

CHURCH ESTATE AND HEADBOROUGH CHARITY

England & Wales · Charity number 254975

Details

Other names	THE HEADBOROUGH TRUST
Status	Registered
Legal form	Other
Registered	1968-02-08
Register	View on the Charity Commission register

Contact

Address	Church House Church Street Dereham NR19 1DN
Phone	01362693143
Email	parish.office.dereham@googlemail.com

Activities

Objects: THE UPKEEP AND REPAIR OF THE PARISH CHURCH OF THE ECCLESIASTICAL PARISH OF EAST DEREHAM AND THE MAINTENANCE OF THE SERVICES THEREIN, AND SUBJECT THERETO FOR SUCH OTHER RELIGIOUS AND OTHER CHARITABLE PURPOSES OF THE CHURCH OF ENGLAND IN THE SAID PARISH AS THE TRUSTEES THINK FIT.

Activities: To maintain Church House, Dereham to provide a Parish Hall & Parish Office for St Nicholas Church & a hall & meeting room for wider community use. To help maintain the fabric of St Nicholas Church & support its Mission & Ministry where funds allow.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** Accommodation/housing, Religious Activities, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** ECCLESIASTICAL PARISH OF EAST DEREHAM
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£29,561	£12,715	-	-
2023-12-31	£25,151	£41,100	-	-
2022-12-31	£14,697	£8,260	-	-
2021-12-31	£19,352	£5,031	-	-
2020-12-31	£10,168	£6,436	-	-

Trustees

Name	Role	Appointed
Jonathan Mark Thorpe		2022-04-03
Julie Benstead		2021-05-01
Marion Joan Morgan		2022-05-01
PAUL EDWARDS		2026-04-19
Renee Lydia Bygrave		2026-04-19
Rev Michael Clive Newey		2026-04-19
Rev PAUL CUBITT		2020-05-01
Richard Bower		2025-04-06
SHEILA HANMER		2023-05-01
Susan Irenie Quinnell		2026-04-19
Susanne Warner		2021-05-01
Tim Eccleshall		2024-04-28
Timothy Paul Cara		2026-04-19
Zane Martin Hajee		2024-04-28

CHURCH ESTATE AND HEADBOROUGH CHARITY

England & Wales - Charity number 254975

Accounts

Church Estate and Headborough Trust
Annual Report 2024



Charity Number

254975

Trustees

The members of the Parochial Church Council of St Nicholas Church, Dereham.
The list of those members for 2024 is held by the PCC Secretary

Introduction

The Church Estate and Headborough Charity was created by the amalgamation of three smaller charities in 1982. The purpose of the charity is to administer and manage its assets to raise funds for the upkeep of the charity's properties and land. Any clear income to be applied towards the upkeep and repair of St Nicholas, the maintenance of services therein and other religious and charitable purposes of the Church of England in the parish that the Trustees think fit.

Management

The Trust is managed on behalf of the trustees by a small committee consisting of the Reverend Canon Paul Cubitt, (Team Rector and Chair) Mark Thorpe (Treasurer), Sheila Hanmer (Secretary), Martin Hajee, Kate Baldry, Derrick Watts, Julie Benstead, Tim Eccleshall

Clare Jones who is the administrator for the Dereham and District Benefice is paid for two hours a week to administer all aspects of Church House bookings.

Church House

During 2024 a new cooker was purchased for Church House kitchen by a kind donation. This has improved the cooking facilities greatly.

The hall bookings have kept up well and the income from this has increased this year by £3000 approx. Unfortunately, we have had several leaks from the roof this year and we are budgeting for a complete renovation of the roof in 2025. Because of one leak in the small room on the top floor used by the Dereham Heritage Trust they have been offered two thirds of the large room also on the top floor which they use for storage.

The small downstairs office is still occupied by North Breckland Youth for Christ. A nominal rent is paid of £50 per month and they contribute £20 towards energy costs.

Church Cottage

Church Cottage is a small dwelling attached to Church House. The property is managed for us by a letting agent. The new tenants were initially very happy in the cottage but as the winter progressed, they were experiencing problems with condensation on the windows and patches of mold in the house. Plans were put in hand to rectify this by installing a heavy-duty extractor fan in the bathroom and a cooker hood with an extractor fan in the kitchen. Advice was given about good circulation of air within the property at all times. A complete refurbishment of the windows will be undertaken by Rob Bygrave of MJ's Carpentry and Joinery Services



Allotments

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CHURCH ESTATE AND HEADBOROUGH CHARITY

Accounts 2024

Income	2024	2023
Donations		
From PCC & NBYFC towards energy costs	862	972
From MNS for lock repairs	0	252
Operating activities to further objectives		
Petty cash	303.76	338.25
Operating activities to generate funds		
Allotments	34.00	24
Hall & Room hire	15319	12145
Cottage rent	8580	7344.48
Other	93.01	
NBFC - North Breckland Youth for Christ		
Investment income		
MNS – Mid Norfolk Singers	4269.97	3970.34
Bank interest	99.27	104.16
Total gross receipts	29561.01	25151

CHURCH ESTATE AND HEADBOROUGH CHARITY

Accounts 2024

Expenditure	2024	2023
In furtherance of charitable activities		
Energy	4146.65	2855.16
Water	298	350
Insurance - Church House	1258.79	1216.82
Cleaning- Church House	2872.48	2056.41
Repairs and Maint. Church House	725.14	25162.23
Insurance Church Cottage	420.53	407.9
Repairs to Church Cottage	750	3995
Allotments	592.33	2328
Gift to Church	0	1000
Other	318.10	1073.06
Management costs		
Administration	1332.68	656.21
Petty cash	0	0
Total gross expenditure	12714.7	41100
 Other		
not gross expenditure		
Transfer to Charifund	1400	0
18th, 17th ... Repayment		1400
Total not gross expenditure	1400	1400

CHURCH ESTATE AND HEADBOROUGH CHARITY

Accounts 2024

Summary

	2024	2023
Net income minus payments <i>b</i>	15446.31	-17349
Cash funds at last year end <i>c</i>	9766.92	27117
Cash funds at this year's end	25213.23	9768

Cash funds

Saver Account	9683.14	5314
Community Account	15212.47	4223
Petty Cash	317.62	231
	25213.23	9768

Permanent Endowment

1. Investment assets

value

value

		31/12/2024	31/12/2023
2023	4744.412 units in Charifund		68081.84
2024	4839.920 units in Charifund	71262.98	
		71262.98	68081

2. Fixed assets

Church House

Church Cottage

Church Estate Allotment
Gardens

Notes to the accounts

1. The Trustees have made the eighteenth of twenty-five payments

to replace monies borrowed from the permanent endowment

to renovate Church Cottage, as required by the Charity Commission

2. There are no disclosable transactions in respect of Trustees, persons closely connected with them or other related parties

b- Payments includes expenses + payments to endowment

c- the anomaly here is due to rounding up and down last year and not this year

CHURCH ESTATE AND HEADBOROUGH CHARITY

Treasurers comments on the 2024 End of Year Financial Statement

Over the year the charity's gross income has been £29561.01 and its expenses £14114.70 (The expenses amount includes our yearly payment of £1400 to the permanent endowment. Although strictly speaking the charity still has this £1400, it is now tied up)

This gives a net profit for the year of £15446.31

There was £9766.92 at the end of 2023 which means there is £25213.23 in the bank so to speak

You may notice that unfortunately there was no gift to the PCC this year, this is because of the urgent need of funds for the Church House and Church Cottage roofs

As of December this year the investment assets have increased in their value back to where they were in March 2022 but dropped in value a bit in the later half of last year to £71262.

The net profits of the individual assets are detailed below.

There was a contribution towards energy costs from the PCC (£612) and a contribution from the Tuesday Bible study group (£303)

Asset profits

In working out these net profits I have taken off expenses running costs repairs etc but not repairs etc that are improving the condition of the assets that will last over several years e.g. window repairs

Church House profits = £6890 *42% of gross income*

Church Cottage profits = £7409 *86% of gross income*

Investments = £4369

Allotments = £34 *100% of gross income*

J M Thorpe 10/2/25

Church Estate and Headborough Trust
Annual Report 2024



Charity Number

254975

Trustees

The members of the Parochial Church Council of St Nicholas Church, Dereham.
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Permanent Endowment

1. Investment assets

value

value

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Church House

Church Cottage

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Notes to the accounts

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The net profits of the individual assets are detailed below.

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Asset profits

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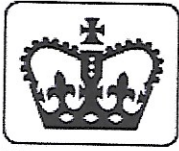
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Allotments = £34 *100% of gross income*

J M Thorpe 10/2/25



Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Church Estate and Headborough Charity

**On accounts for the
year ended**

31 December 2024	Charity No	254975
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I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024

**Responsibilities and
basis of report**

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

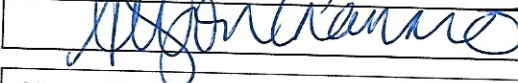
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed: 

Date: 25/3/2025

Name: Alison Cranmer, AC Office Services

**Relevant professional
qualification(s) or body
(if any):**

MIAgSA
ICB MLR 2017 Supervision Licence 5376

Address: 24 Quebec Road, Dereham, Norfolk, NR19 2DR

CHURCH ESTATE AND HEADBOROUGH CHARITY

England & Wales - Charity number 254975

Accounts

Church Estate and Headborough Trust
Annual Report 2023



Charity Number

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Management

The Trust is managed on behalf of the trustees by a small committee consisting of the Reverend Canon Paul Cubitt, (Team Rector and Chair) Mark Thorpe (Treasurer), Sheila Hanmer (Secretary), Kate Baldry, Derrick Watts, Julie Benstead, Tim Eccleshall

Sadly, Kate Foley who had been acting as administrator of the charity since May 2022 resigned in July 2023. Kate was instrumental in updating many of our procedures and we are very grateful to her for the work she did. Subsequently the trustees took the decision to employ Clare Jones who was acting Benefice Administrator at the time for two hours a week to take on all aspects of Church House bookings.

Church House

During 2023 all the windows of Church House which were in a sorry state have been repaired and repainted by MJ's Carpentry and Joinery Services. We are very pleased with the quality of the work which has improved the aspect of Church House enormously.



Church House Bookings

Unfortunately we lost one regular booking in 2023, Action for Children lost their government funding and so were unable to continue. We still let the hall to CGL for two days a week. A large banner advertising our hall was purchased and is displayed outside on the railings. New photographs were taken of the property for the website.

The small downstairs office is still occupied by North Breckland Youth for Christ. A nominal rent is paid of £40 per month and they contribute £30 towards energy costs.

The small top floor meeting room is hired out to the Dereham Heritage Trust at a charge of £25 per month.

Church Cottage

Church Cottage is a small dwelling attached to Church House. The property is managed for us by a letting agent. In 2023 the tenants who had only recently arranged a joint tenancy moved out and new tenants were found immediately. They are very happy in the cottage. It is hoped that in 2025 we can repair and replace the cottage windows.



Allotments

The Allotment gardens are situated on land at the west end of St Nicholas churchyard. For many years this land has been used to provide allotments for parishioners. Two of the fourteen plots were rented by one tenant during 2023. Because all the other plots had fallen into a state of extreme neglect and no interest has been shown by any would be tenants a small working party from the congregation of St Nicholas have set about clearing the site. This started in 2022 and continued throughout 2023. Many van loads of scrap metal have been removed along with asbestos, concrete and a skip load of plastic rubbish etc. This

has been helped by the open access provided via the next door house which is being restored and the continuing lack of boundary fence. There are a variety of ideas forthcoming for the future of this plot but nothing settled as yet.



CHURCH ESTATE AND HEADBOROUGH CHARITY

Accounts 2023

Income	2023	2022
Donations		
From PCC & NBYFC towards energy costs	972.00	852
From MNS for lock repairs	252.00	0
Operating activities to further objectives		
Petty cash	338.25	0
Operating activities to generate funds		
Allotments	24.00	24
Hall & Room hire	12145.00	3559
Cottage rent	7344.48	6472
Other		
 Investment income		
Investments	3970.34	3775
Bank interest	104.16	15
NBYFC - North Breckland Youth for Christ		
Total gross receipts	25151	14697
MNS – Mid Norfolk Singers		



CHURCH ESTATE AND HEADBOROUGH CHARITY

Accounts 2023

Expenditure	2023	2022
In furtherance of charitable activities		
Energy	2855.16	1296
Water	350.00	112
Insurance - Church House	1216.82	1307
Cleaning- Church House	2056.41	3404
Repairs and Maint. Church House	25162.23	351
Insurance Church Cottage	407.90	366
Repairs to Church Cottage	3995.00	83
Allotments	2328.00	
Gift to Church	1000.00	1000
Other	1073.06	255
Management costs		
Administration	656.21	85
Petty cash	0	0
Total gross expenditure	41100	8260
 Other		
not gross expenditure		
Transfer to Charifund	1400	0
17th, 16th ... Repayment		1400
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CHURCH ESTATE AND HEADBOROUGH CHARITY

Accounts 2023

Summary

	2023	2022
Net income minus payments <i>b</i>	-17349	5037
Cash funds at last year end	27117	22082
Cash funds at this year's end	9768	27117

Cash funds

Saver Account	5314	16973
Community Account	4223	10121
Petty Cash	231	23
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Permanent Endowment

1. Investment assets

	value	value
	31/12/2023	31/12/2022
2022 4643.677 units in Charifund		68239.76
2023 4744.412 units in Charifund	68081.84	

68081

68239

2. Fixed assets

Church House

Church Cottage

Church Estate Allotment Gardens

Notes to the accounts

1. The Trustees have made the seventeenth of twenty-five payments to replace monies borrowed from the permanent endowment to renovate Church Cottage, as required by the Charity Commission

2. There are no disclosable transactions in respect of Trustees, persons closely connected with them or other related parties

b- Payments includes expenses + payments to endowment

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Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Church Estate and Headborough Charity

**On accounts for the year
ended**

31 December 2023

**Charity no
(if any)**

254975

**Responsibilities and
basis of report**

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Date:

20/8/24

Name:

Alison Cranmer, AC Office Services

**Relevant professional
qualification(s) or body
(if any):**

MIAgSA
ICB MLR 2017 Supervision Licence 5376

Address:

24 Quebec Road, Dereham, Norfolk, NR19 2DR