

St Mary Magdalen and St John The Baptist Hospitals' Charity

Final Accounts Year Ended 31 Dec 2019



Registered Practice

12885

KEMBookkeeping

West Cottage, Nutwith Lane, Grewelthorpe, Ripon N Yorks HG4 3DQ

St Mary Magdalen & St John The Baptists Hospitals Charity

Statement of Assets & Liabilities

As of 31 December 2019

ASSETS

Non Monetary Assets

Permanent Endowment Freehold Property

Ten Almshouses known as "St Mary's" No's 29, 31, 33, 35, 42, 44, 46, 48, 50 & 52 Magdalen Road Ripon

Six Almshouses known as "St John's" No's 94, 95, 96, 97, 98 & 99 Bondgate Ripon

	<u>31 Dec 19</u>	At Cost	<u>31 Dec 18</u>	At Cost
ASSETS				
Investments				
Charities Investment Fund				
CIFund 876530001T	110,114.93	<i>72,500.00</i>	93,186.63	<i>72,500.00</i>
CIFund 876530001V	49,903.07	<i>45,000.00</i>	50,502.66	<i>45,000.00</i>
Total Charities Investment Fund	<u>160,018.00</u>		<u>143,689.29</u>	
COIF Ethical Fun End 2AA	49,495.58	<i>34,900.13</i>	41,738.41	<i>34,900.13</i>
COIF Ethical Fund Non End 1AA	165,757.75	<i>133,000.00</i>	120,664.33	<i>113,000.00</i>
NAACIF -Perm Endowed Investment				
E Bridgewater Fund	383.17		337.50	
General Fund	57,318.08		50,487.10	
Spinks Bequest Fund	394.01		347.06	
Total NAACIF -Perm Endowed Investment	<u>58,095.26</u>		<u>51,171.66</u>	
Total Other Assets	<u>433,366.59</u>		<u>357,263.69</u>	
Current Assets				
Accounts Receivable				
Administrator Float	50.00		50.00	
Total Accounts Receivable	<u>50.00</u>		<u>50.00</u>	
Cash at bank and in hand				
Barclays Current Account				
Routine Maintenance Fund	(2,819.80)		1,964.14	
Barclays Current Account - Other	29,641.24		32,871.94	
Total Barclays Current Account	<u>26,821.44</u>		<u>34,836.08</u>	
COIF Charities Deposit Fund Acc	12,632.52		9,096.27	
Total Cash at bank and in hand	<u>39,453.96</u>		<u>43,932.35</u>	
Total Current Assets	<u>39,503.96</u>		<u>43,982.35</u>	
NET CURRENT ASSETS	<u>39,503.96</u>		<u>43,982.35</u>	
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>472,870.55</u>		<u>401,246.04</u>	
NET ASSETS			<u><u>401,246.04</u></u>	
Capital and Reserves				
Capital & Reserves				
Restricted Funds	107,590.84		92,910.07	
Unrestricted Funds				
Cyclical Maintenance Fund (CMF)	15,221.16		20,497.71	
Extraordinary Repair Fund(ERF)	124,685.63		98,150.00	
Routine Maintenance Provision	(2,819.80)		1,964.14	
Unrestricted Funds - Other	212,671.11		147,394.33	
Total Unrestricted Funds	<u>349,758.10</u>		<u>268,006.18</u>	
Total Capital & Reserves	<u>457,348.94</u>		<u>360,916.25</u>	
Profit for the Year	15,521.61		40,329.79	
Shareholder funds			<u><u>472,870.55</u></u>	<u><u>401,246.04</u></u>

St Mary Magdalen & St John The Baptists Hospitals Charity

Income & Expenditure

January through December 2019

	Jan - Dec 19	Jan - Dec 18
Ordinary Income/Expense		
Income		
Chapels Contribution	761.00	732.00
Gifts and Donations Income	0.00	100.00
Investment Income	14,834.08	13,610.36
Maintenance Payments	69,642.01	72,843.80
Total Income	85,237.09	87,286.16
Gross Profit	85,237.09	87,286.16
Expense		
Administrator Expenses	634.47	761.23
Bookkeeping fees	877.10	703.00
Christmas Gifts/cards	449.00	407.25
CNG Ltd Gas	7,765.19	8,442.04
Cyclical Maintenance	15,276.55	2,764.00
Dues and Subscriptions	0.00	200.00
Electricity	1,165.25	861.90
Extraordinary Repairs	4,081.04	1,233.33
Insurance Expense	2,784.38	2,712.51
Miscellaneous Expense	225.00	480.00
Office Expense	93.86	26.54
Payroll Expenses	6,159.00	5,868.00
Postage and Delivery	11.32	0.00
Professional Fees	0.00	500.00
Rent and Rates	565.04	0.00
Repairs and Maintenance	24,783.94	18,613.26
Training Courses	0.00	36.00
Travel and Meetings	294.00	0.00
Resident Emergency Accommodation	1,080.00	0.00
Yorkshire Water	3,470.34	3,347.31
Total Expense	69,715.48	46,956.37
Net Ordinary Income	15,521.61	40,329.79
Profit for the Year	15,521.61	40,329.79

St Mary Magdalen & St John The Baptists Hospitals Charity

Repairs & Maintenance 2019

January through December 2019

Date	Name	Memo	Paid Amount
Repairs and Maintenance			
Electrical			
24/01/2019	M E Watson	Replace outside lamp St John's Almshouses	20.00
24/01/2019	M E Watson	No. 94 Change pendant in bedroom	38.80
30/01/2019	M E Watson	No 94 - repair shower	48.97
14/08/2019	S M Watson	Nos 48 & 50 - Change smoke alarms	93.65
19/12/2019	M E Watson	Change lamp in outside lights, fit new timeclock	76.75
Total Electrical			278.17
Landscape services			
Tree surgery			
03/06/2019	Blakey tree surgery	St John's Chapel -lift lime trees, remove Ash & Alder trees	972.00
Total Tree surgery			972.00
Landscape services - Other			
11/01/2019	Stainton Landscapes	Leaf clearing	223.00
11/01/2019	Stainton Landscapes	Maintenance & Rubbish	244.00
03/05/2019	Stainton Landscapes	14/02 - 1 x Spray	35.00
05/06/2019	Stainton Landscapes	Grass cutting Bondgate	76.00
05/06/2019	Stainton Landscapes	Grass cutting Magdalens	130.00
16/07/2019	Stainton Landscapes	Bondgate - Grass cutting, seeding	101.00
16/07/2019	Stainton Landscapes	Magdalens Rd - Grass cutting	125.00
04/09/2019	Stainton Landscapes	Grass cut 18/06 - 23/7 19/6 Maintenance & Rubbish	129.00
04/09/2019	Stainton Landscapes	Grass cut 18/06 - 23/7 19/6 Maintenance Magdalens	162.00
30/09/2019	Stainton Landscapes	Magdalens Road - Grass cut 30/7 -03/9 28/8 Maintenance & Rubbish	343.00
30/09/2019	Stainton Landscapes	Bondgate - Grass cut 30/7 -03/9 28/8 Maintenance & Rubbish	304.00
21/11/2019	Stainton Landscapes	Magdalens Road grass cut, hedges & rubbish	231.00
21/11/2019	Stainton Landscapes	Bondgate - grass cut/spray	121.00
Total Landscape services - Other			2,224.00
Total Landscape services			3,196.00
Plumbing costs			
30/01/2019	Norman Chapman & Son Ltd	No. 98 Radiator not working, service boilers	207.72
30/01/2019	Norman Chapman & Son Ltd	No.29 Radiator repairs, boiler servicing x 4, replace damaged sink waste No.29	465.93
07/03/2019	Norman Chapman & Son Ltd	31 & 35 Magdalens - repair radiator valves	67.20

St Mary Magdalen & St John The Baptists Hospitals Charity

Repairs & Maintenance 2019

January through December 2019

Date	Name	Memo	Paid Amount
07/03/2019	Norman Chapman & Son Ltd	35 Magdalens - refix loose tap	33.60
07/03/2019	Norman Chapman & Son Ltd	29 Magdalens - Attend leaking sink	56.53
07/03/2019	Norman Chapman & Son Ltd	35 Magdalens - WC Overflow	62.21
07/03/2019	Norman Chapman & Son Ltd	42 Magdalens - Disconnect & remove sink	134.40
11/03/2019	Norman Chapman & Son Ltd	33 Magdalens - WC Overflow	67.01
25/03/2019	Norman Chapman & Son Ltd	33 Magdalens - Attend water leak 18/03	37.08
17/04/2019	Norman Chapman & Son Ltd	42 Magdalens- repair leak on Stop Tap	48.50
23/04/2019	Norman Chapman & Son Ltd	29 Magdalens - Repair faulty tap	152.66
30/04/2019	Norman Chapman & Son Ltd	Remove and replace sink	346.79
30/04/2019	Norman Chapman & Son Ltd	No. 31 - repair radiator	273.11
01/05/2019	Norman Chapman & Son Ltd	Check drains and flush out	50.40
01/05/2019	Norman Chapman & Son Ltd	St Marys East & West - check drains and Rod & Flush out	134.40
01/05/2019	Norman Chapman & Son Ltd	10/03 - Call out to WC running all time . Repair	51.00
11/06/2019	Norman Chapman & Son Ltd	Drain and remove radiator - 33 Magdalens	565.20
19/06/2019	Norman Chapman & Son Ltd	Repair Kitchen tap	76.44
19/06/2019	Norman Chapman & Son Ltd	Repair joint to outside tap	17.64
17/07/2019	Norman Chapman & Son Ltd	No 33 - Refit radiator and test	33.60
18/07/2019	Norman Chapman & Son Ltd	42 Magdalens - refit radiator, refit sink, parts and labour. Attend blocked WC 24/06/19	337.76
13/08/2019	Norman Chapman & Son Ltd	NO 33 WC Overflow	54.94
13/08/2019	Norman Chapman & Son Ltd	Boiler service & sundries	202.96
14/08/2019	Norman Chapman & Son Ltd	4 Boiler services - attend noisy boiler & sundries	487.01
04/09/2019	Norman Chapman & Son Ltd	98 Bondgate - Repair toilet cistern	61.15
07/10/2019	Dynorod	Repaid to S Kealy. No 42 Magdalens jetted toilet line	294.00
14/10/2019	Norman Chapman & Son Ltd	St Mary's houses - check flue fan no.52, leak from WC no. 31	171.84
23/10/2019	Drain Busters	No 42 - jetting of foul drain, cctv survey 15/10.Excavate and fit new drain 17/10	1,752.00
07/11/2019	Norman Chapman & Son Ltd	No 97 Bondgate - Attend broken WC flush	81.53
27/11/2019	Norman Chapman & Son Ltd	42 Magdalens Road - Fit sink, WC and bathroom wastes	932.19
27/11/2019	Norman Chapman & Son Ltd	42 Magdalens- fit replacement taps.Check shower mixer	66.14
27/11/2019	Norman Chapman & Son Ltd	33 Magdalens-free stuck radiator valve, adjust temp	33.60
Total Plumbing costs			7,356.54

St Mary Magdalen & St John The Baptists Hospitals Charity

Repairs & Maintenance 2019

January through December 2019

Date	Name	Memo	Paid Amount
Windows			
23/10/2019	Vision PVC	No. 94 - new glazing	495.00
Total Windows			495.00
Woodwork/Joinery			
30/07/2019	F Lowley & Son Ltd	Joinery work to front elevation of Almshouses, West End boiler House & Outbuildings	2,314.32
Total Woodwork/Joinery			2,314.32
Repairs and Maintenance - Other			
21/01/2019	Savant Construction Ltd	EPC's completed on properties @ £35 per property	560.00
13/02/2019	Harrogate Borough Council	Pest Control mice 29 & 42-52 Magdalens Road	120.00
01/03/2019	Clarkes Environmental Safe Solutions	42 Magdalens remove asbestos board	210.00
21/03/2019	CityPat	Testing 50 Magdalens & 99 Bondgate	38.64
25/03/2019	Nathan Hartley	96 Bondgate - remove broken tiles and replace	177.00
25/03/2019	Nathan Hartley	50 Magdalens - repoint front wall	171.00
01/04/2019	Nathan Hartley	No. 42 - Remove flooring and tiles, remove sliding doors. Replace silicon in shower	1,141.00
01/05/2019	Nathan Hartley	No 33 - Remove kitchen units and flooring, secure loose flooring	530.00
01/05/2019	Nathan Hartley	No 42 Repair areas of plaster,fill & prime window sill.Free up bathroom window, fit door	266.00
01/05/2019	Envirovent Ltd	Work to 33 Magdalen's	2,350.00
01/05/2019	Envirovent Ltd	Work to 42 Magdalen's	1,075.99
16/05/2019	CSG Plastering	No. 42 - Plastering of kitchen	200.00
24/05/2019	Nathan Hartley	No 33 - Work on Kitchen, bathroom, hallway & bedroom	929.00
24/05/2019	Nathan Hartley	No 24? - Repair door latch	95.00
21/06/2019	Homesecure Locks & Glazing	New handle set back door 50 Magdalens	68.28
02/07/2019	Nathan Hartley	No 33 - Resize and hang 3 doors	80.00
02/07/2019	Nathan Hartley	No 42 - Resize and hang 3 doors, remove carpet offcuts	120.00
02/07/2019	Sparkles Home Cleaning	Cleaning of nos 33 & 42	160.00
16/07/2019	Nathan Hartley	No. 29 -repair key lock	40.00
26/07/2019	Nathan Hartley	Nos 52/42/33 - Fit doorstops Nos 33 & 42. Repoint front window No 52	182.00
13/08/2019	Nathan Hartley	No 94- Repair Kitchen sink tap	69.00
20/08/2019	Nathan Hartley	No's 53 & 42 Rrepairs to garden edging	180.00
26/09/2019	Nathan Hartley	St Mary's Almshouses - Repair gate	45.00
26/09/2019	Nathan Hartley	No. 42- Replace toilet seat	118.00
26/09/2019	Nathan Hartley	No. 33 -Replace toilet seat	60.00

St Mary Magdalen & St John The Baptists Hospitals Charity
Repairs & Maintenance 2019
 January through December 2019

Date	Name	Memo	Paid Amount
26/09/2019	Nathan Hartley	St Mary's Almshouses - Repair gate	49.00
26/09/2019	Nathan Hartley	No. 96 - Repair window latch, fit door threshold	92.50
26/09/2019	Nathan Hartley	St Johns Almshouses - Repair failed pointing, sand & prime	1,048.50
08/10/2019	Nathan Hartley	No.95 Free up door hinges, reinstate loo seat	100.00
07/11/2019	Nathan Hartley	No 33 - Clean & adjust door bell	40.00
03/12/2019	Nathan Hartley	No 35 Magdalens-rehang internal door	113.00
13/12/2019	Nathan Hartley	No 29 Magdalens-Repairs to kitchen under units	229.00
24/12/2019	Nathan Hartley	No 33 Magdalens- repair front door	48.00
24/12/2019	Nathan Hartley	Clear and repair gutters St Mary's East	168.00
24/12/2019	Nathan Hartley	Clean gutters-St Mary's West	180.00
24/12/2019	Nathan Hartley	St Mary's Chapel-clear roof and drain channels	90.00
Total Repairs and Maintenance - Other			<u>11,143.91</u>
Total Repairs and Maintenance			<u><u>24,783.94</u></u>

St Mary Magdalen & St John The Baptists Hospitals Charity

Extraordinary Repairs 2019

January through December 2019

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
Extraordinary Repairs				
	11/01/2019	Bradley & Trotter Restoration Ltd	Work to Almshouses Steps SMM East	948.00
	21/02/2019		Payment from Congregation of 1/3 T Howie Invoice 0051	-616.67
	10/07/2019	Simmonsherriff	Planning Fee re alterations to Almshouses	254.00
	10/07/2019	Simmonsherriff	Modification of existig WC & Vestry, and almshouses outbuildings to 29th June 2019	3,495.71
Total Extraordinary Repairs				<u>4,081.04</u>
TOTAL				<u>4,081.04</u>

St Mary Magdalen & St John The Baptists Hospitals Charity

Cyclical Maintenance 2019

January through December 2019

Cyclical Maintenance	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
	05/06/2019	Arthur Rayner	42 Magdalens-Stripping walls and repainting, tiling in bathroom	2,781.19
	11/06/2019	Nathan Hartley	No. 42 Magdalens - adjust and fit kitchen units	505.00
	21/06/2019	Calvert Carpets	Vinyl 42 & 33 Magdalens Rd	500.00
	21/06/2019	Kenny Gill Joinery	Fit 2 x kitchens Magdalens Rd	450.00
	21/06/2019	Calvert Carpets	Carpets 42 & 33 Magdalens Road	820.00
	21/06/2019	CSG Plastering	33 Magdalens Road - plaster kitchen	117.00
	21/06/2019	Calvert Carpets	£300 to carpet fitters 33 & 42 Magdalens	300.00
	02/07/2019	Arthur Rayner	Nos 33 & 42-fitting of kitchens	280.00
	02/07/2019	Arthur Rayner	No 33 Magdalens - stripping/redecorating	3,196.38
	14/08/2019	Howdens	No 42 Magdalens Burf lv 400 FH Door	17.87
	14/08/2019	S M Watson	No 33 & 42 - Fit new lights and sockets	1,946.26
	14/08/2019	Howdens	33 Magdalens Road kitchen	1,274.50
	14/08/2019	Howdens	42 Magdalens kitchen	1,103.95
	20/08/2019	Arthur Rayner	St Marys West Magdalens Road - Exterior woodwork painting	1,984.40
				<u>15,276.55</u>
Total Cyclical Maintenance				<u>15,276.55</u>
TOTAL				<u>15,276.55</u>

Independent examiner's report to the trustees of St Mary Magdalen and St John The Baptist Hospitals Charity

I report on the accounts of the Trust for the year ended 31 st December 2019

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: 17/2/20

ST MARY MAGDALEN AND ST JOHN THE BAPTIST, RIPON HOSPITALS AND CHAPELS CHARITIES

REPORT FOR 2019

Registered Charity numbers: Hospitals - 215990; Chapels - 227085

The Trusts are governed by Charity Commission Schemes, both dated 11 September 2006. The Trusts are jointly managed by nine trustees, who are incorporated as a body. 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 two 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 is only occasionally fulfilled, though any requests for help are considered sympathetically. The third arises from the original purpose of the Leper Chapel, but is not now fulfilled, though the congregation of St Mary Magdalen continue their interest in and support for the work of the Leprosy Mission.

The Chapels' Charity is responsible for the upkeep of the two chapels and the maintenance of services of worship. This is done from the very limited funds held by the Trust, together with support from the congregations and, in previous years, in the case of St Mary Magdalen, with the help from the Friends, who have since ceased. Worship is led by the chaplains with much support from local clergy and lay leadership. The life of the congregations comes under the jurisdiction of the Dean of Ripon as Master.

The Revd Cliff Bowman took over from the Rev Jackie Fox when she retired as Chaplain at St Mary Magdalen in July and Revd Dan Sladden continues in his role as Chaplain at St John's. Trustees are appreciative of their dedicated support to the chapels, congregations and residents. St John's Chapel is available for community use during the week and is being increasingly well used.

A celebratory service was held at St Mary's Chapel on Friday 26 July to say farewell to Rev Jackie Fox as Chaplain and to acknowledge her valuable and dedicated contribution over recent years. It was also an opportunity to recognise the support the Friends have provided over the last sixteen years, as well as to celebrate the completion earlier in the year of the external stonework repairs.

The Trusts are well served by the Clerk/Administrator. Their notional monthly hours remain at 32, but 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. Dr Sylvia Hargreaves took over from Mr Mike Taylor in June as a Trustee from the Magistracy. Mr Taylor continues to provide support to the Trusts on an ad-hoc basis, for which Trustees are grateful. Trustees look forward to working with Dr Hargreaves over the coming years.

Financially, the Trusts are in good order, though with limited resources. A significant proportion of income is spent on maintaining the various properties. Chapels funds are £226,700, which produces an income of £7,900 for expenditure on the two chapels.

The Hospitals are beginning to show a healthy balance of reserve funds, ready for expending on major improvements to the houses over coming years. Hospitals funds are £433,400 which includes a further £20,000 invested in the COIF Charities Ethical Investment Fund. These funds produce an

income of £14,800. Apart from the investment income, receipts are mainly derived from the Weekly Maintenance Contributions of residents. These have been increased steadily over recent years to enable regular improvements to be made to the properties. However, the cost towards heating remained approximately the same in 2019 and any previous decrease in cost has been passed onto the residents.

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 are due to take place in the early part of 2020, rolling over from Autumn 2019. Trustees are grateful for the valuable support of Mike Porter, a friend and local chartered surveyor, with much experience of managing prestigious building projects. He continues in his role as Buildings Manager, to advise on and oversee building work on the chapels and almshouses, working in liaison with the Architect. He heads a project group whose aim is to discuss and progress projects at St Mary Magdalen's Chapel, such as repairs to stonework and improvements to the heating, which have both now been completed, and the forthcoming upgrading of the WC facilities, vestry, storage and kitchen, which has been granted planning permission. The group works successfully in keeping the congregation apprised of developments and help foster effective working relations.

Trustees have maintained an awareness of the implications of the sale of The Beeches and the development of the adjacent farm buildings into residential dwellings, including concerns for the common driveway, which is owned by the Hospitals Trust, and the stone wall to the roadside front of the ancient Grade I listed Chapel. The various parties concerned continue to work encouragingly closely together to foster an outcome agreeable to all and in the best interests of the ancient site. The almshouses continue at full occupancy. There were two almshouse vacancies in 2019 at St Mary's East and West, which were both successfully filled, having undergone major internal refurbishment. All residents are visited regularly and appreciate the benefits of living in this sheltered and maintained accommodation. PAT testing of necessary properties was completed and annual legionella checks were successfully carried out on all properties. Risk assessments were carried out on all properties and run in a two year cycle. EPC inspections were carried out throughout all residential properties and the results have been fed into consideration of energy saving strategies to help improve their environmental status.

Improvements to the car parking facilities at St John's, serving both almshouses and chapel, continue to be explored by Trustees alongside the congregation.

Trustees continue to revise their various policies as and when necessary and have kept abreast of recent legislation such as Data Protection. A review of relationships with employees and external stakeholders has taken place and will continue on a rolling basis. A Disaster Recovery Plan is in place, and trustees have received training on how to respond

to an emergency situation. All Trustees hold current DBS certificates and have signed the relevant declaration relating to the Charity Commission's new disqualification rules. No expenditure is incurred outside England and Wales. Apart from legitimate expenses, trustees receive no payments or other benefits.

During 2019 the Trusts held three ordinary meetings plus three extraordinary meetings. The attendance rate of trustees at all ordinary meetings equated to 88.8% and extraordinary meetings 55.5%. A Standing Committee also met on five occasions to enable decisions to be made promptly to help move forward the projects as quickly as possible. All decisions of the Standing Committee require ratification by the trustees' meeting. The committee meets, on average, once a month, and will continue to do so for as long as the need arises. As previously mentioned, a Project Group, made up of representatives from the trustees and congregation, meet as and when required, mainly to discuss matters concerning St Mary Magdalen's Chapel.

In all their decisions, trustees have been aware of and had due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. 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. In 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
Date: 13 January 2020

Some details have been changed in response to GDPR requirements