

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2018**

The Trustees present their report to accompany the financial statements of the charity for the year ended 31 December 2018.

Due to the relatively small size of the charity, the Trustees have adopted the receipts and payments method of preparing the accounts, and the accounts have been subject to a review by an independent examiner.

**OBJECTIVES AND ACTIVITIES**

The core activity of St. Joseph's Homestead is the provision of low cost, self-contained accommodation for needy, single, ladies. The almshouses were originally founded over 100 years ago thanks to the generosity and benevolence of the Carr-Smith family who, in their words, wished "to provide a free home for four gentlewomen (spinsters or widows) of reduced circumstances and their servants or relative".

The charity owns eight, self-contained almshouse flats in central Stratford-upon-Avon.

Applicants for accommodation will be of limited capital as well as income, and will be single ladies, aged 60 years or over, and of Protestant or Catholic faith. Applicants will have lived for the past three years within the towns of Stratford upon Avon or Leamington Spa. The Trustees may also consider other single ladies who have lived for the past three years in either the Leek area of Staffordshire or within the Archdiocese of Birmingham.

With effect from 1st January 2016, the Trustees of the Municipal Charities of Stratford upon Avon (registered charity no. 214958) were officially appointed as Trustees of St Joseph's Homestead. Two of the original St Joseph's Trustees also currently serve as Trustees to the Municipal Charities. St. Joseph's Homestead is outside the (Municipal Charities of Stratford-upon-Avon) Uniting Direction granted under Section 96(6) of the Charities Act 1993 on the 28th April 2005 and is not a Registered Provider of Social Housing.

The Trustees are not involved in the raising of funds from the general public. Sources of income are residents' contributions, grants and investments.

Residents' contributions are in the form of weekly maintenance charges plus a modest weekly charge for low level support provided by the Scheme Managers plus Lifeline equipment. The Trustees confirm that they have complied with their duty in Section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit.

The Trustees ensure that core activities are carried out for the public benefit by:

- a) making sure all vacant properties are filled as soon as practicable;
- b) thoroughly assessing and visiting those applying for accommodation;
- c) letting all accommodation to those deemed to be most in need;
- d) providing support to residents throughout the time they live in our accommodation;
- e) actively maintaining all properties and, where needed, upgrading the accommodation for the benefit of current and future residents.

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**KEY MANAGEMENT PERSONNEL**

The Trustees consider the Board of Trustees and the Clerk comprise the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All Trustees give of their time freely and no Trustee remuneration was paid in the year.

Trustees are required to disclose all relevant interests and register them with the Clerk through an Annual Declaration of Interests Form. In accordance with the Charity's policy, Trustees withdraw from decisions where a conflict of interest arises. Notification of "Members interests" is also a standing agenda item for meetings.

**FINANCIAL REVIEW**

Total income for the year was £37,210 (2017: £29,483) and expenditure was £31,272 (2017: £30,481). 2018 was the first year of a fresh Quinquennial Review period for the properties.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

***Governing document***

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

***Recruitment and appointment of new Trustees***

Trustees are appointed in accordance with the charity's governing documents.

***Organisational structure and decision making***

To assist in the administration of St. Joseph's Homestead there are four Committees which are listed below:

- Advisory Committee
- Properties Committee
- Finance & Risk Committee
- Ad-Hoc HR Committee

A Visiting Committee was disbanded during 2016 and has been replaced by all Trustees participating in annual welfare and property maintenance review meetings with each resident.

Terms of Reference have been or are being constructed for each Committee. Decisions outside the scope of delegated powers are approved by the Trustees at Board, Special and Ad-Hoc Trustee meetings. The Chairman, Deputy Chairman and Committee Members are appointed at the Trustees' Annual General Meeting.

***Trustee induction and training***

It is the Charity's policy that new Trustees should undergo a welcome and induction process to fully brief them and they are familiarised with the Charity's properties. An annual training event also takes place for Trustees.

**ST JOSEPH'S HOMESTEAD – Registered Charity No. 219678**

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***Risk management***

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Charity has a Risk Management Policy Statement and maintains a Risk Register, which is reviewed by the Trustees at regular intervals. The Charity also carries out regular Health & Safety risk assessments. Systems and procedures have been established to mitigate the risks identified.

**REFERENCE AND ADMINISTRATIVE DETAILS - TRUSTEES**

*The following includes changes that took place after 31 December 2018:*

**Ex-Officio - For term of Office normally 1 year**

The Town Mayor for the time being of Stratford-upon-Avon (Cllr Kate Rolfe from 17<sup>th</sup> May 2019)

**Nominated by Stratford-upon-Avon Town Council - Term of Office 4 years**

Mrs Tessa Bates Appointed to 3rd August 2019

Miss Lezley Bott Appointed to 31st January 2022

**Co-optative Members - Term of Office 5 years**

Mrs Maureen Lesley Beckett Appointed to 28th September 2022

Rob Fradley Appointed to 5th June 2022

Clive Hood Appointed to 16th February 2021

Mrs Jenny Howard Appointed to 28th September 2022

Mrs Maureen Lancaster Appointed to 3rd September 2019

Alfred William Michael Love Appointed to 22nd January 2023

Mrs Sheila Price Appointed to 3rd November 2020

Peter Rowland Appointed to 3rd June 2019 and Re-appointed for a further five -year term thereafter.

Andrew Smith Appointed to 21st June 2021

Mrs Carole Taylor Appointed to 15th July 2022

Mrs Sarah O'Grady Appointed to 8th May 2023

Mrs Fiona Murphy Appointed to 8th May 2023

Jon Spencer Appointed to 8th May 2023

*At the 31st December 2018 there were sixteen Trustees in total.*

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**CLERK**

Mr John Loscombe, 6 Guild Cottages, Church Street, Stratford-upon-Avon, Warwickshire CV37 6HD

**TREASURER**

Mr John Loscombe, 6 Guild Cottages, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HD

**ADDRESS FOR CORRESPONDENCE**

6 Guild Cottages, Church Street, Stratford-upon-Avon, Warwickshire CV37 6HD

**BANKERS**

HSBC plc, 3 Chapel St, Stratford-upon-Avon, Warwickshire, CV37 6ET

**ACCOUNTANTS**

C Wiltshire & co, 17 Greenhill Street, Stratford-upon-Avon, Warwickshire CV37 6LF.

**CHARITY COMMISSION REFERENCE**

Registration No. 219678

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Clerk to the Trustees    Date:xxxxxx