

Trustees' Annual Report for the period

Period start date		Period end date					
From	01	01	2019	To	31	12	2019

Section A Reference and administration details

Charity name The Hospital of St John the Baptist

Other names charity is known by

Registered charity number (if any) 213573

Charity's principal address The Dog House

Hankham Street

Hankham

Pevensey

Postcode

BN24 5AY

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	John Quibell	Chairman	Appointed 14 January 2019	Co-opted
2	Fr Tony Windross			Ex officio
3	Robert Peasgood			Nominated – Pevensey PC
4	Fr James Vine			Co-opted
5	Andrew Pond	Treasurer	31 st July 2020	Co-opted
6	Ian Gibson		Appointed 25 th November 2019	Nominated – Pevensey PC
7	Denise Marples	Chairman	Resigned 14 January 2019	
8	Susan Beck		Resigned 25 th November 2019	Nominated – Pevensey PC
9				
10				
11				
12				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Solicitor	Helen Harvie	H3 Solicitors, 1 Oak Place, Rosier Business Park, Coneyhurst Road, Billingshurst, RH14 9DE

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Scheme
How the charity is constituted (eg. trust, association, company)	Scheme regulated by the Charity Commission
Trustee selection methods (eg. appointed by, elected by)	Up to ten trustees Two ex-officio, being the vicar of St Mary Westham and the vicar of St Nicholas Pevensey Five nominated trustees from the parish councils of Westham (2), Pevensey (2) and Hailsham (1) Three co-opted trustees

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>The Charity consists of a board of Trustees, who meet on average once every two months. Health and safety, repair and maintenance issues and review of the finances of the Charity are standing items discussed at each meeting of the Trustees.</p> <p>In addition to the trustees, there is a treasurer, but there is no paid staff member, the charity relying on the voluntary work of the trustees, treasurer and occasional volunteers to ensure the smooth running of the Charity.</p> <p>Residents contact the Trustees if any repair issues arise in relation to the property they occupy and Trustees will arrange for appropriate tradesmen to carry out any repairs.</p> <p>The Trustees commissioned a review by an occupational therapist of the Almshouses owned by them and in the light of the findings of the report took certain measures immediately to improve the Almshouses to meet the needs of specific residents, and have taken note of further works to be undertaken when appropriate.</p> <p>The Trustees reviewed and put in place updated policies on matters including safeguarding, health and safety, risk management and data protection. This will be ongoing work with regular reviews of the policies to ensure they remain up to date and fully implemented.</p>
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Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The charity provides almshouses to poor persons of good character who are not less than 60 years of age and who are resident in the area comprising the ancient parishes of Westham and Pevensy and the Ancient Liberty of Pevensy in the parish of Hailsham.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The charity's main activity is the provision and management of its eight almshouses.

The Charity is a comparatively small charity and relies on the voluntary work of the Trustees to ensure the almshouses are maintained to a high standard and the residents are safe and comfortable. Tradesmen used for the maintenance and repair of the almshouses are either long term suppliers to the Charity or are vetted prior to appointment, and their work and approach to the residents constantly monitored. The amount spent on repairs and renewals in the year under review was £12,629 as against the previous year's spending of £2,789.

The Charity has been attentive to the needs of its residents, the Trustees personally conducting at least annual checks on the state of the Almshouses in addition to ensuring the necessary statutory checks are completed.

The Trustees consider that all the properties are in good condition and fit for purpose.

The Trustees declare that they have regard to the guidance issued by the Charity Commission on public benefit and consider the funds spent and actions taken have met the objects of the Charity and meet the public benefit criteria.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Charity is dependent on the voluntary services provided by the Trustees and the Treasurer. Consideration is being given on trustee recruitment and the skills required to improve the decision making of the Trustees to ensure the accommodation remains suitable for the increasing needs of the residents and the support provided to the residents is appropriate, notwithstanding the residents are provided accommodation on the basis they are self-sufficient.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

All the properties were occupied throughout the year, with no changes in occupancy. The Trustees are satisfied that they have ensured the properties have remained in a good condition suitable for the residents.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trustees are looking at the possibility of making major improvements to the forecourt to the front of six of its almshouses in a single location. This will be paid for from reserves. Reserves are invested in M&G Charity Multi Asset funds. The balance between cash and investments is reviewed annually.

Details of any funds materially in deficit

There are no funds in deficit.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Charity does not undertake external fundraising, but relies on income and capital returns from its investments and a weekly maintenance contribution from its residents.

Spending on repairs and maintenance are seen as necessary to protect the well-being of the residents and to maintain the value of the almshouses, which is the Charity's main asset and the core of its charitable objects.

Plans for future major works on or around the Almshouses will be considered in the light of the benefit to the residents and the protection of the value of the properties.

After accumulating sufficient reserves to fund ongoing and capital maintenance requirements, any surplus reserves will go towards the purchase of a further almshouse (as was achieved in 2018).


Section F Other optional information

The trustees have appointed solicitors to advise the trust on a number of issues relating to constitution and other matters. As part of the review, the trustees were advised to look at the allocation of funds between the headings of endowment, restricted and unrestricted, and also designated funds. After a thorough review from the information available and after taking advice from the solicitors, the trustees have concluded that all the properties and some of the investments comprise endowed funds, and the extraordinary repair fund comprises restricted funds, and these changes are reflected in the receipts and payments accounts for the year ended 31st December 2019 attached.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Boyd Quibell	
Position (eg Secretary, Chair, etc)	Chairman	
Date	9th September 2020	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
The Hospital of St John the Baptist

213673

CC16a

Receipts and payments accounts

For the period from 01-Jan-19 To 31-Dec-19

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Weekly maintenance charges	26,670	-	-	26,670	19,211
Investment income	6,174	2,979	-	9,153	11,968
Refund of bank charges	-	-	-	-	-
Other	-	-	-	-	80
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	31,744	2,979	-	34,723	31,249
A2 Asset and investment sales, (see table).					
M&G	-	-	-	-	180,000
Halifax	-	-	-	-	10,067
	-	-	-	-	-
Sub total	-	-	-	-	190,067
Total receipts	31,744	2,979	-	34,723	221,316
A3 Payments					
Repairs and renewals	12,629	-	-	12,629	2,789
Health & Safety (incl Lifeline)	1,696	-	-	1,696	584
Insurance	1,086	-	-	1,086	1,208
Administration	709	-	-	709	1,226
Valuation	-	-	-	-	-
Legal fees re abortive sale of land	-	-	-	-	1,850
	-	-	-	-	-
Sub total	16,119	-	-	16,119	7,666
A4 Asset and investment purchases, (see table)					
31 Waverley Gardens	-	-	-	-	324,642
Investment into other monetary assets	1,939	2,979	-	4,918	6,016
Sub total	1,939	2,979	-	4,918	330,658
Total payments	18,058	2,979	-	21,037	338,314
Net of receipts/(payments)	13,686	-	-	13,686	116,998
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	26,416	-	-	26,416	142,414
Cash funds this year end	39,102	-	-	39,102	25,416

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Nat West	39,102	-	-
		-	-	-
		-	-	-
	Total cash funds	39,102	-	-


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	National Savings	58,699	-	-
	M&G Main fund	-	-	109,358
	M&G ex Repair fund	-	78,868	-
	M&G Recoup fund	39,003	-	-
		-	-	-
	Total	97,702	78,868	109,358

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Agricultural land	Endowment		21,850
	Total			21,850

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	7 almshouses at valuation	Endowment	-	1,700,000
	1 almshouse at cost	Endowment	324,642	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Total		324,642	1,700,000

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
			-	
			-	
	Total		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	John Boyd Dumbell	09/07/20



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

HOSPITAL OF ST JOHN THE BAPTIST

**On accounts for the year
ended**

31 DECEMBER 2019

**Charity no
(If any)**

213573

Set out on pages

CC16A pages 1 – 2
TAR pages 1 – 5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2018.

**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:

Message

Date:

11.09.2020

Name:

GEORGE DYLAN MESSAGE

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

ACA
CTA

Address:

30-32 GILDREDGE ROAD

EASTBOURNE, EAST SUSSEX

BN21 4SH

4h

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

