaplains with support from local clergy and lay leadership, and continues in both chapels weekly. The life of the congregations comes under the jurisdiction of the Dean of Ripon and forms part of the life of the Cathedral parish.

The Revd Jeremy Trigg is Chaplain at St John the Baptist, and the Revd Ros Latham is Chaplain at St Mary Magdalen. Both Chaplains arrange regular services and lead worship themselves, as well as relating to their communities and the almshouses residents.

There have been changes in trustees during the year. Scilla Keally stepped down after a great many years service both as a trustee and previously as the clerk to the trusts. The Revd Malcolm Hanson also stood down as vice chair, though remained as a trustee. His large workload has been shared partly by Simon Hewitt, the new vice chair, and mainly by a new trustee and Chief Executive, Michael Chambers.

The Trusts continue to be well served by the Clerk/Administrator, whose notional monthly hours remain at 32, though the demands of the role vary considerably from month to month as well as year to year. The annual review covering all aspects of her role and conditions of service was again very satisfactory. The Trusts and residents in particular benefit from her attention to detail and supportive care.

Trustees are grateful for the valuable support of Mr Mike Porter, a friend of the Trusts and local quantity surveyor, with much experience of managing prestigious building projects. He also stepped down from his role as Buildings Advisor, advising on and overseeing building work on the chapels and almshouses, working in liaison with the architect.

The Trusts are in good financial order. A significant proportion of income is spent on maintaining the various properties. The Chapels' Trust has quite limited resources and no immediate source of

income. Chapels' funds at 31st December 2024 are valued at £294,487. Investment income amounted to £8,139 which is used for the two chapels.

After several years of setting aside capital funds, the hospitals trust pursued a programme of refurbishment of the almshouse properties. That programme is now complete. It has been a major undertaking, driven by the need to improve the insulation of the homes, as well as dealing with longstanding problems and bringing kitchens and bathrooms up to standard. Having started the year at £288,579, Hospitals' funds at 31st December are valued at £315,800 .

Hospitals' investments produced an income of £10,389 in 2024. Apart from investment income, income to this Trust is mostly from the Weekly Maintenance Contributions of almshouse residents. These contributions are now maintained at a realistic and steady level, increasing annually in relation to relevant inflation indices and budgetary needs. The element calculated for heating and other utilities is reviewed annually. It is hoped that with new and more favourable energy contracts, plus considerable improvements in insulation, it will be possible to hold this element of the Weekly Maintenance Contribution at the current level for the near future.

The architect's Quinquennial Inspections were carried out in 2020 (chapels) and 2021 (almshouses), and the reports received in May 2022. Two major pieces of work that remain outstanding, and which we are still in planning, are the resurfacing of car parking areas and attention to the stonework of the west gable of the chapel, both at St John's.

Our neighbours at St Mary Magdalen Chapel are continuing to pursue a redevelopment of their barns into housing. There have been protracted discussions with them on how this can proceed to the benefit of both parties during this reporting year.

After the Covid upheavals it has been good to return to a pattern of regular visits in support of residents. These visits have now to be integrated into a restored risk assessment programme.

Trustees continue to review the Trusts' various policies as and when necessary and keep abreast of changes to legislation. As required by the Charity Commission and Government, the Trusts can report that written policies are in place for but not limited to:

- Complaints procedure
- Conflict of interest
- Financial controls
- Investments
- Risk Management
- Volunteers' Management
- Vulnerable adults
- Privacy Policy
- Data Protection Policy

A Disaster Recovery Plan is in place. All Trustees have signed the relevant declarations relating to but not limited to the Charity Commission's disqualification rules. No expenditure is incurred outside England and Wales. Apart from legitimate expenses, trustees receive no payments or other benefits.

Trustees have continued the lengthy process of changing the status of their governance from trusts to Charitable Incorporated Organisations (CIOs). This has involved drafting fresh constitutions based on Charity Commission guidelines. Trustees aim to complete as much of this drafting as they can themselves before seeking further legal advice and taking appropriate actions.

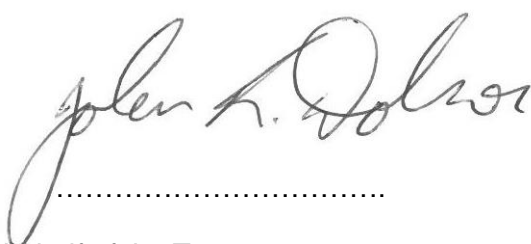
The trusts have adopted new, more efficient management arrangements, including greater responsibility for the Standing Committee. Further streamlining is not possible within the restrictions on delegation in the current governing documents.

During 2024, the Trusts and their Standing Committee have held frequent meetings with good attendance from trustees at all times. Liaison Groups, comprised of representatives from the trustees and congregations, are in place in both chapels, and meet as and when required.

In all their decisions, trustees have been aware of and had due regard to the Charity Commission's public benefit guidance when exercising their powers and fulfilling their duties. Public benefit in relation to the Hospitals arises from the housing of up to seventeen older and needy residents and the maintenance of three sets of attractive buildings, two of which are Grade II listed, and which have a significant place in the community.

With regard to the Chapels, both are ancient foundations, one being Grade I listed and the other Grade II listed; both are open or accessible to the public for their heritage value; both have key historic positions within the city; both are used for public events as well as regular services of worship. The chapel of St Mary Magdalen has been open for visitors throughout the year, and has seen significant interest from visitors from within the community and beyond. The chapel of St John the Baptist continues to be used as a community facility. Both chapels are maintained to a high standard and are attractive worship centres and meeting places.

There have been no serious incidents during the past year.



Signed: .....

for and on behalf of the Trustees

*(Approved by trustees at their meeting on 24th February 2024)*

St Mary Magdalen and St John The Baptists Hospitals Charity  
Income and Expenditure January through December 2024

	Jan - Dec 24	Jan - Dec 23
<b>Ordinary Income/Expense</b>		
<u><b>Unrestricted Funds</b></u>		
Income		
Chapels Contribution	972	1,704
Investment Income	10,389	13,949
Maintenance Payments	98,547	85,995
Miscellaneous Income	567	575
<b>Total Income</b>	<b>110,474</b>	<b>102,224</b>
<u><b>Restricted Funds</b></u>		
Income	-	-
<b>Total Income</b>	-	-
<b>Total All Income</b>	<b>110,474</b>	<b>102,224</b>
<u><b>Unrestricted Funds</b></u>		
Expense		
Professional fees	1,954	1,466
Electricity	2,207	2,364
Gas	14,777	14,996
Dues and Subscriptions	419	407
Extraordinary Repairs	28,326	290,021
Insurance Expense	4,371	3,532
Miscellaneous Expense	913	1,741
Office/IT/Telephone/postage	653	821
Salaries and Staff Costs	8,263	7,836
Cyclical Maintenance	11,141	2,514
Repairs and Maintenance	12,899	7,761
Water	4,461	4,211
<b>Total Expense</b>	<b>90,384</b>	<b>337,669</b>
<u><b>Restricted Expenditure</b></u>		
Expense	-	-
<b>Total Expenditure</b>	-	-
<b>Total All Expenditure</b>	<b>90,384</b>	<b>337,669</b>
<b>Net Total Income/Expense</b>	<b>20,090</b>	<b>(235,446)</b>

St Mary Magdalen and St John The Baptists Hospitals Charity  
Balance Sheet as at 31 Dec 2024

**ASSETS**

**Non Monetary Assets**

**Permanent Endowment Freehold Property**

Ten Almshouses known as "St Mary's" No's 29, 31, 33, 35, 42, 44, 46, 48, 50 & 52 Magdalen Road Ripon

Six Almshouses known as "St John's" No's 94, 95, 96, 97, 98 & 99 Bondgate Ripon

	31 Dec 24	31 Dec 23
<b>ASSETS</b>		
<b>Other Assets</b>		
<b>Charities Investment Fund</b>		
CIFund 876530001T	17,015	16,639
CIFund 876530001V	44,926	44,712
COIF Ethical Fun End 2AA	58,987	57,411
COIF Ethical Fund Non End 1AA	113,436	110,406
NAACIF -Perm Endowed Investment	59,677	57,742
<b>Total Investments</b>	<b>294,041</b>	<b>286,911</b>
<b>Current Assets</b>		
<b>Accounts Receivable</b>		
Administrator Float	50	50
<b>Total Accounts Receivable</b>	50	50
<b>Cash at bank and in hand</b>		
Barclays Current Account	21,708	1,618
<b>Total Cash at bank and in hand</b>	21,708	1,618
<b>Total Current Assets</b>	<b>21,758</b>	<b>1,668</b>
<b>Total Assets less Liabilities</b>	<b>315,800</b>	<b>288,579</b>
<b>Breakdown of Funds</b>		
<b>Endowed Funds</b>	118,663	115,153
<b>Designated Funds</b>		
Cyclical Maintenance Fund (CMF)	21,006	17,147
Extraordinary Repair Fund(ERF)	11,674	-
<b>Undesignated Funds</b>	164,456	156,279
<b>Total Funds</b>	<b>315,800</b>	<b>288,579</b>

St Mary Magdalen and St John The Baptist Hospitals' Charity  
Funds  
As at 31 December 2024

**Funds**

**2024**

<u>Unrestricted Funds</u>	<u>Balance as at 1 Jan 2024</u>	<u>Net Movement</u>	<u>Transfers</u>	<u>Balance 31 Dec 2024</u>
		£		
Unrestricted Funds	156,279	8,177	(55,000)	164,456
<b><u>Designated Funds</u></b>				
Cyclical Maintenance Fund	17,147	3,859	15,000	21,006
Extraordinary Repair Fund	-	11,674	40,000	11,674
		-		
<b><u>Endowed Funds</u></b>				
Endowed Funds	115,153	3,510	-	118,663
	<u>288,579</u>	<u>27,220</u>	<u>-</u>	<b>Total Funds</b> <u><u>315,800</u></u>

**2023**

<u>Unrestricted Funds</u>	<u>Balance as at 1 Jan 2023</u>	<u>Net Movement</u>	<u>Transfers</u>	<u>Balance 31 Dec 2023</u>
	278,781	(122,501)	(191,870)	156,279
<b><u>Designated Funds</u></b>				
Cyclical Maintenance Fund	4,661	12,486	15,000	17,147
Extraordinary Repair Fund	113,151	(113,151)	176,870	-
<b><u>Endowed Funds</u></b>				
Endowed Funds	109,047	6,105	-	115,153
	<u>505,639</u>	<u>(217,061)</u>	<u>-</u>	<b>Total Funds</b> <u><u>288,579</u></u>

## **Independent examiner's report to the trustees of St Mary Magdalen and St John The Baptist Hospitals Charity**

I report on the accounts of the Trust for the year ended 31 st December 2024

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 Commission. 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 you as 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 next statement.

### **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 2011 Act and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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

Name: Mrs G Flintoft



Relevant professional qualification or body: MICB

Address: 8 Roseberry Green , North Stainley, Ripon , HG4 3HZ

Date:

24/3/25

**ST MARY MAGDALEN AND ST JOHN THE BAPTIST HOSPITALS CHARITY**

England & Wales - Charity number 215990

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# Accounts

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# The St Mary Magdalen and St John The Baptist Hospitals' Charity, Ripon

## Annual Report for the Year Ended 31 December 2023

The Charity is registered with the Charity Commission (registration number 215990) and is governed by, and administered in accordance with, a Scheme dated 11 September 2006 ('the Scheme').

The Charity's address is: c/o Ripon Cathedral Office, Liberty Courthouse, Minster Road, Ripon HG4 1QS

The Charity is administered by a Management Committee comprising:

Chairman: The Very Revd John Dobson, DL – The Dean of Ripon and Master

Vice Chairman: Revd Malcolm Hanson

Clerk: (Name withheld)

Hon Treasurer: Mr W Richardson

		<u>Appointing Body</u>
Other Members:	Mrs J Harrison )	The Dean & Chapter
	Mr R Metcalfe )	
	Revd M Hanson )	Ripon City Council
	Mr M Stanley )	
	Mr Scott Handley * )	North Yorkshire Magistrates
	Mr M Miller )	
	Dr Sylvia Hargreaves )	Co-opted
	Mr Simon Hewitt )	
	Dr G Johnson )	
	Mrs PA Kealy, MBE )	
	Mr W Richardson )	

\* Appointed November 2023

The object of the Charity is to maintain the properties of the Hospitals' Charity for the benefit of the Almspeople and to apply income for the benefit of the poor of the City and Liberty of Ripon as the Trustees shall decide.

### Investment Policy

The Trust has adopted the following policy:

1. In general, investments should be held in funds managed within the charity sector, with a significant proportion held in funds of a broadly ethical nature.
2. Investments should be in low risk funds which balance the need for steady income with the need to preserve the value of the investments.
3. The capital reserves of the Hospitals' Trust should include a significant proportion of free (i.e. unrestricted) reserves and be maintained at a minimum figure of around £200,000; this represents around three to four times the annual running costs. Income from these funds may be used to support the work of the Charity. Within these funds are designated reserves in an Extraordinary Repair Fund, a Cyclical Maintenance Fund and a Routine Maintenance Provision; these are set aside and expended as required each year.

The overall financial position of the charity is satisfactory.

The accounts set out on page 1 for the financial year to 31 December 2023, and the statement of assets and liabilities at that date set out on page 2 are as approved by the Trustees.

Trustees believe that these accounts and the Annual Report fulfil the Charity Commission's Statement of Recommended Practice (SORP)

Signed:  .....  
For and on behalf of the Management Committee

Date: 28th February 2024

# **ST MARY MAGDALEN AND ST JOHN THE BAPTIST, RIPON HOSPITALS AND CHAPELS CHARITIES**

## **ANNUAL REPORT FOR 2023**

*Registered Charity numbers: Hospitals - 215990; Chapels - 227085*

The Trusts are governed by Charity Commission Schemes, both dated 11 September 2006, and jointly managed by twelve trustees. Trustees appointed under the Hospitals Scheme also serve the Chapels Charity. The Dean of Ripon is an ex-officio trustee and is Master of the Chapels and Hospitals. Nominated trustees are appointed on the following basis: two appointed by the Cathedral Chapter, two by the Council of the City of Ripon, and two by the most local body of the Justices of the Peace. A further five trustees have been co-opted, one of whom is the Honorary Treasurer. Dean John has continued to be active in his role as Master, working closely with the Vice-Chair and trustees on a regular basis.

The Hospitals' Charity has three main objectives - (1) the provision of housing for needy, older people in Ripon; (2) the relief of hardship affecting people in the area; (3) the relief of leprosy overseas. The first of these is the main work of the Trust and is carried out through the maintenance of sixteen almshouse properties, one of which is a double. These are located on three separate sites. The second objective is only occasionally fulfilled, though any requests for help are considered sympathetically. The third arises from the original purpose of the Leper Chapel (the medieval Hospital chapel also known as the Chapel of St Mary Magdalen) but is not now fulfilled, though the congregation of St Mary Magdalen continue their support for the work of The Leprosy Mission.

The Hospitals' Charity is in membership of The Almshouse Association.

The Chapels' Charity is responsible for the upkeep of the chapels of St Mary Magdalen and St John the Baptist, Bondgate, and the maintenance of their services of worship. This is done from the very limited funds held by the Trust, together with support from the two congregations. Worship is led by the chaplains with support from local clergy and lay leadership, and continues in both chapels weekly. The life of the congregations comes under the jurisdiction of the Dean of Ripon as Master, and forms part of the life of the Cathedral parish.

The Revd Jeremy Trigg is Chaplain at St John the Baptist, and the Revd Ros Latham is Chaplain at St Mary Magdalen. Both Chaplains arrange regular services and lead worship themselves, as well as relating to their communities and the almshouses residents.

There has been one change to the trusteeship during the year. In May, Dame Francine Holroyd resigned, and in July Mr Scott Handley was welcomed as the replacement appointee from the magistracy. He brings considerable experience of buildings and church related matters and will be a great asset to the work of the trusts. During the year, the Revd Malcolm Hanson indicated his desire to retire from the role of Vice Chair. A replacement appointment is now under way, and this change should take place early in the New Year.

The Trusts continue to be well served by the Clerk/Administrator, whose notional monthly hours remain at 32, though the demands of the role vary considerably from month to month as well as year to year. The annual review covering all aspects of her role and conditions of service was again very satisfactory. The Trusts and residents in particular benefit from her attention to detail and supportive care.

The Trusts are in good financial order. A significant proportion of income is spent on maintaining the various properties. The Chapels' Trust has quite limited resources and no immediate source of income. Chapels' funds at 31st December 2023 are valued at £253,902 of which £10,000 is committed to current projects. Investment income amounted to £8,009 which is used for the two chapels.

After several years of setting aside capital funds, there were sufficient reserves this year to make it possible to continue the refurbishment of practically all the almshouse properties. That has been a major undertaking, driven by the need to improve the insulation of the homes, as well as dealing with longstanding problems and bringing kitchens and bathrooms up to standard. Having started the year at £505,639, Hospitals' funds at 31st December are valued at £288,579.

Hospitals' investments produced an income of £13,949 in 2023. Apart from investment income, income to this Trust is mostly from the Weekly Maintenance Contributions of almshouse residents. These contributions are now maintained at a realistic and steady level, increasing annually in relation to relevant inflation indices and budgetary needs. The element calculated for heating and other utilities is reviewed annually, and after being held at the same level for several years, had to be increased significantly this year. It is hoped that with new and more favourable contracts, plus considerable improvements in insulation, it will be possible to hold to more modest increases for a while.

The architect's Quinquennial Inspections were carried out in 2021, and the reports received in May 2022. Two major pieces of work that remain outstanding, and which are still in planning, are the resurfacing of car parking areas and attention to the stonework of the west gable of the chapel, both at St John's.

Trustees are grateful for the valuable support of Mr Mike Porter, a friend of the Trusts and local quantity surveyor, with much experience of managing prestigious building projects. He continued in his role as Buildings Advisor, advising on and overseeing building work on the chapels and almshouses, working in liaison with the architect.

Discussions continue in relation to the planned development of the barns of the farm buildings adjacent to The Beeches. Trustees continue to hope for this work to proceed to the benefit of the whole site and the Chapel in particular.

When two almshouses at St John's became vacant earlier in the year it became possible to extend the progressive refurbishment plan by moving residents in turn into the empty houses. This was made all the more feasible through the cooperation of the efficient team of builders who have carried out all this work. After these and Covid upheavals it has been good to return to a pattern of regular visits in support of residents. These visits have now to be integrated into a restored risk assessment programme.

PAT testing and full electrical inspections, the latter as part of the refurbishment programme, have been completed, as have this year's annual legionella checks. On Christmas Eve, one property was damaged by high winds. A fresh survey and remedial work will be carried out in the New Year.

Trustees continue to review the Trusts' various policies as and when necessary and keep abreast of changes to legislation. As required by the Charity Commission and Government, the Trusts can report that written policies are in place for but not limited to:

- Complaints procedure
- Conflict of interest
- Financial controls
- Investments
- Risk Management
- Volunteers' Management
- Vulnerable adults
- Privacy Policy
- Data Protection Policy

A Disaster Recovery Plan is in place. All Trustees have signed the relevant declarations relating to but not limited to the Charity Commission's disqualification rules. No expenditure is incurred outside England and Wales. Apart from legitimate expenses, trustees receive no payments or other benefits.

Trustees have continued the lengthy process of changing the status of their governance from trusts to Charitable Incorporated Organisations (CIOs). This has involved drafting fresh constitutions

based on Charity Commission guidelines. Trustees aim to complete as much of this drafting as they can themselves before seeking further legal advice and taking appropriate actions.

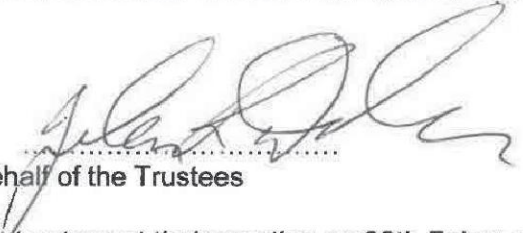
They have also continued the process of reviewing their management structures, with a view to increasing efficiency and shortening meetings. A key aspect of this is increasing the role of the Standing Committee. However, this has been hampered by the restriction on delegation built into the current governing documents. A new pattern should emerge early in the New Year.

During 2023 the Trusts held three ordinary meetings, plus one full day meeting at Scargill House. There have been four Special Meetings, these last to deal with the appointment of residents, constitutional issues and matters to do with the development of the Barns behind St Mary Magdalen Chapel. The attendance rate of trustees at all ordinary meetings equated to 94%. At Special Meetings it was 76%. The Standing Committee, which meets as necessary between Trust meetings, and whose decisions must be ratified at a subsequent Trust meeting, met on five occasions. The Project Groups, comprised of representatives from the trustees and congregations, are in place in both chapels, and meet as and when required.

In all their decisions, trustees have been aware of and had due regard to the Charity Commission's public benefit guidance when exercising their powers and fulfilling their duties. Public benefit in relation to the Hospitals arises from the housing of up to seventeen older and needy residents and the maintenance of three sets of attractive buildings, two of which are Grade II listed, and which have a significant place in the community. With regard to the Chapels, both are ancient foundations, one being Grade I listed and the other Grade II listed; both are open or accessible to the public for their heritage value; both have key historic positions within the city; both are used for public events as well as regular services of worship. The chapel of St Mary Magdalen has been open for visitors throughout the year, and has seen significant interest from visitors from within the community and beyond. The chapel of St John the Baptist continues to be used as a community facility. Both chapels are maintained to a high standard and are attractive worship centres and meeting places.

There have been no serious incidents during the past year.

Signed:

  
for and on behalf of the Trustees

*(Approved by trustees at their meeting on 28th February 2024)*



**St Mary Magdalen and St John The Baptists Hospitals Charity**  
**Income and Expenditure January through December 2023**

	<u>Jan - Dec 23</u>	<u>Jan - Dec 22</u>
<b>Ordinary Income/Expense</b>		
<u><b>Unrestricted Funds</b></u>		
<b>Income</b>		
Chapels Contribution	1,704	1,612
Investment Income	13,949	16,155
Maintenance Payments	85,995	79,084
Miscellaneous Income	575	-
<b>Total Income</b>	<b>102,224</b>	<b>96,851</b>
 <u><b>Restricted Funds</b></u>		
<b>Income</b>		
	-	-
<b>Total Income</b>	-	-
 <b>Total All Income</b>	<b>102,224</b>	<b>96,851</b>
 <u><b>Unrestricted Funds</b></u>		
<b>Expense</b>		
Professional fees	1,466	2,655
Heat & Light	17,360	20,476
Dues and Subscriptions	407	455
Extraordinary Repairs	290,021	57,725
Insurance Expense	3,532	3,255
Miscellaneous Expense	1,741	1,467
Office/IT/Telephone/postage	821	586
Salaries and Staff Costs	7,836	7,527
Cyclical Maintenance	2,514	-
Repairs and Maintenance	7,761	13,441
SMM Modifications	-	7,724
Water	4,211	3,887
<b>Total Expense</b>	<b>337,669</b>	<b>119,197</b>
 <u><b>Restricted Expenditure</b></u>		
<b>Expense</b>	-	-
<b>Total Expenditure</b>	-	-
 <b>Total All Expenditure</b>	<b>337,669</b>	<b>119,197</b>
 <b>Net Total Income/Expense</b>	<b>(235,446)</b>	<b>(22,347)</b>

**St Mary Magdalen and St John The Baptists Hospitals Charity**  
**Balance Sheet as at 31 Dec 2023**

**ASSETS**

**Non Monetary Assets**

**Permanent Endowment Freehold Property**

Ten Almshouses known as "St Mary's" No's 29, 31, 33, 35, 42, 44, 46, 48, 50 & 52 Magdalen Road Ripon

Six Almshouses known as "St John's" No's 94, 95, 96, 97, 98 & 99 Bondgate Ripon

	31 Dec 23	31 Dec 22
<b>ASSETS</b>		
<b>Other Assets</b>		
Charities Investment Fund		
CIFund 876530001T	16,639	118,221
CIFund 876530001V	44,712	47,689
COIF Ethical Fun End 2AA	57,411	52,276
COIF Ethical Fund Non End 1AA	110,406	203,569
NAACIF -Perm Endowed Investment	57,742	56,771
<b>Total Investments</b>	<b>286,911</b>	<b>478,526</b>
<b>Current Assets</b>		
Accounts Receivable		
Administrator Float	50	50
<b>Total Accounts Receivable</b>	<b>50</b>	<b>50</b>
Cash at bank and in hand		
Barclays Current Account	1,618	27,063
<b>Total Cash at bank and in hand</b>	<b>1,618</b>	<b>27,063</b>
<b>Total Current Assets</b>	<b>1,668</b>	<b>27,113</b>
<b>Total Assets less Liabilities</b>	<b>288,579</b>	<b>505,639</b>
<b>Breakdown of Funds</b>		
Endowed Funds	115,153	109,047
Designated Funds		
Cyclical Maintenance Fund (CMF)	17,147	4,661
Extraordinary Repair Fund(ERF)	-	113,151
Undesignated Funds	156,279	278,781
<b>Total Funds</b>	<b>288,579</b>	<b>505,639</b>

## **Independent examiner's report to the trustees of St Mary Magdalen and St John The Baptist Hospitals Charity**

I report on the accounts of the Trust for the year ended 31 st December 2023

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 Commission. 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 you as 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 next statement.

### **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 2011 Act and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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

Name: Mrs G Flintoft



Relevant professional qualification or body: MICB

Address: 8 Roseberry Green , North Stainley, Ripon , HG4 3HZ

Date: 2/4/24

**ST MARY MAGDALEN AND ST JOHN THE BAPTIST HOSPITALS CHARITY**

England & Wales - Charity number 215990

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# Accounts

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# **ST MARY MAGDALEN AND ST JOHN THE BAPTIST, RIPON HOSPITALS AND CHAPELS CHARITIES**

## **ANNUAL REPORT FOR 2022**

*Registered Charity numbers: Hospitals - 215990; Chapels - 227085*

The Trusts are governed by Charity Commission Schemes, both dated 11 September 2006, and jointly managed by twelve trustees. Trustees appointed under the Hospitals Scheme also serve the Chapels Charity. The Dean of Ripon is an ex-officio trustee and is Master of the Chapels and Hospitals. Nominated trustees are appointed on the following basis: two appointed by the Cathedral Chapter, two by the Council of the City of Ripon, and two by the most local body of the Justices of the Peace. A further five trustees have been co-opted, one of whom is the Honorary Treasurer. Dean John has continued to be active in his role as Master, working closely with the Vice-Chair and trustees on a regular basis.

The Hospitals' Charity has three main objectives - (1) the provision of housing for needy, older people in Ripon; (2) the relief of hardship affecting people in the area; (3) the relief of leprosy overseas. The first of these is the main work of the Trust and is carried out through the maintenance of sixteen almshouse properties, one of which is a double. These are located on three separate sites. The second objective is only occasionally fulfilled, though any requests for help are considered sympathetically. The third arises from the original purpose of the Leper Chapel (the medieval Hospital chapel also known as the Chapel of St Mary Magdalen) but is not now fulfilled, though the congregation of St Mary Magdalen continue their support for the work of The Leprosy Mission.

The Hospitals' Charity is in membership of The Almshouse Association.

The Chapels' Charity is responsible for the upkeep of the chapels of St Mary Magdalen and St John the Baptist, Bondgate, and the maintenance of their services of worship. This is done from the very limited funds held by the Trust, together with support from the two congregations. Worship is led by the chaplains with support from local clergy and lay leadership, and continues in both chapels weekly. The life of the congregations comes under the jurisdiction of the Dean of Ripon as Master, and forms part of the life of the Cathedral parish.

The Revd Jeremy Trigg has continued as Chaplain at St John the Baptist, and has established a good relationship with the congregation and the local community. Canon Barry Pyke gave interim oversight to the congregation of St Mary Magdalen until his departure, and then in a service in Ripon Cathedral on 12th June, the Revd Ros Latham was installed as Chaplain.

There have been some changes to the Trusteeship during the year. Mr David Wells, a Cathedral representative trustee, has stepped down after six years valued service. His successor from the Cathedral is Mr Ron Metcalfe, who has a lifetime's experience of the Ripon community, and who has been particularly welcomed for his historic knowledge and practical skills. Martyn Miller has been appointed on the nomination of the Magistracy. Gerry Johnson, a retired Professor of Business Management, has been coopted as an additional trustee and community representative.

The Trusts continue to be well served by the Clerk/Administrator, whose notional monthly hours remain at 32, though the demands of the role vary considerably from month to month as well as year to year. The need to review core hours is carried out annually to take into account the flexible nature of the role.

The Trusts are in good financial order. A significant proportion of income is spent on maintaining the various properties. The Chapels' Trust has quite limited resources and no immediate source of income. Chapels' funds at 31st December 2022 are valued at £261,866 of which some £10,000 is

committed to current projects. Investment income amounted to £7,967 which is available for expenditure on the two chapels.

The Hospitals' Trust is showing a healthy balance of reserve funds, available for expending on improvements to the almshouses over coming years. Hospitals' funds at 31st December are valued at £505,639, of which some £45,000 is committed to refurbishment projects at St Mary's West in the coming year. Work to refurbish the four properties at St Mary's East has now virtually been completed at an overall cost of £89,172. This is all part of a rolling programme of improvements particularly to the insulation of all the houses.

Hospitals' investments produced an income of £16,155 in 2022. Apart from investment income, income to this Trust is mostly from the Weekly Maintenance Contributions of almshouse residents. These contributions are now maintained at a realistic and steady level, increasing annually in line with relevant inflation indices. The element calculated for heating and other utilities is reviewed annually, and has remained the same for several years. Despite the anticipated major increase in fuel costs, the decision was taken to keep this utilities element at the same level for the calendar year in the face of great uncertainty and in the hope that the Trust might cover some of this increase from reserves.

Not unexpectedly, the value of investments has fallen markedly during the past year, though viewed over the last four years the figures still show a slight increase. In contrast, income from investments has risen very slightly.

The architect's Quinquennial Inspections were carried out in 2021, and the reports received in May 2022. Trustees are in the process of reviewing the reports and taking appropriate action. They are indebted to the architect for his help and guidance. Two major pieces of work that remain outstanding are the resurfacing of car parking areas and attention to the stonework of the west gable of the chapel, both at St John's.

Trustees are grateful for the valuable support of Mr Mike Porter, a friend of the Trusts and local quantity surveyor, with much experience of managing prestigious building projects. He continues in his role as Buildings Manager/Advisor, advising on and overseeing building work on the chapels and almshouses, working in liaison with the architect. He heads a Project Working Group whose aim was initially to discuss and progress work at St Mary Magdalen's Chapel. The group works successfully in keeping the congregation apprised of developments and helps foster effective working relations. His focus this year has been on the refurbishment of individual almshouses, working with a local builder with specialised skills. One significant property matter during the year has concerned the drains at two of the sets of almshouses, in both cases involving generous help from our insurers.

The major work on the outhouses at St Mary's East, which was completed in October 2021 has now been signed off and is proving its worth. The chaplain has an office, the congregation has a modern kitchen space, there is storage space which means the chapel can be kept clear of clutter, and the disabled access toilet is a long promised and vital provision.

There have been no developments that we are aware of in relation to the planned development of the farm buildings adjacent to The Beeches. Trustees continue to hope for this work to proceed to the benefit of the whole site and the Chapel in particular. The technical question of title to the Trusts' properties has been resolved through a clarified understanding of the Land Registry entries.

The almshouses continue at full occupancy, with one vacancy being filled early in the year. Under normal circumstances all residents are visited regularly. However, due to Covid-19, contact has of necessity continued to be more limited than usual, comprising phone calls by the Clerk and one of the trustees. Residents appreciated this contact and enjoy the benefits of living in this sheltered and maintained accommodation.

PAT testing and full electrical inspections together with remedial work were completed where necessary and this year's annual legionella checks, normally completed in the autumn, remain to be

carried out on all properties, owing to a change of personnel. Trustees seek to ensure full compliance with relevant health and safety regulations. Risk assessments, which run in a two-year cycle, were carried out on all properties in 2021, but remain to be fully assessed in the coming months. All urgent matters have been attended to.

Trustees continue to review the Trusts' various policies as and when necessary and keep abreast of changes to legislation. As required by the Charity Commission and Government, the Trusts can report that written policies are in place for but not limited to:

- Complaints procedure
- Conflict of interest
- Financial controls
- Investments
- Risk Management
- Volunteers' Management
- Vulnerable adults
- Privacy Policy
- Data Protection Policy

A Disaster Recovery Plan is in place. All Trustees hold DBS certificates and have signed the relevant declarations relating to but not limited to the Charity Commission's disqualification rules. No expenditure is incurred outside England and Wales. Apart from legitimate expenses, trustees receive no payments or other benefits. Trustees have continued the lengthy process of reviewing their governing documents and the governance of the Trusts. Also under review are some of the Trusts' policies.

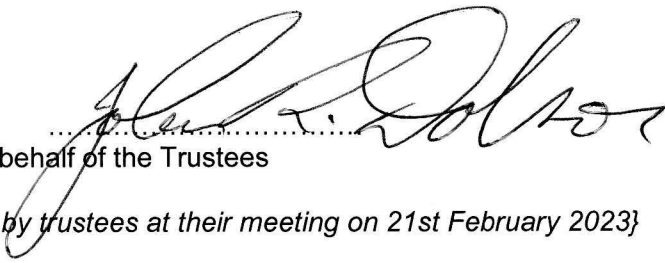
Later in the year, trustees began the process of reviewing their management structures, with a view to increasing efficiency and shortening meetings. A key aspect of this is increasing the role of the Standing Committee, though it is clear that the pressure to fulfil statutory obligations as well as maintaining standards and making progress, means that the workload is not likely to decrease.

During 2022 the Trusts held three ordinary meetings and one extraordinary meeting. The attendance rate of trustees at all ordinary meetings equated to 85%. The Standing Committee, which meets as necessary between Trust meetings, and whose decisions must be ratified at a subsequent Trust meeting, met on six occasions, enabling projects to be moved forward as quickly as possible. The Project Working Group, referred to previously, which comprises representatives from the trustees and congregation, meets as and when required, mainly to discuss matters concerning St Mary Magdalen's Chapel. A similar Project Group has now been established to fulfil the same function at St John's.

It has been good to see a gradual release from the constraints of Covid-19. The pattern of worship and activities at both chapels has almost returned to normal, though some changes have been made, and some congregation members have been hesitant about returning to public gatherings. Mercifully, and so far as we are aware, there have been no cases of Covid within the almshouses communities. Trustees were once again able to hold a summer party and service for residents and other guests after a two year gap.

In all their decisions, trustees have been aware of and had due regard to the Charity Commission's public benefit guidance when exercising their powers and fulfilling their duties. Public benefit in relation to the Hospitals arises from the housing of up to seventeen older and needy residents and the maintenance of three sets of attractive buildings, two of which are Grade II listed, and which have a significant place in the community. With regard to the Chapels, both are ancient foundations, one being Grade I listed and the other Grade II listed; both are open or accessible to the public for their heritage value; both have key historic positions within the city; both are used for public events as well as regular services of worship. The chapel of St Mary Magdalen has been opened for visitors even more this year, and has seen significant interest from visitors from within the community and beyond. The chapel of St John the Baptist is increasingly used as a community facility. Both chapels are maintained to a high standard and are attractive worship centres and meeting places.

There have been no serious incidents during the past year.

Signed:  .....  
for and on behalf of the Trustees

*(Approved by trustees at their meeting on 21st February 2023)*

**St Mary Magdalen and St John The Baptists Hospitals Charity**  
**Balance Sheet as at 31 Dec 2022**

**ASSETS**

**Non Monetary Assets**

**Permanent Endowment Freehold Property**

Ten Almshouses known as "St Mary's" No's 29, 31, 33, 35, 42, 44, 46, 48, 50 & 52 Magdalen Road Ripon

Six Almshouses known as "St John's" No's 94, 95, 96, 97, 98 & 99 Bondgate Ripon

	<u>31 Dec 22</u>		<u>31 Dec 21</u>	
<b>ASSETS</b>				
<b>Other Assets</b>		At Cost		At Cost
<b>Charities Investment Fund</b>				
CIFund 876530001T	118,221	<i>72,500</i>	133,777	<i>72,500</i>
CIFund 876530001V	47,689	<i>45,000</i>	54,134	<i>45,000</i>
COIF Ethical Fun End 2AA	52,276	<i>34,900.13</i>	59,692	<i>34,900.13</i>
COIF Ethical Fund Non End 1AA	203,569	<i>138,000</i>	232,446	<i>138,000</i>
NAACIF -Perm Endowed Investment	56,771		58,597	
<b>Total Investments</b>	<u>478,526</u>		<u>538,646</u>	
<b>Current Assets</b>				
<b>Accounts Receivable</b>				
Administrator Float	50		50	
<b>Total Accounts Receivable</b>	<u>50</u>		<u>50</u>	
<b>Cash at bank and in hand</b>				
Barclays Current Account	27,063		35,650	
COIF Charities Deposit Fund Acc	0		13,760	
<b>Total Cash at bank and in hand</b>	<u>27,063</u>		<u>49,410</u>	
<b>Total Current Assets</b>	<u>27,113</u>		<u>49,460</u>	
<b>Total Assets less Liabilities</b>		<u><u>505,639</u></u>		<u><u>588,106</u></u>
<b>Breakdown of Funds</b>				
<b>Endowed Funds</b>	109,755		118,289	
<b>Designated Funds</b>				
Cyclical Maintenance Fund (CMF)	4,661		4,661	
Extraordinary Repair Fund(ERF)	113,151		189,886	
<b>Undesignated Funds</b>	278,073		275,270	
<b>Total Funds</b>		<u><u>505,639</u></u>		<u><u>588,106</u></u>

**St Mary Magdalen and St John The Baptists Hospitals Charity**  
**Income and Expenditure January through December 2022**

	<b>Jan - Dec 22</b>	<b>Jan - Dec 21</b>
<b>Ordinary Income/Expense</b>		
<u><b>Unrestricted Funds</b></u>		
<b>Income</b>		
Chapels Contribution	1,612	839
Investment Income	16,155	15,773
Maintenance Payments	79,084	72,232
<b>Total Income</b>	96,851	88,844
<u><b>Restricted Funds</b></u>		
<b>Income</b>		
St Marys Renovations Income	-	42,264
<b>Total Income</b>	0	42,264
<b>Total All Income</b>	96,851	131,108
<b>Expense</b>		
Professional fees	2,655	816
Heat & Light	20,476	9,355
Cyclical Maintenance	-	20,560
Dues and Subscriptions	455	144
Extraordinary Repairs	57,725	3,756
Insurance Expense	3,255	3,025
Miscellaneous Expense	1,467	1,216
Office/IT/Telephone/postage	586	254
Salaries and Staff Costs	7,527	7,450
Repairs and Maintenance	13,441	23,227
SMM Modifications	7,724	-
Resident Emergency Accommodation	-	1,575
Water	3,887	3,805
<b>Total Expense</b>	119,197	75,185
<u><b>Restricted Expenditure</b></u>		
St Marys Renovations Expenditure	-	82,652
<b>Total Expenditure</b>	-	82,652
<b>Total All Expenditure</b>	119,197	157,837
<b>Net Total Income</b>	<b>(22,347)</b>	<b>(26,728)</b>

## **Independent examiner's report to the trustees of St Mary Magdalen and St John The Baptist Hospitals Charity**

I report on the accounts of the Trust for the year ended 31 st December 2022

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 Commission. 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 you as 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 next statement.

### **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 2011 Act and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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

Name: Mrs G Flintoft



Relevant professional qualification or body: MICB

Address: 8 Roseberry Green , North Stainley, Ripon , HG4 3HZ

Date: 28/2/23

**ST MARY MAGDALEN AND ST JOHN THE BAPTIST HOSPITALS CHARITY**

England & Wales - Charity number 215990

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# Accounts

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# ST MARY MAGDALEN AND ST JOHN THE BAPTIST, RIPON HOSPITALS AND CHAPELS CHARITIES

## ANNUAL REPORT FOR 2021

*Registered Charity numbers: Hospitals - 215990; Chapels - 227085*

The Trusts are governed by Charity Commission Schemes, both dated 11 September 2006, and jointly managed by eleven trustees. Trustees appointed under the Hospitals Scheme also serve the Chapels Charity. The Dean of Ripon is an ex-officio trustee and is Master of the Chapels and Hospitals. Nominated trustees are appointed on the following basis: two appointed by the Cathedral Chapter, two by the Council of the City of Ripon, and two by the most local body of the Justices of the Peace. A further four trustees have been co-opted, one of whom is the Honorary Treasurer. Dean John has continued to be active in his role as Master, working closely with the Vice-Chairman and trustees on a regular basis.

The Hospitals' Charity has three main objectives - (1) the provision of housing for needy, older people in Ripon; (2) the relief of hardship affecting people in the area; (3) the relief of leprosy overseas. The first of these is the main work of the Trust and is carried out through the maintenance of sixteen almshouse properties, one of which is a double. These are located on three separate sites. The second objective is only occasionally fulfilled, though any requests for help are considered sympathetically. The third arises from the original purpose of the Leper Chapel (the medieval Hospital chapel also known as the Chapel of St Mary Magdalen) but is not now fulfilled, though the congregation of St Mary Magdalen continue their support for the work of The Leprosy Mission.

The Hospitals' Charity is in membership of The Almshouse Association.

The Chapels' Charity is responsible for the upkeep of the chapels of St Mary Magdalen and St John the Baptist, Bondgate, and the maintenance of their services of worship. This is done from the very limited funds held by the Trust, together with support from the two congregations. Worship is led by the chaplains with support from local clergy and lay leadership and continues in both chapels weekly. The life of the congregations comes under the jurisdiction of the Dean of Ripon as Master and Incumbent, and forms part of the life of the Cathedral parish.

The Revd Cliff Bowman retired as Chaplain at St Mary Magdalen and the Revd Dan Sladden stepped down from his role as Chaplain at St John's, both earlier in the year. Trustees were appreciative of their dedicated support to the chapels, congregations and almshouse residents during their time in post, and particularly during the Covid-19 pandemic. St John's has welcomed Revd Jeremy Trigg as Chaplain, and he has already made a very positive contribution to the life and community of the chapel. Trustees look forward to working with him over the coming years. Canon Barry has been overseeing the running of St Mary Magdalen in conjunction with members of the congregation. However, due to relocation he vacated this role at the end of the year. A replacement chaplain is being sought.

There have been a number of changes to the Trusteeship over the course of the year. Dame Francine Holroyd was appointed in the role of magistracy representative trustee, replacing Dr Sylvia Hargreaves due to her retirement from the magistracy in December 2020, and who is now a co-opted trustee. Mr Mike Jefferies, also a magistracy representative trustee, stepped down from his role in October due to his retirement from the magistracy in September and his relocation to another part of the country. A replacement is currently being sought. Trustees are extremely grateful for the dedication Mr Jefferies showed to the Trusts over the last six years and wish him well for the future. Mr David Wells, a cathedral representative trustee, has given notice of his intention to step down as soon as a suitable replacement can be sought. The Trusts are currently advertising for this role within the local community. In addition, another trustee has been co-opted, namely Mr Simon Hewitt, who joined the trusts in June.

The Trusts are well served by the Clerk/Administrator, whose notional monthly hours remain at 32, though the demands of the role vary considerably from month to month as well as year to year. The need to review core hours is carried out annually to take into account the flexible nature of the role.

The Trusts are in good financial order. A significant proportion of income is spent on maintaining the various properties. The Chapels' Trust has quite limited resources and no immediate source of income. Chapels' funds at 31st December 2021 are valued at £295,980, of which some £10,000 is committed to current projects. Investment income amounted to £7,817 which is available for expenditure on the two chapels.

The Hospitals' Trust is showing a healthy balance of reserve funds, available for expending on improvements to the almshouses over coming years. Hospitals' funds at 31st December are valued at £588,106, of which some £40,000 is committed to current projects with the prospect of further expenditure on a rolling programme of refurbishment of the houses. Investments produced an income of £15,773 in 2021. Apart from investment income, income to this Trust is mostly from the Weekly Maintenance Contributions of almshouse residents. These contributions are now maintained at a realistic and steady level, increasing annually in line with relevant inflation indices. The element calculated for heating and other utilities is reviewed annually, and has remained the same for several years.

Trustees continue to work with their architect on various projects to ensure that all work is carried out sympathetically and using appropriate materials. Quinquennial inspections were carried out in 2021. Trustees are in the process of reviewing the reports for the almshouses but await reports for the two chapels. The architect has been reminded regularly of the need for progress on the outstanding reports.

Trustees are grateful for the valuable support of Mr Mike Porter, a friend of the Trusts and local quantity surveyor, with much experience of managing prestigious building projects. He continues in his role as Buildings Manager/Advisor, advising on and overseeing building work on the chapels and almshouses, working in liaison with the architect. He heads a Project Working Group whose aim was initially to discuss and progress work at St Mary Magdalen's Chapel. The group works successfully in keeping the congregation apprised of developments and helps foster effective working relations.

During 2021, major refurbishments were completed to upgrade the WC facilities, vestry, storage and kitchen within the outhouses of St Mary's East. This project which had been several years in preparation has now delivered the hoped for improvements to neglected areas of the buildings and has provided fresh facilities which are already proving a great asset to chapel users. The total cost to the end of the year is a little over £85,000, with some retention sums still to be settled. These figures are in line with the anticipated expenditure. Half of the necessary funds were raised by donations from the congregation and half from the chapels' trust. An opening ceremony took place in October, led by the Dean of Ripon and attended by residents, congregation, tradesmen linked to the project and the Mayor of Ripon.

Final payments were made during the year for the completed major remedial work to the north wall of the chapel and were within budget.

Trustees have continued discussions with those involved in the development of the adjacent farm buildings to The Beeches, which are to be developed into residential dwellings. As part of the project, the stone wall to the roadside front of the ancient Grade I listed Chapel is to be realigned and repointed in accordance with the terms of the planning consent. The various parties concerned continue to seek an outcome agreeable to all and in the best interests of the ancient site of the Leper Chapel.

The almshouses continue at full occupancy, though there was one vacancy at the start of the year, which was successfully filled. Another vacancy will arise at the start of 2022 and the recruitment process will shortly get underway. Vacant properties now undergo comprehensive renovations to improve their facilities but also to address sustainability issues. Under normal circumstances all residents are visited regularly. However, due to Covid-19, contact was of necessity more limited than usual, comprising regular phone calls by the Clerk and one of the trustees. Residents appreciated this contact and enjoy the benefits of living in this sheltered and maintained accommodation. PAT testing and full electrical inspections were completed where necessary and this year's annual legionella checks, carried out on all properties, ensured full compliance with relevant health and safety regulations. Risk assessments, which run in a two-year cycle, were carried out on all properties.

Improvements to the car parking facilities at St John's, serving both almshouses and chapel, continue to be explored by the chapel in consultation with trustees.

Trustees continue to review the Trusts' various policies as and when necessary and keep abreast of changes to legislation. As required by the Charity Commission and Government, the Trusts can report that written policies are in place for but not limited to:

- Complaints procedure
- Conflict of interest
- Financial controls
- Investments
- Risk Management
- Volunteers' Management
- Vulnerable adults
- Privacy Policy
- Data Protection Policy

A review of relationships with employees and external stakeholders has taken place and review will continue on a rolling basis. A Disaster Recovery Plan is in place. Trustees received updated training in this regard. All Trustees hold current DBS certificates and have signed the relevant declarations relating to but not limited to the Charity Commission's disqualification rules. No expenditure is incurred outside England and Wales. Apart from legitimate expenses, trustees receive no payments or other benefits. Trustees have begun the lengthy process of reviewing their governing documents and the governance of the Trusts.

During 2021 the Trusts held three ordinary meetings, one conducted via Zoom and two which were held in person. There were six extraordinary meetings and one special 'away day' meeting. Some of the extraordinary meetings were concerned with the possibility of land transfer to do with the Barns development mentioned earlier. The attendance rate of trustees at all ordinary meetings equated to 90%. The Standing Committee, which meets as necessary between Trust meetings, and whose decisions must be ratified at a subsequent Trust meeting, met on two occasions, enabling projects to be moved forward as quickly as possible. The Project Working Group, referred to previously, which comprises representatives from the trustees and congregation, meets as and when required, mainly to discuss matters concerning St Mary Magdalen's Chapel.

Any report for 2021 has to reflect on the continuing impact of Covid-19. Both chapels have responded positively to the various restrictions, including by carefully limiting the numbers able to attend worship, and by encouraging members to make use of streamed services from the cathedral or elsewhere. Almshouse residents have been contacted on a regular basis to ensure their well-being. A protocol has been established for dealing with any properties that become vacant, and this is being followed. Meetings of the Trusts have clearly been impacted, as indicated above. Overall, while trustees and residents may have been affected, the effect of the pandemic, whilst so devastating nationally and globally, has thankfully been more a matter of inconvenience and the need for vigilance and care, than it could potentially have been.

In all their decisions, trustees have been aware of and had due regard to the Charity Commission's public benefit guidance when exercising their powers and fulfilling their duties. Public benefit in relation to the Hospitals arises from the housing of up to seventeen older and needy residents and the maintenance of three sets of attractive buildings, two of which are Grade II listed, and which have a significant place in the community. With regard to the Chapels, both are ancient foundations, one being Grade I listed and the other Grade II listed; both are open or accessible to the public for their heritage value; both have key historic positions within the city; both are used for public events as well as regular services of worship.

There have been no serious incidents during the past year.

Signed:

for and on behalf of the Trustees

3 March 2022

**St Mary Magdalen and St John The Baptists Hospitals Charity**  
**Income and Expenditure**  
**January through December 2021**

	<u>Jan - Dec 21</u>	<u>Jan - Dec 20</u>
<b>Ordinary Income/Expense</b>		
<b><u>Unrestricted Funds</u></b>		
<b>Income</b>		
Chapels Contribution	839	764
Insurance claim	-	2,960
Investment Income	15,773	15,503
Maintenance Receipts	72,232	76,494
<b>Total Income</b>	<u>88,844</u>	<u>95,722</u>
<b><u>Restricted Funds</u></b>		
<b>Income</b>		
St Marys Renovations Income	42,264	1,650
<b>Total Income</b>	<u>42,264</u>	<u>1,650</u>
<b>Total All Income</b>	<u>131,108</u>	<u>97,372</u>
<b>Expense</b>		
Professional Fees	816	690
Light & Heating	9,355	9,545
Cyclical Maintenance	20,560	-
Dues and Subscriptions	144	426
Extraordinary Repairs	3,756	1,044
Insurance Expense	3,025	2,919
Miscellaneous Expense	1,216	689
Office Expense	214	111
Salaries & Staff costs	7,450	6,738
Postage and Delivery	40	58
Repairs and Maintenance	23,227	9,528
Resident Accommodation	1,575	-
Water	3,805	3,648
<b>Total Expense</b>	<u>75,185</u>	<u>35,395</u>
<b>Restricted Expenditure</b>		
St Marys Renovations Expenditure	82,652	292
<b>Total Expenditure</b>	<u>82,652</u>	<u>292</u>
<b>Total All Expenditure</b>	<u>157,837</u>	<u>35,688</u>
<b>Total Net Income</b>	<u>(26,728)</u>	<u>61,684</u>

**St Mary Magdalen and St John The Baptists Hospitals Charity**  
**Assets and Liabilities**  
**As at 31st December 2021**

**ASSETS**

**Non Monetary Assets**

Ten Almshouses known as "St Mary's" No's 29, 31, 33, 35, 42, 44, 46, 48, 50 & 52 Magdalen Road Ripon

Six Almshouses known as "St John's" No's 94, 95, 96, 97, 98 & 99 Bondgate Ripon

	<u>31 Dec 21</u>		<u>31 Dec 20</u>	
<b>ASSETS</b>				
Investments		At Cost		At Cost
Charities Investment Fund Accounts				
COIF Fund 1T	133,777	72,500	117,157	72,500
COIF Fund 1V	54,134	45,000	47,385	45,000
COIF Ethical Fun End 2AA	59,692	34,900	52,608	34,900
COIF Ethical Fund Non End 1AA	232,446	138,000	204,861	138,000
NAACIF -Perm Endowed Investment	58,597		53,756	
<b>Total Other Assets</b>	<u>538,646</u>		<u>475,768</u>	
<b>Current Assets</b>				
Accounts Receivable				
Administrator Float	50		50	
<b>Total Accounts Receivable</b>	<u>50</u>		<u>50</u>	
Cash at bank and in hand				
Barclays Current Account	35,650		62,279	
COIF Charities Deposit Fund Acc	13,760		13,859	
<b>Total Cash at bank and in hand</b>	<u>49,410</u>		<u>76,138</u>	
<b>Total Current Assets</b>	<u>49,460</u>		<u>76,188</u>	
<b>Breakdown of Funds</b>				
Restricted Funds	118,289		106,364	
SMM Funds	-		606	
Unrestricted Funds				
Designated Funds				
Cyclical Maintenance Fund	4,661		25,221	
Extraordinary Repair Fund	189,886		153,642	
Routine Maintenance Fund	-		10,472	
Undesignated Funds	275,270		255,651	
<b>Total funds</b>	<u><u>588,106</u></u>		<u><u>551,956</u></u>	

## **Independent examiner's report to the trustees of St Mary Magdalen and St John The Baptist Hospitals Charity**

I report on the accounts of the Trust for the year ended 31 st December 2021

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 Commission. 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 you as 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 next statement.

### **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 2011 Act and

- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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

Name: Mrs G Flintoft



Relevant professional qualification or body: MICB

Address: North Lees Grange , North Lees , Ripon , HG4 3HW

Date:

21/3/22

**ST MARY MAGDALEN AND ST JOHN THE BAPTIST HOSPITALS CHARITY**

England & Wales - Charity number 215990

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# Accounts

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# St Mary Magdalen and St John The Baptist Hospitals' Charity

Final Accounts Year Ended 31 Dec 2020



Registered Practice  
12885  
KEMBookkeeping

**St Mary Magdalen and St John The Baptists Hospitals Charity**  
**Statement of Assets and Liabilities as at 31 Dec 2020**

**ASSETS**

Non Monetary Assets

Permanent Endowment Freehold Property

Ten Almshouses known as "St Mary's" No's 29, 31, 33, 35, 42, 44, 46, 48, 50 & 52 Magdalen Road Ripon

Six Almshouses known as "St John's" No's 94, 95, 96, 97, 98 & 99 Bondgate Ripon

	<u>31 Dec 20</u>	At Cost	<u>31 Dec 19</u>	At Cost
<b>ASSETS</b>				
<b>Other Assets</b>				
Charities Investment Fund				
CIFund 876530001T	117,157	72,500.00	110,115	72,500.00
CIFund 876530001V	47,385	45,000	49,903	45,000
<b>Total Charities Investment Fund</b>	<u>164,542</u>		<u>160,018</u>	
COIF Ethical Fun End 2AA	52,608	34,900.13	49,496	34,900.13
COIF Ethical Fund Non End 1AA	204,861	138,000.00	165,758	113,000.00
NAACIF -Perm Endowed Investment				
E Bridgewater Fund	355		383	
General Fund	53,037		57,318	
Spinks Bequest Fund	365		394	
<b>Total NAACIF -Perm Endowed Investment</b>	<u>53,756</u>		<u>58,095</u>	
<b>Total Other Assets</b>	<u>475,768</u>		<u>433,367</u>	
<b>Current Assets</b>				
Accounts Receivable				
Administrator Float	50		50	
<b>Total Accounts Receivable</b>	<u>50</u>		<u>50</u>	
Cash at bank and in hand				
Barclays Current Account				
Routine Maintenance Fund	10,529		(2,820)	
St Marys East Outhouses Project	606		-	
Barclays Current Account - Other	51,143		29,641	
<b>Total Barclays Current Account</b>	<u>62,279</u>		<u>26,821</u>	
COIF Charities Deposit Fund Acc	13,859		12,633	
<b>Total Cash at bank and in hand</b>	<u>76,138</u>		<u>39,454</u>	
<b>Total Current Assets</b>	<u>76,188</u>		<u>39,504</u>	
<b>NET CURRENT ASSETS</b>	<u>76,188</u>		<u>39,504</u>	
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	551,956		472,871	
<b>NET ASSETS</b>		<u><u>551,956</u></u>		<u><u>472,871</u></u>
 <b>FUNDS</b>				
Restricted Funds	106,364		107,591	
Unrestricted Funds				
Cyclical Maintenance Fund (CMF)	25,221		15,221	
Extraordinary Repair Fund(ERF)	153,642		124,686	
Routine Maintenance Provision	10,529		(2,820)	
Unrestricted Funds - Other	194,515		212,671	
<b>Total Unrestricted Funds</b>	<u>383,907</u>		<u>349,758</u>	
<b>Total Funds</b>	490,272		457,349	
<b>Excess of income over Expenditure</b>	61,684		15,522	
<b>Closing funds</b>		<u><u>551,956</u></u>		<u><u>472,871</u></u>

**St Mary Magdalen and St John The Baptists Hospitals Charity**  
**Income and Expenditure January through December 2020**

	<u>Jan - Dec 20</u>	<u>Jan - Dec 19</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Chapels Contribution	764	761
Donations St Mary's East project	1,650	
Ecclesiastical Insurance claim	2,960	-
Investment Income	15,503	14,834
Maintenance Payments	76,494	69,642
<b>Total Income</b>	<u>97,372</u>	<u>85,237</u>
<b>Gross Profit</b>	97,372	85,237
<b>Expense</b>		
Administrator Expenses	412	634
Bookkeeping fees	690	877
Christmas Gifts/cards	428	449
CNG Ltd Gas	8,444	7,765
Cyclical Maintenance	-	15,277
Dues and Subscriptions	426	-
Electricity	1,101	1,165
Extraordinary Repairs	1,044	4,081
Insurance Expense	2,919	2,784
Miscellaneous Expense	261	225
Office Expense	30	94
Payroll Expenses	6,465	6,159
Postage and Delivery	-	11
Rent and Rates	-	565
Repairs and Maintenance	9,528	24,784
SMM North Wall repairs	292	-
Travel and Meetings	-	294
Resident Emergency Accommodation	-	1,080
Yorkshire Water	3,648	3,470
<b>Total Expense</b>	<u>35,688</u>	<u>69,715</u>
<b>Net Ordinary Income</b>	<u>61,684</u>	<u>15,522</u>
<b>Excess of income over Expenditure</b>	<u><u>61,684</u></u>	<u><u>15,522</u></u>

St Mary Magdalen and St John The Baptists Hospitals Charity  
 Extraordinary Repairs January through December 2020

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
<b>Extraordinary Repairs</b>				
	30/12/2020	Simmons herriff	Modification of existing WC and Vestry and almshouses buildings. Architectural fees & expenses	1,043.65
Total Extraordinary Repairs				<u>1,043.65</u>
<b>TOTAL</b>				<u><u>1,043.65</u></u>

## **Independent examiner's report to the trustees of St Mary Magdalen and St John The Baptist Hospitals Trust**

I report on the accounts of the Trust for the year ended 31 st December 2020

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 Commission. 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 you as 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 next statement.

### **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 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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

Name: Mrs G Flintoft

Relevant professional qualification or body: MICB

Address: North Lees Grange , North Lees , Ripon , HG4 3HW

Date: 22/2/21

# The St Mary Magdalen and St John The Baptist Hospitals' Charity, Ripon

## Annual Report for the Year Ended 31 December 2020

The Charity is registered with the Charity Commission (registration number 215990) and is governed by, and administered in accordance with, a Scheme dated 11 September 2006 ('the Scheme').

The Charity's address is: c/o Ripon Cathedral Office, Liberty Courthouse. Minster Road, Ripon HG4 1QS

The Charity is administered by a Management Committee comprising:

Chairman: The Very Revd John Dobson, DL – The Dean of Ripon and Master

Vice Chairman: Revd Malcolm Hanson

Clerk: (Name withheld)

Treasurer: Mr W Richardson

		<u>Appointing Body</u>
Other Members:	Mrs J Harrison	) The Dean & Chapter
	Mr D Wells	
	Revd M Hanson	) Ripon City Council
	Mr M Stanley	
	Dr Sylvia Hargreaves*	) North Yorkshire Magistrates
	Mr M Jefferies	
	Mrs PA Kealy, MBE	) Co-opted
	Mr W Richardson	

\* Dr Sylvia Hargreaves was coopted from 8 December 2020 on her retirement as a magistrate.

The Scheme provides that 'The income of the charity shall be applied by the trustees to the following objects and in the following order of priority': the provision of housing accommodation for local, older persons in need, hardship or distress; to relieve persons in need in the area; the support of overseas organisations working for the relief of those suffering from leprosy. Accordingly, the annual income of the Charity is applied by the Trustees towards the cost of maintenance, repair and improvement of its properties, insurance, and expenses involved in the management of the Charity.

### Investment Policy

The charity has adopted the following policy:

1. In general, investments should be held in funds managed within the charity sector, with a significant proportion held in funds of a broadly ethical nature.
2. Investments should be in low risk funds which balance the need for steady income with the need to preserve the value of the investments.
3. The capital reserves of the Hospitals' Trust should include a significant proportion of free (i.e. unrestricted) reserves and be maintained at a minimum figure of around £200,000; this represents around three to four times the annual running costs. Income from these funds may be used to support the work of the Charity. Within these funds are designated reserves in an Extraordinary Repair Fund, a Cyclical Maintenance Fund and a Routine Maintenance Provision; these are set aside and expended as required each year.

The overall financial position of the charity is satisfactory.

The accounts set out on page 1 for the financial year to 31 December 2020, and the statement of assets and liabilities at that date set out on page 2 are as approved by the Trustees.

Trustees believe that these accounts and the Annual Report fulfil the Charity Commission's Statement of Recommended Practice (SORP)

Signed: .....  
For and on behalf of the Management Committee

Date: 2 March 2021

# **ST MARY MAGDALEN AND ST JOHN THE BAPTIST, RIPON HOSPITALS AND CHAPELS CHARITIES**

## **ANNUAL REPORT FOR 2020**

*Registered Charity numbers: Hospitals - 215990; Chapels - 227085*

The Trusts are governed by Charity Commission Schemes, both dated 11 September 2006, and jointly managed by nine trustees. Trustees appointed under the Hospitals Scheme also serve the Chapels Charity. The Dean of Ripon is an ex-officio trustee and is Master of the Chapels and Hospitals. Nominated trustees are appointed on the following basis: two appointed by the Cathedral Chapter, two by the Council of the City of Ripon, and two by the most local body of the Justices of the Peace. A further two trustees have been co-opted, one of whom is the Honorary Treasurer. Dean John has continued to be active in his role as Master, working closely with the Vice-Chairman and trustees on a regular basis.

The Hospitals' Charity has three main objectives - (1) the provision of housing for needy, older people in Ripon; (2) the relief of hardship affecting people in the area; (3) the relief of leprosy overseas. The first of these is the main work of the Trust and is carried out through the maintenance of sixteen almshouse properties, one of which is a double. These are located on three separate sites. The second objective is only occasionally fulfilled, though any requests for help are considered sympathetically. The third arises from the original purpose of the Leper Chapel (the medieval Hospital chapel also known as the Chapel of St Mary Magdalen) but is not now fulfilled, though the congregation of St Mary Magdalen continue their interest in and support for the work of the Leprosy Mission.

The Hospitals' Charity is in membership of The Almshouse Association.

The Chapels' Charity is responsible for the upkeep of the chapels of St Mary Magdalen and St John the Baptist, Bondgate, and the maintenance of their services of worship. This is done from the very limited funds held by the Trust, together with support from the two congregations. Worship is led by the chaplains with support from local clergy and lay leadership. The life of the congregations comes under the jurisdiction of the Dean of Ripon as Master, and forms part of the life of the Cathedral parish.

The Revd Cliff Bowman has continued as Chaplain at St Mary Magdalen, and Revd Dan Sladden has continued in his role as Chaplain at St John's. Trustees are appreciative of their dedicated support to the chapels, congregations and almshouse residents. Both chaplains have indicated to the Dean their intention to resign at the end of the year. Their support will be missed.

There have been no changes to the membership of the Trusts' boards in the course of the year, although Dr Sylvia Hargreaves retired as a magistrate in December and has been co-opted as a continuing trustee. A replacement magistrate is being sought.

The Trusts are well served by the Clerk/Administrator, whose notional monthly hours remain at 32, though the demands of the role vary considerably from month to month as well as year to year. The need to review core hours is carried out annually to take into account the flexible nature of the role.

The Trusts are in good financial order. A significant proportion of income is spent on maintaining the various properties. The Chapels' Trust has quite limited resources and no immediate source of income. Chapels' funds at 31st December 2020 are valued at £280,072, of which some £23,000 is committed to current projects. Investment income amounted to £7,718 which is available for expenditure on the two chapels.

The Hospitals' Trust is showing a healthy balance of reserve funds, available for expending on improvements to the almshouses over coming years. Hospitals' funds at 31st December are valued at £551,956, of which some £50,000 is committed to current projects. Investments produced an income of £15,503 in 2020. Apart from investment income, income to this Trust is mostly from the Weekly Maintenance Contributions of almshouse residents. These contributions are now maintained at a realistic and steady level, increasing annually in line with relevant inflation indices. The element calculated for heating and other utilities is reviewed annually, and has remained the same for several years.

Trustees continue to work with their architect on various projects to ensure that all work is carried out sympathetically and using appropriate materials. Quinquennial inspections were due in Autumn 2019. The chapels inspections were carried out early in 2020. However, the reports from the architect are still awaited. The inspections on the almshouses have still to be completed. The architect has been reminded regularly of the need for progress on these reports.

Trustees are grateful for the valuable support of Mike Porter, a friend of the Trusts and local chartered surveyor, with much experience of managing prestigious building projects. He continues in his role as Buildings Manager/Advisor, advising on and overseeing building work on the chapels and almshouses, working in liaison with the architect. He heads a Project Working Group whose aim is to discuss and progress work at St Mary Magdalen's Chapel. During this year, major repairs to north wall stonework have finally been completed, and the project to upgrade the WC facilities, vestry, storage and kitchen, within the outhouses of St Mary's East, has been brought to the contract stage after several years of discussions. The group works successfully in keeping the congregation apprised of developments and help foster effective working relations.

Trustees have maintained an awareness of the implications of the sale of The Beeches and the development of the adjacent farm buildings into residential dwellings, including concerns for the common driveway, which is owned by the Hospitals Trust, and the stone wall to the roadside front of the ancient Grade I listed Chapel. The various parties concerned continue to work together to achieve an outcome agreeable to all and in the best interests of the ancient site of the Leper Chapel.

The almshouses continue at full occupancy, though there was one vacancy towards the end of the year. Under normal circumstances all residents are visited regularly. However, due to Covid-19, contact was of necessity more limited than usual, comprising weekly phone calls by the Clerk and one of the trustees. Residents appreciated this contact and enjoy the benefits of living in this sheltered and maintained accommodation. PAT testing was completed where necessary and this year's annual legionella checks, carried out on all properties, ensured full compliance with relevant health and safety regulations. Risk assessments, which run in a two-year cycle, were carried out on all properties in 2019. Previous EPC inspections reports are still being considered in relation to realistic ways of increasing levels of insulation in all residential properties to improve their environmental status.

Improvements to the car parking facilities at St John's, serving both almshouses and chapel, continue to be explored by Trustees in consultation with the congregation.

Trustees continue to review the Trusts' various policies as and when necessary and keep abreast of changes to legislation. As required by the Charity Commission, the Trusts can report that written policies are in place for

- Complaints procedure
- Conflict of interest
- Financial controls
- Investment
- Risk Management
- Volunteers' Management
- Vulnerable adults

Further policies are also in place, including the Privacy Policy and the recently revised Data Protection Policy (meeting statutory requirements) as well as policies covering a range of other significant areas.

A review of relationships with employees and external stakeholders has taken place and review will continue on a rolling basis. A Disaster Recovery Plan is in place, and trustees have received training (due for renewal in 2021) on how to respond to an emergency situation. All Trustees hold current DBS certificates and have signed the relevant declaration relating to the Charity Commission's new disqualification rules. No expenditure is incurred outside England and Wales. Apart from legitimate expenses, trustees receive no payments or other benefits.

During 2020 the Trusts held three ordinary meetings, two of which were held in person. The first of these was before severe Covid-19 lockdown restrictions, the second within government guidelines on social distancing, and the third by email and with email responses. There were no extraordinary meetings. The attendance rate of trustees at all ordinary meetings equated to 81.5%. The Standing Committee, which meets as necessary between Trust meetings, and whose decisions must be ratified at a subsequent Trust meeting, met on four occasions, enabling projects to be moved forward as quickly as possible. The Project Working Group, referred to previously, which comprises representatives from the trustees and congregation, meets as and when required, mainly to discuss matters concerning St Mary Magdalen's Chapel.

Any report for 2020 has to reflect on the impact of Covid-19. Both chapels have responded positively to the various restrictions, sometimes by carefully limiting the numbers able to attend worship, sometimes by providing two identical and consecutive services, and sometimes by encouraging members to make use of streamed services from the cathedral or elsewhere. Almshouse residents have been contacted on at least a weekly basis to ensure their well-being, and they have received advice about the restrictions. A protocol has been established for dealing with any properties that become vacant, and this is being followed. Meetings of the Trusts have clearly been impacted, as indicated above. Overall, while trustees and residents have been affected both directly and indirectly, the effect of the pandemic, whilst devastating nationally and globally, has thankfully been more a matter of inconvenience and the need for vigilance and care, than it could potentially have been.

In all their decisions, trustees have been aware of and had due regard to the Charity Commission's public benefit guidance when exercising their powers and fulfilling their duties. Public benefit in relation to the Hospitals arises from the housing of up to seventeen older and needy residents and the maintenance of three sets of attractive buildings, two of which are Grade II listed, and which have a significant place in the community. With regard to the Chapels, both are ancient foundations, one being Grade I listed and the other Grade II listed; both are open or accessible to the public for their heritage value; both have key historic positions within the city; both are used for public events as well as regular services of worship.

There have been no serious incidents during the past year.

Signed:  
for and on behalf of the Trustees

2 March 2021