

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 Baptist Chapels' Charity

**Income and Expenditure
January through December 2021**

	Jan - Dec 21	Jan - Dec 20
Ordinary Income/Expense		
<u>Unrestricted Funds</u>		
Income		
Bank Interest Earned	5	17
Investment Income	7,817	7,718
Miscellaneous Income	100	-
Total Income	7,922	7,735
<u>Restricted Funds</u>		
St Mary's Income		
Gifts & Donations	23,766	14,000
VAT Refunds	350	215
Other Income	30	-
Total Income	24,146	14,215
Total all Income	32,068	21,950
Expense		
<u>Unrestricted Funds</u>		
Professional fees	76	74
Insurance Expense	2,427	2,403
Office/Administrator Expense	46	43
Salaries	717	647
Repairs and Maintenance	1,650	-
Stipends	642	1,400
Total Expense	5,558	4,567
<u>Restricted Funds</u>		
Expense		
St Mary's Expenditure	1,352	1,806
St Mary's Renovation Project	41,972	-
Total Expense	43,324	1,806
Total All Expense	48,882	6,374
Net Ordinary Income All Funds	(16,814)	15,577

St Mary Magdalen and St John the Baptist Chapels' Charity

Statement of Assets and Liabilities

As at 31st December 2021

ASSETS

Non Monetary Assets

Permanent Endowment	Income arising	Income arising
Freehold Property - The Chapel of St Mary	nil	nil
Freehold Property - St John's Chapel	nil	nil

31 Dec 21

31 Dec 20

ASSETS

Investments		At Cost		At Cost
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COIF Charities Property Fund

COIF Acc 848010001T	89,641	37,500	78,504	37,500
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COIF Acc 848010001V	40,802	37,500	35,715	37,500
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COIF Ethical Fund End 1AA	125,668	75,153	110,755	75,153
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COIF Ethical Fund Non End 2AA	13,350	8,000	11,765	8,000
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Total Investments	269,461		236,739	
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Current Assets

Cash at bank and in hand

Barclays Bank Community Account

Main Funds	26,480		12,338	
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St MM Funds	-		14,000	
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Barclays Bank Community Account	26,480		26,338	
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COIF Deposit Fund Account	40		274	
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Scottish Widows Bank	-		16,721	
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Total Cash at bank and in hand	26,519		43,333	
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Total Current Assets	26,519		43,333	
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Funds

Restricted funds	125,668		110,755	
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St Mary's Funds	-		18,079	
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Unrestricted Funds	170,312		151,238	
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Total Funds	295,980		280,072	
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Independent examiner's report to the trustees of St Mary Magdalen and St John The Baptist Chapels 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