

Church Estate and Headborough Trust

Annual Report 2023



Charity Number

254975

Trustees

The members of the Parochial Church Council of St Nicholas Church. The list of those members for 2023 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 charities 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), 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
Total not gross expenditure	1400	1400

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
	<u>9768</u>	<u>27117</u>

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**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2023.

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").

**Independent
examiner's statement**

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.

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:

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