

# **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

	<b>31 Dec 22</b>		<b>31 Dec 21</b>	
<b>ASSETS</b>				
Other Assets		At Cost		At Cost
Charities Investment Fund				
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	
Total Investments	478,526		538,646	
Current Assets				
Accounts Receivable				
Administrator Float	50		50	
Total Accounts Receivable	50		50	
Cash at bank and in hand				
Barclays Current Account	27,063		35,650	
COIF Charities Deposit Fund Acc	0		13,760	
Total Cash at bank and in hand	27,063		49,410	
Total Current Assets	27,113		49,460	
Total Assets less Liabilities		<b>505,639</b>		<b>588,106</b>
Breakdown of Funds				
Endowed Funds	109,755		118,289	
Designated Funds				
Cyclical Maintenance Fund (CMF)	4,661		4,661	
Extraordinary Repair Fund(ERF)	113,151		189,886	
Undesignated Funds	278,073		275,270	
Total Funds		<b>505,639</b>		<b>588,106</b>

**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>		
<b><u>Unrestricted Funds</u></b>		
Income		
Chapels Contribution	1,612	839
Investment Income	16,155	15,773
Maintenance Payments	79,084	72,232
<b>Total Income</b>	<b>96,851</b>	<b>88,844</b>
<b><u>Restricted Funds</u></b>		
Income		
St Marys Renovations Income	-	42,264
<b>Total Income</b>	<b>0</b>	<b>42,264</b>
<b>Total All Income</b>	<b>96,851</b>	<b>131,108</b>
<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>	<b>119,197</b>	<b>75,185</b>
<b><u>Restricted Expenditure</u></b>		
St Marys Renovations Expenditure	-	82,652
<b>Total Expenditure</b>	<b>-</b>	<b>82,652</b>
<b>Total All Expenditure</b>	<b>119,197</b>	<b>157,837</b>
<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