

**EXMOUTH CHURCH INSTITUTE**

**REPORT OF THE TRUSTEES  
FOR THE YEAR TO 31 DECEMBER 2023**

**CHARITY NO 251170**

# **EXMOUTH CHURCH INSTITUTE**

## **FINANCIAL STATEMENTS FOR THE YEAR TO 31 DECEMBER 2023**

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## **EXMOUTH CHURCH INSTITUTE**

### **ANNUAL REPORT FOR THE YEAR TO 31 DECEMBER 2023**

#### **LEGAL AND CONSTITUTIONAL**

The Exmouth Church Institute, The Parish Office, Rolle Road, Exmouth, is registered with the Charity Commissioners (No.251170) and constituted by Deed of Trust dated 19 May 1925 as extended by an order dated 12 March 1940, and constituted by a scheme sealed by the Charity Commission on 21 August 1981.

#### **TRUSTEES**

##### **Ex-Officio**

Rev'd Steven C. Jones (Rector)  
Mr. Paul Stock (Churchwarden) from 24 November 2021  
Mr Stephen Thomas from 30 May 2023

##### **Co-opted (appointed for terms of five years)**

	<b>Appointed</b>	<b>Retires</b>
Mrs. Susan Carrahar	24 November 2021	23 November 2026
Mr. David Gingell	29 February 2020	28 February 2025
Miss Sally Parnell	23 July 2019	22 July 2024
Mr. Richard Ward	29 February 2020	28 February 2025

#### **CLERK TO THE TRUSTEES**

Mr V Eddy

#### **BANKERS**

National Westminster Bank Plc  
Rolle Street  
Exmouth, EX8 1HU

Central Board of Finance of the Church of England  
Senator House, 85 Queen Victoria Street  
London, EC4V 4ET

#### **INDEPENDENT EXAMINER**

James Bick, FCA  
Bick Accountants Ltd  
Chartered Accountants  
18A Littleham Road  
Exmouth, EX8 2QG

#### **SOLICITORS**

Every's  
Magnolia House  
Church Street  
Exmouth, EX8 1HQ

## **ORGANISATION**

The Church Institute Trust of Littleham cum Exmouth is a Trust governed by a scheme of the Charity Commissioners of 19 May 1925 as affected by various subsequent schemes, the most recent being 21 August 1981. The charity has voluntary officers but no paid employees. The area of benefit of the Trust is restricted to furthering the religious and other charitable work of the Church of England in the Ecclesiastical Parish of Littleham-cum-Exmouth.

The Trust's registered office is The Parish Office, Holy Trinity Church, Rolle Road, Exmouth, EX8 2RA.

## **TRUSTEES**

The Scheme of Arrangement provides for there to be seven Trustees, three being ex-officio, namely the Rector and Churchwardens of the Ecclesiastical Parish of Littleham-cum-Exmouth, and four co-opted Trustees.

By virtue of the Vestry Meeting dated 19 March 2003 pursuant to the Churchwardens Measure 2001, there are now four Churchwardens. It has been decided by the Churchwardens for the time being that only two will represent the Churchwardens as ex-officio Trustees of this Trust.

## **RECRUITMENT AND APPOINTMENT OF TRUSTEES**

At its meeting on 5<sup>th</sup> December 2017, in accordance with the guidance recommended in Charity Commission document CC30 (Feb. 17 Ed.), the Trustees adopted a statement of policy in regard to the recruitment and appointment of Trustees as set out in Appendix A of that meeting. The Statement of Policy was further amended, and additions adopted at a meeting on 8<sup>th</sup> December 2020.

## **OBJECTIVES AND ACTIVITIES**

The objects of the Charity are to further the religious and other charitable work of the Church of England in the ecclesiastical parish of Littleham with Exmouth. This includes the maintenance of Church buildings used for public worship and other buildings relating thereto. The Trustees have had due regard to the Charity Commission guidance on public benefit.

## **ACHIEVEMENTS AND PERFORMANCE**

The Trustees continue to manage the assets of the Trust in order to enable maintenance of the real property and the performance of the financial assets to ensure a balance between capital appreciation and income so as to sustain current and future objectives.

The Trustees will continue to respond to applications for grant assistance from: -  
The PCC of Littleham-cum-Exmouth  
The Beacon C of E (VA) School  
Littleham C of E Junior and Infants School  
Littleham Leisure Centre Management Committee (supported through the PCC)  
The Open Door Project Exmouth

## **INVESTMENT POWERS AND POLICY WITH REGARD TO RESERVES**

The Trustees are required to retain the permanent endowment, being the original property and the funds arising therefrom, and any interest and investment income earned on those funds which has been appropriated to capital. The Trustees, from time to time, ensure that the value attributed to the real property is professionally assessed and reflected in the balance sheet. Records available do not reveal any method or trail of decisions to prove the value of the permanent endowment.

It is the intention of the Trustees to ensure that, after making suitable cash reserves for demands that are known or may be expected to arise, the balance of funds not held as property should be invested for capital growth within the requirements of the current scheme subject to any amendments agreed by the Trustees.

Following the 2014 review of investments the Trust is currently able to generate at least £35,000 per annum. This may alter from year to year due to the impact of market changes on investment income and changes in rental income following periodic lease renewals. Apart from insurance and governance costs the balance annually is available for the provision of grants and the cost of any maintenance works to the premises over and above those for which the lessees of 33-35 Rolle Street are responsible under the terms of the current lease. During 2018 the Trustees considered a more specific split in the allocation of reserves by opening a Buildings Reserve Fund to receive annual contributions of £8,500. However, in order to maintain the present level of grant support, it has been agreed that, for the time being, no further transfers be made to this Fund.

The Trust's investment portfolio is managed by CCLA Investment Management Ltd and is held in a number of CBF Church of England Funds as shown in the annual balance sheet. The current portfolio was last reviewed by CCLA in May 2014 when substantial cash holdings were transferred into new investment accounts. The Trustees are aware that future reviews need to be undertaken on a regular basis.

## **RISK REVIEW**

The Trustees regularly review the risk element of the various investments including the following aspects: -

1. That any tenant of the property owned by the Trust could encounter financial difficulties.
2. That any tenant may at any time give notice, within the terms of the lease, to terminate the lease.
3. That investments in the various Church Of England Funds may go down as well as up.

## **FUTURE FINANCIAL PROJECTIONS**

The likely change in income or expenditure, subject to the risk elements identified above, may include: -

An increase in rent received following a rent review;  
An increase in rent following renewal of the lease or the granting of a new lease;  
Any increase or decrease in interest rates or dividends;  
Any increase or decrease in the value of property or invested assets;  
Any change in the above which will affect the income that the Trustees have available for grant distribution.



## **SAFEGUARDING**

The Trustees are aware of the need to observe good practice on safeguarding. Under its present Scheme of Arrangement, the Trust's objects and activities do not bring the Trustees or Officers in the conduct of their duties on behalf of the Trust into unattended contact with children or vulnerable adults.

## **GRANT FUNDING**

In order to make the most effective and flexible use of its grant making capacity the Trust has agreed a new policy with the PCC of Littleham-cum-Exmouth, its main beneficiary. With effect from 1st January 2023, a new block grant arrangement will be approved annually with the PCC whereby the budgeted funding amount will be transferred to the PCC by quarterly payments throughout the year, to be used by the PCC strictly for the purposes set out in the Trust's Scheme of Arrangement, being “ for the purpose of furthering the religious and other charitable work of the Church of England in the Ecclesiastical Parish of Littleham-cum-Exmouth.” A formal agreement has been signed by both parties and payments were made by equal instalments, quarterly throughout the year, and held by the PCC in a restricted fund. The PCC will submit a schedule of payments to the Trustees at the end of each financial year. Any unused balance may be held by the PCC for future use. A further £25,000 was paid to fund energy costs.

**For and on behalf of the Trustees**

.....  
**CHAIRMAN**

.....  
**Date**

**EXMOUTH CHURCH INSTITUTE**  
**INDEPENDENT EXAMINERS' REPORT**

**Independent Examiners' Report to the Trustees of the Exmouth Church Institute**

I report on the accounts of the Exmouth Church Institute for the year ended 31 December 2023 which are set out on pages 6-9.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



James Bick FCA  
Independent Examiner  
Bick Accountants Ltd  
18A Littleham Road  
Exmouth  
EX8 2QG

12 September 2024

EXMOUTH CHURCH INSTITUTE

FINANCIAL STATEMENTS FOR THE YEAR TO 31 DECEMBER 2023

RECEIPTS AND PAYMENT ACCOUNT

	Note	General Fund £	Restricted Fund £	Designated Fund £	Total 2023 £	Total 2022 £
<b>Receipts</b>						
Rent received	3	20,000	-	-	20,000	20,000
Insurance premiums receivable	4	2,510	-	-	2,510	2,348
Interest received	5	731	-	-	731	123
Investment income	6	16,636	-	-	16,636	16,569
Total receipts for the year		39,877	-	-	39,877	39,040
<b>Payments</b>						
Direct charitable expenditure	7	52,625	-	-	52,625	25,680
Property insurance	8	2,510	-	-	2,510	2,348
Professional Fees	8	-	-	-	-	714
Governance costs	8	900	-	-	900	900
Office costs	8	12	-	-	12	-
Building repairs and maintenance		-	-	-	-	-
Total payments for year		56,047	-	-	56,047	29,642
Net receipts/(payments) for the year		(16,170)	-	-	(16,170)	9,398
Realised gain on investments		-	-	-	-	-
Net movement in funds		(16,170)	-	-	(16,170)	9,398
Transfers between funds		-	-	-	-	-
Realised reserves at 1 January 2023		25,953	-	13,348	39,301	29,903
Realised reserves at 31 December 2023		9,783	-	13,348	23,131	39,301
<b>Unrealised movement on revaluations</b>						
Unrealised reserves at 1 January 2023		192,919	691,356	-	884,275	857,271
(Loss)/Gain on investments		34,770	-	-	34,770	(67,996)
Gain on revaluation of property		-	-	-	-	95,000
Unrealised reserves at 31 December 2023		227,689	691,356	-	919,045	884,275
<b>Total reserves at 31 December 2023</b>		237,472	691,356	13,348	942,176	923,576



# EXMOUTH CHURCH INSTITUTE

## FINANCIAL STATEMENTS FOR THE YEAR TO 31 DECEMBER 2023

### BALANCE SHEET

	Note	2023		2022	
		£	£	£	£
<b>Freehold property investments</b>	<b>9</b>				
33 Rolle Street		240,375		240,375	
35 Rolle Street		<u>134,625</u>		<u>134,625</u>	
			375,000		375,000
<b>Other investments</b>	<b>10</b>				
Central Board of Finance Investments		<u>530,529</u>		<u>495,759</u>	
			530,529		495,759
<b>Total Investments</b>			<u>905,529</u>		<u>870,759</u>
<b>Current Assets</b>					
Debtors	<b>11</b>	740		2,348	
Bank balances:	<b>12</b>	<u>35,907</u>		<u>50,469</u>	
<b>Total Current Assets</b>			36,647		52,817
<b>Total Assets of Trust</b>			<u><u>942,176</u></u>		<u><u>923,576</u></u>
REPRESENTED BY:					
<b>General fund</b>					
At 1 January 2023			25,953		16,555
Net receipts/(payments) for the year			(16,170)		9,398
Realised gain on investment			<u>-</u>		<u>-</u>
At 31 December 2023			<u>9,783</u>		<u>25,953</u>
<b>Endowed (restricted) fund</b>					
At 1 January 2022			691,356		556,356
Prior year adjustment			-		40,000
Appreciation in property valuation			<u>-</u>		<u>95,000</u>
At 31 December 2022			<u>691,356</u>		<u>691,356</u>
<b>Buildings (designated) fund</b>					
At 1 January 2022			13,348		13,348
Net receipts/(payments) for the year			<u>-</u>		<u>-</u>
At 31 December 2022			<u>13,348</u>		<u>13,348</u>
<b>Revaluation reserve</b>					
At 1 January 2022			192,919		300,915
Prior year adjustment			-		(40,000)
Net unrealised (losses)/gains for the year			<u>34,770</u>		<u>(67,996)</u>
At 31 December 2022			<u>227,689</u>		<u>192,919</u>
<b>Total reserve funds</b>			<u><u>942,176</u></u>		<u><u>923,576</u></u>

# EXMOUTH CHURCH INSTITUTE

## FINANCIAL STATEMENTS FOR THE YEAR TO 31 DECEMBER 2023

### NOTES TO THE ACCOUNTS

#### 1. Basis of Accounting

The Accounts have been prepared on the "receipts and payments basis" in accordance with the Charities Act 2011 section 133.

#### 2. Freehold property investment valuations

The properties were revalued by independent chartered surveyors on 31 January 2022, These values are shown in the accounts and the change in value posted to the Endowed (restricted) Fund. The properties are revalued every 5 years.

	2023 £	2022 £
<b>3. Rents received</b>		
33 and 35 Rolle Street	20,000	20,000
<b>4. Insurance premiums receivable</b>		
33 and 35 Rolle Street	2,510	2,348
<b>5. Interest received</b>		
Central Board of Finance Deposit Fund	731	123
<b>6. Investment income received</b>		
Central Board of Finance Funds:		
Investment Fund 4	4,849	4,822
Investment Fund 5	7,391	7,351
Property Fund 6	4,396	4,396
	<u>16,636</u>	<u>16,569</u>
<b>7. Direct charitable expenditure</b>		
Littleham-cum-Exmouth PCC	50,125	20,680
Open Door Centre	2,500	5,000
Beacon C of E School	-	-
	<u>52,625</u>	<u>25,680</u>
<b>8. Miscellaneous payments</b>		
Property insurance	2,510	2,348
Independent examiners fee	900	900
Printing, Stationery & Postage	12	-
Professional Fees	-	714
	<u>3,422</u>	<u>3,962</u>

**EXMOUTH CHURCH INSTITUTE**

**FINANCIAL STATEMENTS FOR THE YEAR TO 31 DECEMBER 2023**

**NOTES TO THE ACCOUNTS (CONTINUED)**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>9. Freehold Property Investments</b>		
Professional valuation at 31 January 2022		
33 Rolle Street	240,375	240,375
35 Rolle Street	134,625	134,625
	<u>375,000</u>	<u>375,000</u>
<b>10. C.B.F investments</b>		
(4) Investment Funds Units - at market value		
At cost - £70,000	177,392	162,016
(5) Investment Funds - at market value		
At cost - £153,000	270,409	246,970
(6) Property Funds - at market value		
At cost - £80,000	82,728	86,773
	<u>530,529</u>	<u>495,759</u>
<b>11. Debtors</b>		
Insurance premiums receivable	<u>740</u>	<u>2,348</u>
<b>12. Bank Balances</b>		
National Westminster Bank:		
Current Account	16,476	32,038
Central Board of Finance:		
Deposit account	19,431	18,431
	<u>35,907</u>	<u>50,469</u>