



# The College of St Barnabas



Report and Financial Statements  
2013 - 2014

Caring for retired Anglican Clergy  
since 1895

# **The College of St Barnabas**

**Registered Company Office: Blackberry Lane, Lingfield, Surrey, RH7 6NJ**

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**Registered Company number: 61253**

**Registered Charity number: 205220**

## **Report of the Council for the year ended 31 August 2014**

The Council presents its report with financial statements for the year ended 31 August 2014. The Council has adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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*Front cover: The Bluebell Woods beside the West Range*

*Back cover: The Arts and Crafts panel of St Barnabas in the Upper Chapel*

## Who's Who

### Visitor:

The Right Reverend the Lord Bishop of Southwark (*Ex-Officio*)

### Members of Council:

Sir Paul Britton, CB, CVO (Chairman)

Mrs Vivien Hepworth, BA (Hons), (Vice-Chairman)

Mr John Cope, MA

The Reverend P Mark Gilbert, SSC

Mr David Jessup, FCA (*Ex-Officio* Hon Treasurer from 17 March 2014)

The Venerable Daniel Kajumba (*Ex-Officio*)

Mr Keith Luckhoo, LLB (Hons) Lond, FCIM

Mr Peter Lusty, FCA (*Ex-Officio* Hon Treasurer until 17 March 2014,  
remaining an elected member)

Mrs Shiona Monfries, RGN, HV, RNT

The Reverend Graham Paddick

Mr Anthony Proctor, FRICS

Mr Anthony Shillingford, MA, FRSA

Mrs Cynthia Taylor, RGN

Mr Martyn Williams, MA(Cantab), FCA (from 8 September 2014)

### Clerk to the Council and Company Secretary

Mr W M Ross, BA, LLB

### Auditors

Tudor John LLP, Chartered Accountants and Statutory Auditors

Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ

### Officers of the College:

Warden

The Reverend Howard Such, BTh, MA, src

Bursar & Responsible Person

Mr Paul Wilkin, DChA

Matron & Registered Manager

Mrs Heather Mockler, RGN, BaCur

Housekeeper

Mrs Susan Lewis

Director of Fundraising

Mr Michael Herbert, BA (Hons), MInstF (Dip)

Medical Officer

Dr Alistair A J Mackenzie,  
MBBS (London) 1979, DRCOG, DCH, MRCGP

## **Patrons and Presidents**

### **Patrons**

The College is grateful to our Patrons who have agreed to speak for the College, to encourage others to support us with their prayer and giving, and to recommend the College to people whom we may be able to help.

**The Archbishop of Canterbury, The Most Reverend Justin Welby**

**The Archbishop of York, The Most Reverend Dr John Sentamu**

**The Archbishop of Wales, The Most Reverend Dr Barry Morgan**

**Lord Williams of Oystermouth, The Most Reverend Dr Rowan Williams**

**The Right Reverend and Right Honourable the Lord Carey of Clifton**

**Dame Judi Dench**

**The Lord Lieutenant of Surrey, Dame Sarah Goad JP**

**Mr Peter Ainsworth**

**Mr Adrian Plass**

### **Presidents**

In addition to our Patrons, the College is fortunate to have the support of a growing number of Presidents who work alongside the Patrons in raising awareness and support for the College.

**The Rt Revd Dr Peter Forster**

**The Very Revd Dr John Hall**

**The Rt Revd Graham James**

**The Rt Revd Stephen Platten**

**The Rt Revd John Pritchard**

**Ms Jenny Seagrove**

**The Rt Revd Mark Sowerby**

**The Very Revd Lister Tonge**

**The Rt Revd Lindsay Urwin**

**The Rt Revd David Walker**

**The Rt Revd Dr Martin Warner**

**The Very Revd Robert Willis**

## The Members of the Council

**Sir Paul Britton** was a senior civil servant. He retired as the Prime Minister's Appointments Secretary in January 2014 and is now a trustee of a number of charities.

**Mrs Vivien Hepworth** began her career as a journalist. She then worked in public affairs and public relations, becoming Executive Chairman of Grayling UK. She has chaired an NHS hospital trust, worked as Director of Marketing and Fundraising for a major local charity, served as a Trustee of the Prince's Foundation for the Built Environment, and is a churchwarden and a local parish councillor.

**Mr John Cope** is a retired teacher and archivist. More recently he has just completed 13 years as a school governor and is in his 14<sup>th</sup> year as Honorary Treasurer of St Mary the Virgin Church, Hartfield.

**The Reverend Mark Gilbert** trained for the priesthood at the College of the Resurrection, Mirfield. After ordination in 1987 he has served in parish ministry and in school and college chaplaincy. He is currently Area Dean of Chichester and is a member of the Society of the Holy Cross.

**Mr David Jessup** is a chartered accountant. He was a partner with PwC. His audit experience provides expertise in governance and control as well as oversight of financial reporting. Much of his work was related to risk assessment and management. Functionally, he focused on change management, enabling him to help the College adapt to the changing needs of its stakeholders.

**The Venerable Daniel Kajumba** is Archdeacon of Reigate. He is appointed by the Diocesan Bishop to serve as an *ex-officio* member of the Council.

**Mr Keith Luckhoo** is a barrister and a Fellow of the Chartered Institute of Marketing. He has specialised in financial services for over 38 years, holding senior positions in Royal & Sun Alliance, Aegon Scottish Equitable and The Life Association of Scotland. He now provides consultancy services to the financial services industry and is a non-executive director of pensions provider JFM.

**Mr Peter Lusty** was senior partner of Brooks & Co, a medium-sized firm of Chartered Accountants, for 25 years. Now retired, he continues to specialise in charity work professionally and in particular with City Livery companies, including the Chartered Accountants Livery Charity. He is a PCC treasurer and a volunteer with several national charitable organisations.

**Mrs Shiona Monfries** was Professional Advisor for Health Visiting and District Nursing to the National Board for Nursing, Midwifery and Health Visiting for Scotland, and subsequently Executive Director, Standards for Nursing, Midwifery and Community Nursing Education, and Deputy Chief Executive. She supervised research projects including *Standards of Care in the Nursing Home/Residential Care Sector*.

**The Reverend Graham Paddick** recently retired after two contrasting vocations. Before being ordained in the Church of England as a parish priest, Fr Graham worked for 25 years in the catering industry, from restaurants in London's West End and the *Hotel George V* in Paris to Courtaulds Plc.

**Mr Anthony Proctor** is a chartered auctioneer. Now retired from the partnership of an estate agency, he continues some administration for the company. He also worked for Prudential, mainly as an auctioneer. He has served as a governor of two schools, as Treasurer of the Edenbridge Music and Arts Trust and also of his local branch of the Sevenoaks Conservative Association.

**Mr Anthony Shillingford** has worked in industry, commerce, the public sector (NHS) and charity (Business in the Community). He and his wife have done voluntary service on the Indian sub-continent. He has been involved in the London musical scene and is a member of the Court of the Worshipful Company of Fuellers. He is a Lay Minister in the Church of England.

**Mrs Cynthia Taylor** is a Registered General Nurse and midwife and is married to a retired local GP. From 1975 she worked in the operating theatres at Queen Victoria Hospital, East Grinstead until she retired in October 2012. As a churchwarden she chaired building and restoration projects at her local church. She has been Chairman of the Friends of the College of St. Barnabas since January 2004.

**Mr Martyn Williams** stepped down from full-time executive roles in July 2012 after working in international manufacturing and service companies, latterly as CEO of a LSE-listed biotech company. His roles have involved raising some £250m. He has extensive experience of international transactions, growth management and dealing with major setbacks. He now assists companies in an advisory capacity.



## From the Chairman



The success of an institution like St Barnabas' depends above all on the quality and commitment of the many people - staff, supporters and trustees - who are needed to make it work. I should like to take the opportunity of this foreword to pay tribute to those many people.

First, the staff. The College employs over eighty people, many of them part-time: nursing staff and carers, catering and laundry staff, domestic staff, maintenance staff and gardeners, administrative staff, our fund-raising team and so forth. In addition to the salaried nursing staff, we rely on a large number of 'bank' nurses on whom we can call in an emergency. We use also the services of a range of professional advisers from outside the College. We depend on the dedication and loyalty of all of these

people, on their desire to achieve high standards for the benefit of our residents. It would be easy to take their contribution for granted but I want them to know that the Council of the College values highly what they do, because they make the College the place that it is.

Second, our supporters. We receive financial help from over a hundred PCCs and trusts - listed at the back of this report - but also from many individuals and from the College's Friends. Their generosity has enabled us to make many improvements in the College buildings over the years, the most recent of which are described elsewhere in this report. The response over the last year to our appeal for funds to fill the growing gap between the cost of nursing care and what local authorities will pay to support those of our residents who lack means of their own has been very encouraging. This has included, for a second year, a large grant from 'The Sons and Friends of the Clergy'. The College Council is very grateful to all who have helped us financially and hope that you will value sufficiently what we do to continue your support. We certainly need it if we are to continue to provide a high standard of care for residents of our nursing wing.

Third, I myself would like to thank my fellow Council members who give their time and expertise to the College because, like me, they regard it as such a worthy cause.

## Governance

We have welcomed three new members of the Council. Peter Lusty stood down as our Treasurer but remains a member of the Council. His replacement as Treasurer is David Jessup, who has also taken over as chair of the Finance and General Purposes Committee. Other new members are Father Mark Gilbert, Rural Dean of Chichester, who has strengthened our links with the Chichester Diocese; and from September 2014 Martyn Williams, a retired businessman who brings strong financial skills in particular to the Council. Shiona Monfries has succeeded Cynthia Taylor as chair of the Nursing and Welfare Committee.

## Transparency

Those with an interest in the College seem to like the fuller form of annual report published in the last two years and we have therefore decided to retain the new format.

## Regulation

The College was subject to an unannounced inspection by the Care Quality Commission in July 2014, the report of which had just been received at the time of writing this foreword. The report gives the College an overall rating of "Good" for its nursing care, describing us as a safe environment, with high standards and "kind and caring staff." The two points on which we need to improve are that residents want the staff to spend more time talking to them and that there are still some minor gaps in our record-keeping. As for the first point, we shall encourage our staff to engage with residents as they care for them and we need to expand and improve the social activities which we provide. The gaps in record-keeping can easily be put right.

We have found the approach taken by recent CQC inspections variable: greater predictability is needed so that the regulated institution knows what standard it has to meet. It is to be hoped that the new moderated form of inspection - of which this was the first - will provide us with more certainty.

## Objectives

The seven objectives which the Council adopted in last year's report have been met. In particular, our fund-raising to fill the social funding gap and for the refurbishment of the remainder of the Central Block went well. The College has recently appointed a new Pastimes Coordinator. Our programme of minor works to our buildings has continued. The objectives for 2015 agreed by the Council are:

### *Strategic*

- continue to raise funds to fill the gap created by low levels of social funding;
- expand our publicity and marketing programmes and develop the College's use of 'social media' as both a fundraising and marketing tool;
- complete fund-raising for the Central Block refurbishment project;

### *Works*

- complete the upgrading of bathrooms in the cloister flats and nursing rooms;
- upgrade the main College laundry;

### *Pastoral*

- develop a fuller and richer programme of activities for residents;
- provide further training for staff in middle management positions.

The Council will review progress at its June 2015 meeting.

## The College Buildings

Details of the various projects undertaken during the year are given elsewhere in this report. The main development is that with the help of a major grant from the Homes and Communities Agency we have now raised over two-thirds of the funds necessary to refurbish the remainder of the Central Block. We may still need to phase the project - depending on whether the remaining funds can be obtained in time- but there is a good prospect of starting at least the major part of the works in autumn 2015 or spring 2016. Indeed, we shall need to do so to meet the terms of the HCA grant.

## Conclusion

This has been another successful year for the College and we look forward to 2015 with confidence. It has, however, been a distressing year because of the deaths of a number of our residents, including some who had been at the College for a quite a few years. We are sad to see them go and remember them fondly.

**Paul Britton**

## A Review of the Year

This has been another exciting year for the College, bringing important successes, special occasions and new members of the community. This report includes just some of the highlights.

### Residents

***“There is a lovely community here, the countryside is beautiful and I have made so many friends.”***

Our constitution defines the objects of the Charity as providing a home and, when required, nursing care for those who have served the Anglican Church at home or abroad. The College is home to people who have given years and often a lifetime of service in the Church. It is our privilege to care for them in a peaceful, comfortable and spiritual environment. Many are unable to meet the costs that such care entails, and it is an important part of our task to ensure that they are able to remain here without the anxiety that such lack of means can cause.

A first for the College has been the celebration this year of a resident’s 100<sup>th</sup> birthday. Despite having been home to so many people since 1895, it was only in June 2014 that a resident achieved a century while living at the College.



**Mrs Norma Simpson** (*left*) lived as a member of the community from 1995. During her long life, she provided support to the ministries of two clergy husbands, helped to raise an extended family and cared for many in her own two professions.

Having moved to Gloucestershire as an aspiring nurse from her native Birmingham, she met Fr Edgar Saunders when he was a curate at Stroud Parish Church. They fell in love, married, and then moved to nearby Whiteshill where he became the Vicar and their son and daughter were born. He served as a military chaplain during the war and then as a Rural Dean and Incumbent of St Catherine’s Church in Gloucester.

After his death in 1960, Norma re-trained as a social worker. It was when she had to visit a widowed priest, Fr Clarence Simpson, in connection with a baby who was being placed for adoption, that she met her second husband. The couple married the following year, and Mrs Simpson found herself a mother to three step-children as well as her son and daughter. She was married to Fr Simpson for 32 years, during which time he served in parishes in Cornwall and Hertfordshire. In 1995 they moved to the College of St Barnabas, but Fr Clarence died just 18 months after they arrived. Norma continued as a pillar of the College community for another seventeen years, but sadly, not long after her Centenary celebrations, she passed peacefully away in her sleep.

The College is perhaps not the first place one might expect to find a retired military officer among the residents. Yet in June 2014 we welcomed **General Sir Hugh Beach** (*facing page, top right*) to the community. Sir Hugh is a member of the Third Order of the Society of St Francis. It was while attending a meeting of the Order in 1949 that he met his future wife of 38 years, Estelle. They married when she completed her medical training and she became a GP, a calling which she followed throughout their marriage. They had four children, who between them became a medical writer, a prize-winning molecular geneticist, a property developer and a wild-life photographer.

After distinguished wartime active service during which he was awarded the MC, Sir Hugh became successively Commandant of the Staff College at Camberley, Deputy Commander-in-Chief UK Land Forces and Master-General of the Ordnance.



An oarsman for his Cambridge College, Sir Hugh has enjoyed sailing with his family throughout his life. After his retirement from the army in 1981 he became the Warden of St George's House, Windsor, where many clergy have studied as part of their continuing ministerial development. He has also chaired boards of Church Army and SPCK, the Advisory Committee for the Care of Churches of the Diocese of Winchester, and the Fabric Advisory Committee of the Cathedral there.



Sir Hugh's particular area of expertise is in the field of ethical issues of peace and war. He has contributed chapters to more than two dozen books and was co-author of a book on British nuclear weapons policy.

He is a member of the Executive Committee of the Council for Christian Approaches to Defence and Disarmament. With such experience and knowledge, it was no surprise that the paper he delivered to the College Theology Group raised some exceptionally thought-provoking issues and produced a lively discussion.

## Publicity

### *Regional exhibitions*

Having become well established at the **International Christian Resources Exhibition** over the past seven years, it was decided to take the work of the College further afield to one of the regional exhibitions. In October 2013 the College exhibited at CRE Midlands, held at the National Exhibition Centre at Birmingham. The decision proved to be right, as we not only met existing supporters from the Midlands but also were able to present the work of the College to a whole new group within the Church. It was especially valuable to be able to describe how the College has developed in recent years.

### *Social Media*

The increasing use of social media as a means of publicity has become a significant part of our strategy. Along with our website, which now has a dedicated webmaster, the College is present on both Facebook and Twitter, enabling followers easily to keep up to date with news and events. As a result of this, we have even received enquiries about residence from America!

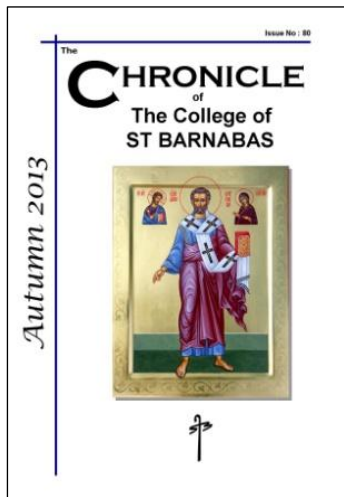


### *The Patronal Festival*

The 2014 Festival took place amid glorious weather. The preacher at Festival Evensong, before the annual garden party, was the **Bishop of Horsham** (*seen right, with the Warden, Sub-Warden and other officiating clergy*) and the **Dean of Westminster** was the speaker at the Festival Dinner. As Presidents of the College, both have been active supporters behind the scenes, and in introducing the Dean the Warden paid tribute to the considerable impact he had made in raising, by then, some £125,000 towards the next phase of the Development Plan.



## The College Chronicle

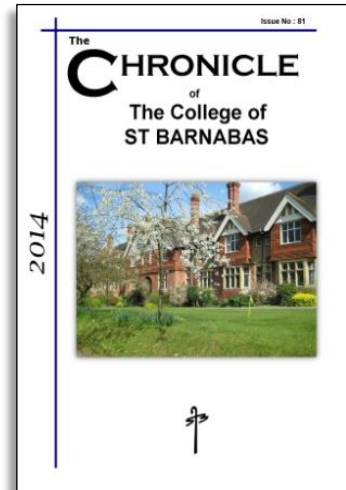


Two issues of the **Chronicle of the College of St Barnabas** have been published since the last Annual Report. We are indebted to Canon Wilfrid Browning who has continued to edit the journal this year.

Between them the two issues included articles on the magnificent icon of St Barnabas (shown on the cover of the 2013 edition; see also page 12), the Church in the Caribbean, residents' experiences of wartime military service, extracts from the diary of an official visit to the Church in Russia, the Industrial Christian Fellowship, the Last Supper and

the poetry of George Herbert. There is also a piece about the completion of the Bluebell Railway line into East Grinstead, along with some poems from both within and beyond the College and a number of addresses given in the College during the year, including some from the funerals of former residents.

Under Fr Wilfrid's direction, the *Chronicle* continues to illustrate how our community remains one of mission and scholarship as well as of prayer.



## Social Activities

***"There is always plenty to do, both in the College and beyond."***

**The Theology Group**, continues to welcome a strong following. The monthly meetings, chaired this year by Bishop Alan Chesters, consist of a paper given by a speaker, either from within the College or beyond, usually followed by discussion. Amongst the distinguished speakers this year we have welcomed the Bishop of Salisbury on *Spirituality in Later Life*, the Bishop of Chester on *Theology since Einstein*, the Bishop of Fulham on *John Donne and George Herbert – Models of Anglican Priesthood*, Canon Hugh Wybrew on *Divinity's Transcendent Sky*, the Bishop of Croydon on *Sharing God's Mission; Lessons from the early Church*, Canon Brian MacDonald-Milne on *Anglican Religious Communities in Melanesia and the Single Life* and Prebendary Russell Bowman-Eadie on *Male Spirituality*. All this is in addition to papers by members of the College on subjects ranging from *The Cistercian Order, Past and Present* to *The Growth of a Province and the Influence of Colonial Bishops*.

The **Art Group** has continued to meet under the supervision of their tutor Angela Schütz. So, too, have the **Poetry Group** convened by Mrs Jenny Tingle, the **Music Group** chaired by Fr David Fysh and the monthly **film programme**.

We have been delighted to welcome to the College staff **Miss Kim Towner** (right) who works as "Pastimes Co-ordinator" in the Nursing Wing. Her role includes spending time with individual residents, encouraging their recollections and special interests and the discovery of new leisure activities.



"When I left university I never envisaged being a nursing home Activity Coordinator," she says. "I had no idea how rewarding and challenging such a job could be. Being able to assist and engage with the elderly has proved so worthwhile. A recent conversation with the CQC inspector has made me realise even more how important this role is."

Outside, the **croquet lawn** (*below left*) and nine-hole **putting green** (*below right*) have provided the venues for matches against the Friends of the College and our neighbours at Whittington College in Felbridge as well as being in use by residents throughout the good weather.

The refurbishment of **the Libraries** has continued with the provision of additional shelving crafted by the College Estate Manager to house the expanding CD collection held in the Reference Library.



Regular favourites among visits from the College have included our annual pilgrimage to the Shrine of Our Lady of Walsingham and the Christmas production by the Company of Friends at Chequer Mead Theatre of *Jack and the Beanstalk*.



Our connections with the nearby Bluebell Railway have not only been strengthened by a visit arranged by the Friends (see below) but also encouraged a group to visit adjacent Dormans station to see the first steam engine pass through since the end of mainline steam. LNER Peppercorn Class A1 locomotive no. 60163 *Tornado* flashed past a group of residents (*left*) en route for Sheffield Park station at the southern end of the Bluebell Line.

### ***The Friends of the College***

Concert pianist Hiromi Okada generously gave another brilliant private recital to members of the College. This was just one of the events that were arranged by the Friends of the College during the year. Others included several occasions for afternoon tea, one with a visiting speaker and another before Christmas, an annual sherry party, an outing to Sheffield Park Garden and the Bluebell Railway and a garden party at the home of a committee member. The Friends have also funded the upgrading of the audiovisual equipment throughout the College, which now enables nursing wing residents to hear not only the chapel services but also common room events while they remain in their rooms. In addition to this, the chapel services can now be both seen and heard in the common room. This latter facility has proved invaluable in allowing overflow congregations at large services to be able to take a full part in the worship offered in the chapel.



## Faith and Worship

***“We really are a religious community – in the non-technical sense.”***

The stability of the daily worship is central to College life. The Eucharist is celebrated every day at 8 am before breakfast is served at 8.45. There is often a second, mid-morning Mass as well. The relaying of the services to each room in the Nursing Wing makes it easy for residents there to prepare for when Holy Communion is taken to them if they are unable to be present in Chapel. Daily Evensong brings the afternoon to a close.



The two chapels sit both architecturally and spiritually at the heart of the College. The smaller, Lower, Chapel is now home to the magnificent icon of our Patron Saint, St Barnabas (*left*). The icon was a gift from a Russian friend of one of our residents who, when they found that the College did not have such an icon, commissioned it from an iconographer in their home country.

It is really three icons in one, as small icons of Our Lord and the Mother of God are written in the upper corners. The text naming the Apostle is shown either side of his head. His inner garment is blue, a colour associated both with purity and humanity. Laid over this is a mantle of deep red – the colour of royalty and martyrdom. Around his neck is set a pallium, the symbol of his

apostleship and his traditional ministry as first Bishop of Milan. Barnabas holds the Book of the Gospels in his left hand. His gaze looks directly out of the icon, but not quite at the one standing before it, as though he is looking beyond, contemplating a truth which he shares in faith with the viewer. His expression is one of complete calm, but there is also sadness in his eyes and a firm strength around his lips. His right hand is held in the shape and gesture of blessing.

Our Lord is identified by the arms of the Cross in his halo, or nimbus. Within these arms are the Greek letters **Ω ΩΝ** - The One. Beside him the initials **ΙΣΧΣ** show the abbreviated name, Jesus Christ. The colours of his garments are the reverse of those of Barnabas: his inner garment declares the royalty of the Son of God, while he is clothed with the blue of the humanity he put on in the Incarnation. In the top right corner is she who is known, in recognition of Christ's divinity, as the Theotòkos, Mother of God. She looks towards them both, pointing away from herself to her Son, as she also does in the icons of her as the Mother of God Hodegitria (the one who shows the Way).

So it is that the icon brings us into the presence of these three, both Barnabas and Mary pointing to the Lord himself. We are invited to engage with them in prayer: with Barnabas as our Patron, blessing us and encouraging us in the service of the Lord whom he also serves; with Our Lady, as she intercedes for us, looking maternally on those whom Barnabas commends; with Our Lord himself as he in turn accepts and welcomes our prayers.

### ***Lent Addresses***

This year, our Lenten meditations were guided by The Revd Dr David Williams. Drawing on his knowledge of the Welsh Church as well as his wide scholarship, Fr David explored theme 'My Lord and my God – a Walk towards Holy Week' under five headings: *Visions and Visionaries*, *The Gift of Tears*, *The Great Welsh Revival*, *The Five Wounds of Jesus and the Stigmata*, and *The Five Wounds of Jesus and the Sacred Heart*.

### ***Quiet Days***

The intimate Lower Chapel (*right*) has been the gathering place for a quiet day during the year for members of the parish of Christ the King, Salfords. College Quiet Days in the Upper Chapel were also attended by friends from all Saints' Church, Benhilton.



### **The College and the Wider Community**

***“As well as all that goes on here, many of us enjoy regular activities beyond the College.”***

Residents of the College provide regular support for parishes during periods of holiday, sickness and vacancies, and have led quiet days and retreats away from the College. Apart from priestly duties, residents are also members of various local groups and several are Priests Associate of the Shrine of Our Lady of Walsingham. On Sundays many people choose to join nearby parish congregations and keep in touch with local worshipping communities. In addition to this, the College remains open to individuals and groups for retreats and private study, and for local community events.



## Achievement and Performance

### Fundraising

Over the course of the year we have been working hard to move our fundraising efforts into new areas of work, in particular into volunteer-led and community fundraising activities to supplement the work we do with trusts, PCCs and individual donors.

We have, as a result, recruited a small number of volunteers, some of whom help us out at the College while others volunteer for us in their own local area to increase awareness of the College and our work. We are very keen for more people to help us in this way. We have also provided a work experience placement to a local student during this period.



The volunteer team has been involved in a heritage project at the College investigating its links with the local community over the last 120 years and in preparing its collection of historical materials for deposit with the Surrey County Archive to ensure their wider availability to others. Among these is a hundred-year-old postcard (*left*) showing the unfinished College buildings as they were in 1908.

Volunteers have also helped with giving talks to other groups and also in developing and implementing our first social media strategy. This gives us a presence on both Facebook and Twitter through which we hope to make ourselves more widely known and through which we hope to appeal to a different constituency of support.

Our first venture into online giving was using the “JustGiving” platform earlier this year to provide an alternative way to make donations towards a sponsored walk undertaken by our Fundraising Manager.



Of course, while all of these interesting and exciting developments have been taking place we have still maintained our focus on securing support from our traditional sources and have been delighted to see slow but steady growth in both one-off donations and in the number of people converting to giving by regular standing order as well as an increase in the number of larger gifts from individuals.

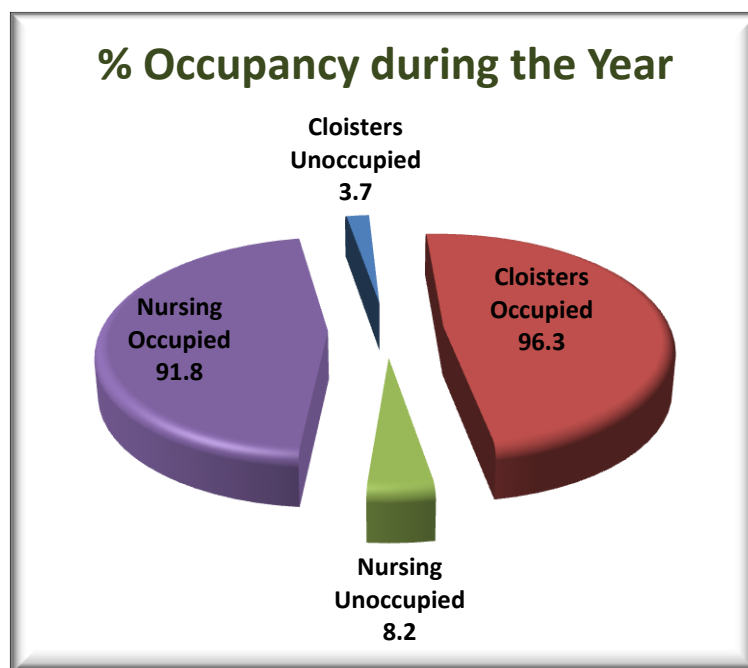
**REMEMBER US IN  
YOUR WILL**  
Help our work live on...

A small number of supporters have taken the intensely personal and private decision during this year to leave a charitable legacy to the College in their Will, but it is still an area of concern that in real terms so few of our supporters have indicated their willingness to help us in this very special way.

We are also delighted to report having received continued support from a number of trusts and foundations, and from PCCs around the country.

## Occupancy of the College

In common with many comparable organisations, the Council has set the benchmark for the occupation of the College at 92%. Additionally, the Council requires one nursing room to be available for Cloister residents in an emergency. During the year covered by this Report, the average occupancy rate was 94.1% (91.8% for the nursing wing and 96.3% for the sheltered flats). Thirteen new residents arrived and nine residents died or moved away during this year.



## Internal Maintenance

There have been several essential maintenance projects during the year. Three were objectives set out in the previous Annual Report:

- 1 The redecoration of the external part of the Cloisters took place early in the year and was completed before winter. Including repairs to some timbers the cost was £5,100;
- 2 The upgrading of bathrooms in flats and nursing rooms has continued with a further five bathrooms converted to incorporate showers. The cost so far has been £12,600 and with grants from the Mercers' Company, the Dame Susan Morden Charity and other small donations there is still £16,100 available to finish the remaining bathrooms;
- 3 The Nursing Wing Laundry room has been upgraded with 2 new industrial machines, racking and flooring which has so far cost £10,990 with some minor work still to finish. Two £10,000 grants, one from the Beatrice Laing Trust, mean that work can now begin to upgrade the main laundry;

In addition to these, other work that has taken place during the year has included the replacement of many of the corridor emergency lights with modern energy efficient LED fittings, which have so far cost £10,965. Two chimneys have been repaired when brick and masonry was found in the rear car park. The cost to the College of these repairs was £ 3850.

As mentioned above (page 11) the Estates Manager has built more shelving for the Reference Library, following the excellent job he did two years ago in refitting the shelving for the Fiction Library.

Overall, almost £48,000 has been spent on maintenance throughout the year.

## Financial Review

### *Financial Result*

Total incoming resources increased by £215,920 (12.3%) to £1,970,640. £140,000 of this is attributable to the increase in voluntary income relating to the planned refurbishment of the Central Block East, and the balance predominantly to contributions from residents.

Total resources expended increased by £46,717 (2.6%) to £1,835,735 after charging amortisation of the Refurbishment Programme of £157,917 (2013: £150,823). After adjusting for gains on investments, total funds increased by £189,987 to £2,619,251. An analysis of the overall movement of the funds is shown in note 20 to these financial statements.

The Council have been moved to react to the increasingly low proportion of state support for a number of residents whose personal financial resources are insufficient for them to meet their contribution to the costs of running the College. It has always been the Council's policy that inability to contribute is no reason to be excluded from College. The Council has changed the priorities for the attribution of the proceeds of its fundraising in line with the constitutional main objects, so that these funds are applied first to this shortfall in contributions. Thereafter these funds are applied to its ongoing development programme. To that end, generous support from existing and new donors has greatly assisted in coping with the shortfall and good progress with the major development work continues. Approximately £1 million has now been raised since 2004 and details of the short term capital plans are provided below.

### *Operational policies*

**Investment Policy:** The College's investment advisers Charles Stanley & Co Limited manage the College's investments under delegated authority from the Council. The current policy, which is subject to ongoing review, is to maximise total returns achievable within a medium to low risk profile. The Charity's investment performance is measured against established Stock Exchange indices. Despite adverse economic conditions the investments have not only shown strong growth during the year but have yielded an excellent rate of return close to 5%. A report by the investment advisers is included within the financial statements.

**Reserves Policy:** At 31st August 2014 the free reserves which are represented by investments and cash stood at £806,144 (2013: £623,198). The Council aims to maintain free reserves in unrestricted funds at a level which equates to at least approximately three months of unrestricted charitable expenditure. The Council considers that this level will provide sufficient funds to respond to day-to-day expenditure and ensure that there are sufficient funds available to cover support and governance costs. Any funds which are not restricted are treated as expendable by the Council.

### *Public Benefit*

The Council has referred to the Charity Commission's general guidance on public benefit when reviewing its aims and objectives and in planning its future activities.

Although it was initially established as a community of retired Anglican priests, the criteria for eligibility have since been broadened, and now any active worshipper can apply to benefit from the accommodation and service that the College provides. No one is prevented from becoming a resident through lack of means. Additionally, the College is open to individuals and groups for retreats, regular organised services and local community events.

Active clergy residents undertake external work in a variety of communities and have conducted services in the Dioceses of Southwark, Chichester, London, Norwich, Rochester and Chester. There are close connections with the Shrine of Our Lady of Walsingham; the Shrine Administrator is a President of the College, one resident is a Guardian Emeritus and several are Priests Associate. The Chaplain Emeritus of the Hampton Court Horse Rangers Association is a resident. Many books written by residents are in print. Residents are also members of local groups, choral societies, Julian Group or the Mothers' Union. Several priests are members of the Society of the Holy Cross; one is a former Master. The Warden is a member and former Superior of the Society of Retreat Conductors.

## **Future Plans**

The Council has prepared both short and medium term plans. The plans for the next financial year include:

- Completion of the programme of upgrading bathrooms in Cloister flats and Nursing rooms
- Replacement of the windows in the Lodge
- Redecoration of the external hallways throughout the Cloisters flats
- Upgrading the main College Laundry

The Council has also approved a refurbishment programme for the following three years as follows:

		<b>Year Ending</b>		
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Central Block East – Kitchen	£200,000			
Central Block East – Accommodation	£375,000			
Central Block East – Chapel		£200,000		
Lodge Roof			£80,000	
Refurbish Rear Drive and Car Park				75,000

The Central Block East Project is well advanced in its planning. The project comprises the re-roofing of the three blocks above, including insulation and upgrading the mechanical and electrical installations, for example extracting the warm air from the *en suite* shower rooms, cleaning and drying it and recycling into the corridors. It is estimated that the project will take around 32 to 36 weeks to complete, and it is hoped to begin work in either Autumn 2015 or Spring 2016.

## **Statement of the Responsibilities of Members of Council**

The Members of Council, who are also company directors and charitable trustees, are responsible for preparing this Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure, of the company for that period. In preparing those financial statements, the Council is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Council is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. It is also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Council is aware:

- there is no relevant audit information of which the company's auditors are unaware; and
- the Council has taken all steps it ought to have taken to make itself aware of any relevant audit information and to establish that the auditors are aware of that information.

## **Auditors**

The auditors, Tudor John LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

## **On Behalf of the Council:**

**David M J Jessup, FCA** Hon Treasurer

**Date:** .....

# Structure, Governance and Management

## Constitution and Function

The College of St. Barnabas was incorporated on 10th March 1899 as a company limited by guarantee not having a share capital. The liability of the Members of the Association on a winding up is limited to £10.

The Company is governed by its Memorandum of Association, which was last amended by Special Resolution on the 21st March 2005, and its Articles of Association.

The business of the Company is managed by the Council the members of which are elected by the Members of the Association apart from its ex officio and delegate members. One third of the elected members of the Council retire each year but they are eligible for re-election.

Applications for membership of the Association are approved at the Annual General Meeting and membership is limited to 100. The Annual General Meeting also elects and re-elects members of Council from the membership of the Association who offer their services to the Council. Annual General Meetings are required to be held each year. Five members constitute a quorum. Questions at meetings of the Association are decided by a majority of votes with the Chairman having a casting vote.

The Council has power to delegate any of its powers and duties to individual members or to any committee or sub-committees of members and to fix the quorum necessary for the transaction of business.

Members of Council may not receive remuneration other than professional fees, which are subject to the restrictions contained in Clause 5 of the Memorandum and reasonable out of pocket expenses.

The main objects of the Charity are:

- (a) To provide permanent Homes for those detailed in sub-paragraph (d) who are retired from work or who are incapacitated by disability, disease or other causes on the understanding that the first priority should always be given to retired Clergy and then their spouses, widows or widowers.
- (b) To provide Homes of Rest and a Nursing Home to which those detailed in sub-paragraph (d) who are sick or who are incapacitated may be admitted for longer or shorter periods or for convalescence after treatment in another establishment on the same understanding as in sub-paragraph (a).
- (c) To provide the recipients of the Charity with homes, board, nursing and medical treatment in return for which a monthly rental having regard to each individual's personal circumstances may be charged.
- (d) Those to whom the Objects of the Charity may be directed are:
  - i Clergy of the Church of England and of Churches in full communion with it;
  - ii Full time Church Workers licensed by a Bishop;
  - iii Overseas missionaries working for or sponsored by a recognised Anglican missionary body;
  - iv Readers licensed by a Bishop;
  - v The spouses, widows and widowers of members of (i), (ii), (iii) and (iv) above;
  - vi Those in communion with the Church of England and who over at least the last five years are able to verify their active worship through their local parish priest.



In accordance with these objects, the College of St. Barnabas provides housing for members of the Anglican communion. No one is prevented from becoming a resident through lack of means. There are sheltered flats for up to 8 couples and 21 single or widowed people, and 27 nursing rooms. The nursing wing is registered with the Care Quality Commission.

When a vacancy is likely to occur, potential residents are invited to stay at the College to experience life within the College community and to enable a mutual decision to be made about moving to the College. Assessment visits for entry to the nursing wing are made over a two week period. The nursing wing is not registered to provide care for the elderly mentally infirm.

## **Governing Procedures**

The Council meets regularly four times a year and at other times when necessary. The papers for the meetings are circulated by the Clerk to the Council, who is the Secretary of the Company. Minutes of the meetings are taken by the Clerk and circulated to the members of Council.

The Council has a standing committee, the Finance and General Purposes Committee, which meets four times a year (usually during the month prior to Council meetings) unless further ad hoc meetings are required. It considers the management accounts, monitors budgetary performance, reviews matters of accounting policy and other matters concerning the administration of the College and the welfare of the residents. The Committee reports to the Council by way of its Minutes, which are circulated to all Members.

The Council has established the Fundraising Committee chaired by the Vice-Chairman of Council. The Committee meets four times a year (usually during the month prior to Council meetings) unless further ad hoc meetings are required, to consider fundraising and marketing strategies and policies. The Committee reports to the Council by way of its Minutes, which are circulated to all Members.

The Council has established the Nursing and Welfare Committee, to be chaired by a Council Member. The Committee meets four times a year (usually during the month prior to Council meetings) unless further ad hoc meetings are required, to consider nursing and welfare matters within the College. The Committee reports to the Council by way of its Minutes, which are circulated to all Members.

The Council appoints and employs a Warden, who is Head of the College, a Bursar, a Matron, a Housekeeper, a Fundraising Officer and an Estate Surveyor all of whom attend and report to Council meetings as required by the Council.

## **Risk Management**

The Council is responsible for the management of risks faced by the College. Detailed considerations of risk are delegated to the Finance and General Purposes Committee, who are assisted by the College Senior Management Team. Risks are identified, assessed and controls established throughout the year. A formal review of the risk management process is undertaken annually.

## Membership of Committees

### Finance and General Purposes Committee

Mr D M J Jessup	<i>(Hon Treasurer and Committee Chairman from 17 March)</i>
Mr P A Lusty	<i>(Hon Treasurer and Committee Chairman until 17 March, remaining a member of the Committee)</i>
Mr J R Cope	
Mr A Proctor	
Mr M D Williams	
The Reverend H I J Such	<i>Warden in attendance</i>
Mr P G F Wilkin	<i>Bursar in attendance, Committee Secretary</i>

### Fundraising Committee

Mrs V M Hepworth (Vice - Chairman)	<i>Committee Chairman</i>
Mr K R L Luckhoo	
Mr A G Shillingford	
The Reverend H I J Such	<i>Warden in attendance</i>
Mr P G F Wilkin	<i>Bursar in attendance</i>
Mr M J Herbert	<i>Fundraising Manager in attendance</i>
Mrs V S Jones	<i>Fundraising Assistant in attendance, Committee Secretary</i>

### Nursing and Welfare Committee

Mrs S Monfries	<i>Committee Chairman</i>
The Reverend P M Gilbert	
The Reverend G Paddick	
Mrs C M Taylor	
The Reverend H I J Such	<i>Warden in attendance</i>
Mrs H B Mockler	<i>Matron in attendance</i>
Mr P G F Wilkin	<i>Bursar in attendance, Committee Secretary</i>

## Professional Advisers

#### Solicitors:

Pearless de Rougemont & Co., 8 Church Lane, East Grinstead, RH19 3BA

#### Bankers:

Barclays Bank Plc., 17-21 High Street, East Grinstead, RH19 3AH

#### Investment Advisers:

Charles Stanley & Company Limited, 25 Luke Street, London, EC2A 4AR

#### Surveyors:

Downlands Design and Surveying, Downlands, Blackboys Road, Uckfield, TN22 5PN

## Report of the Stockbroker

The accounting period saw the FTSE100 Index rise from 6412 to 6819, a gain of 6.3%. The FT All Share Index posted an increase of 6.7% over this period. Our portfolio value started the year at £493,374. A further £120,000 of capital was added in early September 2013, and the portfolio value ended the period at £648,215. Adjusted for the additional cash invested, the portfolio posted an underlying advance of 9.7% for the year, outpacing the two indices already quoted, as well as the 7.1% gain in the FT WMA Index. With the addition of the above average portfolio income, the total return for the period was a healthy 14.5%.

The annual portfolio income figure was increased from £24,960 to £27,784, predominantly through the investment of the cash balance. This represents a yield of 4.7% on the year-end capital value, an income return around a hundred basis points above that of the FTSE100 Index.

The London market spent much of the year range-bound, inhibited by a general lack of economic growth. Whilst the US and the UK did make some economic progress, conditions in Europe remained dull, whilst concerns over falling expectations for Chinese growth also inhibited stock market progress. The other side of that equation was that the on-going policy of ultra-low interest rates combined with Quantitative Easing continued to cause distortions. The resultant low and falling returns on bonds maintained the push towards equity risk assets for investors seeking an income return. This however did not lead the market into what might really be described as bubble territory. It did suggest however that the short term outlook was increasingly reliant on growth, to justify the increase in the overall market rating implicit in the rise seen since the financial crisis broke. The distortions also include the continued over regulation of banks, which must have negative connotations for aspects of market liquidity.

Periodic suggestions of an end to cheap money were met with market weakness, but it was not until after the end of our accounting period that the pressures grew sufficiently to push the market through the bottom of the trading range. That in part was prompted by the uncertainty of the geo-political backdrop with the additional overlay of Ebola and a looming domestic General Election, the outcome of which is as opaque as ever. There has been an increase in the number of corporates missing forecasts, with some high profile offenders such as Tesco contriving multiple disappointments. All of this suggests a period of lower returns, with choppy domestic conditions likely to persist until the Election result is known. With commodity price weakness also evident, the addiction to cheap money continues, and is likely to last for longer than might be appropriate. The hope is that some measure of balance sheet strength has been restored to our corporates, which will see them through until such time as growth takes a firmer hold.

**Monty Mills,** Chartered FCSI  
Charles Stanley & Company Limited  
25 Luke Street  
London  
EC2A 4AR

## Report of the Independent Auditors

We have audited the financial statements of The College of St Barnabas for the year ended 31 August 2014 on pages 24 to 34. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities set out on page 17, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 23 to the financial statements

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 August 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Council for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

H M Mulhall (Senior Statutory Auditor) BSc (Hons) FCA DChA  
for and on behalf of Tudor John LLP  
Chartered Accountants and Statutory Auditors  
Nightingale House  
46-48 East Street  
Epsom  
Surrey  
KT17 1HQ

Date: .....



**THE COLLEGE OF ST BARNABAS**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the year ended 31 August 2014**

		Unrestricted funds £	Restricted funds £	2014 Total funds £	2013 Total funds £
	Notes				
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	60,556	341,719	402,275	259,705
Activities for generating funds	3	22,829	-	22,829	21,809
Investment income	4	27,902	-	27,902	24,985
<b>Incoming resources from charitable activities</b>					
Contributions by residents for accommodation and nursing care	5	1,517,634	-	1,517,634	1,448,221
<b>Total incoming resources</b>		1,628,921	341,719	1,970,640	1,754,720
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	6	105,416	23,953	129,369	118,394
Investment management costs	7	240	-	240	-
		105,656	23,953	129,609	118,394
<b>Net incoming/(outgoing) resources available for charitable application</b>		1,523,265	317,766	1,841,031	1,636,326
<b>Charitable activities</b>					
Nursing and care costs	8	583,735	1,500	585,235	570,058
Collegiate		987,642	-	987,642	961,025
<b>Governance costs</b>	10	133,249	-	133,249	139,541
<b>Total resources expended</b>		1,810,282	25,453	1,835,735	1,789,018
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		(181,361)	316,266	134,905	(34,298)
<b>Gross transfers between funds</b>	20	145,881	(145,881)	-	-
<b>Net incoming/(outgoing) resources before other recognised gains and losses</b>		(35,480)	170,385	134,905	(34,298)
Realised (losses)/gains on fixed asset investments		(145)	-	(145)	20,724
<b>Net income/(expenditure)</b>		(35,625)	170,385	134,760	(13,574)
Unrealised gains on investments		55,227	-	55,227	47,084
<b>Net movement in funds</b>		19,602	170,385	189,987	33,510
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		2,397,718	31,546	2,429,264	2,395,754
<b>TOTAL FUNDS CARRIED FORWARD</b>		2,417,320	201,931	2,619,251	2,429,264

The notes form part of these financial statements

# THE COLLEGE OF ST BARNABAS

## Balance Sheet At 31 August 2014

		Unrestricted funds	Restricted funds	2014 Total funds	2013 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	14	1,787,084	-	1,787,084	1,973,652
Investments	15	<u>648,215</u>	<u>-</u>	<u>648,215</u>	<u>613,374</u>
		2,435,299	-	2,435,299	2,587,026
<b>CURRENT ASSETS</b>					
Stocks		9,607	-	9,607	10,136
Debtors	16	69,657	-	69,657	54,808
Cash at bank		<u>178,027</u>	<u>201,931</u>	<u>379,958</u>	<u>89,756</u>
		257,291	201,931	459,222	154,700
<b>CREDITORS</b>					
Amounts falling due within one year	17	<u>(123,566)</u>	<u>-</u>	<u>(123,566)</u>	<u>(136,555)</u>
<b>NET CURRENT ASSETS</b>		<u>133,725</u>	<u>201,931</u>	<u>335,656</u>	<u>18,145</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		2,569,024	201,931	2,770,955	2,605,171
<b>CREDITORS</b>					
Amounts falling due after more than one year	18	<u>(151,704)</u>	<u>-</u>	<u>(151,704)</u>	<u>(175,907)</u>
<b>NET ASSETS</b>		<u><u>2,417,320</u></u>	<u><u>201,931</u></u>	<u><u>2,619,251</u></u>	<u><u>2,429,264</u></u>
<b>FUNDS</b>	20				
Unrestricted funds				2,417,320	2,397,718
Restricted funds				<u>201,931</u>	<u>31,546</u>
<b>TOTAL FUNDS</b>				<u><u>2,619,251</u></u>	<u><u>2,429,264</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
Sir P J J Britton, CB CVO - Chairman

.....  
D M J Jessup, FCA - Hon Treasurer

The notes form part of these financial statements

# THE COLLEGE OF ST BARNABAS

## Notes to the Financial Statements for the year ended 31 August 2014

### 1. ACCOUNTING POLICIES

#### ACCOUNTING CONVENTION

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

#### EXEMPTION FROM PREPARING A CASH FLOW STATEMENT

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

#### INCOMING RESOURCES

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations, gifts and legacies and is included in full in the Statement of Financial Activities when receivable.
- Investment income is included when receivable.
- Contributions by residents for accommodation and nursing care are accounted for on an accruals basis.
- Where an associated tax credit can be reclaimed this is recognised in the financial statements together with the related income.

#### RESOURCES EXPENDED

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Indirect costs have been apportioned on the basis of work done for that activity.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All members of the council act in an honorary capacity without remuneration or reimbursement of expenses.

#### TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 1% on cost
Refurbishments	- 25% on cost
Equipment	- 17.5% on cost

In the opinion of the council, the net realisable value of the property is immaterially in excess of its carrying value in the accounts and therefore no impairment has taken place.

Depreciation would normally not be provided on land, however the original cost of the land is unknown although it is believed to be immaterial to the total carrying cost of land and buildings. The land element in that cost has therefore been ignored for depreciation purposes.

Assets costing less than £500 are not capitalised but expensed through the Statement of Financial Activities.

#### TAXATION

The charity is exempt from corporation tax on its charitable activities.

# THE COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2014

### 1. ACCOUNTING POLICIES - continued

#### RESTRICTED FUNDS (REFER TO NOTE 20)

When resources are received by the College for a donor specified purpose or as a result of an appeal for particular project funding, the income is shown in the statement of financial activities as restricted income and attributed to a specific restricted fund. Application of those resources in accordance with the donors' wishes is shown as restricted fund expenditure with the balance of unexpended resources shown as restricted funds on the balance sheet. Fixed assets purchased from restricted funding are capitalised and depreciated over their expected useful lives. The depreciation applicable to the funding provided from the restricted fund is charged to that fund. The net book value of such assets is held within restricted funds. Where such funds are raised or donated to be held as capital assets by the College, these are shown as restricted funds whilst the income from the appeal continues.

#### PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

### 2. VOLUNTARY INCOME

	2014	2013
	£	£
Donations, grants and legacies	<u>402,275</u>	<u>259,705</u>

### 3. ACTIVITIES FOR GENERATING FUNDS

	2014	2013
	£	£
Staff rental income	3,650	6,915
Telephone mast rental income	7,915	7,915
Event income	<u>11,264</u>	<u>6,979</u>
	<u>22,829</u>	<u>21,809</u>

Income from the annual Golf Day is included in event income during 2014, but is not shown in 2013 as the previous Golf Day did not take place within the period covered by the preceding financial statements.

### 4. INVESTMENT INCOME

	2014	2013
	£	£
UK listed investments	27,784	24,931
Deposit account interest	<u>118</u>	<u>54</u>
	<u>27,902</u>	<u>24,985</u>

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

		2014	2013
	Activity	£	£
Contributions by residents	Accommodation for residents	<u>1,517,634</u>	<u>1,448,221</u>

**THE COLLEGE OF ST BARNABAS**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2014**

**6. COSTS OF GENERATING VOLUNTARY INCOME**

	2014	2013
	£	£
Staff costs	91,693	81,223
Other costs	28,673	26,162
Event costs	<u>9,003</u>	<u>11,009</u>
	<u><u>129,369</u></u>	<u><u>118,394</u></u>

**7. INVESTMENT MANAGEMENT COSTS**

	2014	2013
	£	£
Portfolio management	<u>240</u>	<u>-</u>

**8. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 9)	Totals
	£	£	£
Nursing and care costs	568,913	16,322	585,235
Collegiate	<u>904,831</u>	<u>82,811</u>	<u>987,642</u>
	<u><u>1,473,744</u></u>	<u><u>99,133</u></u>	<u><u>1,572,877</u></u>

**9. SUPPORT COSTS**

	Management	Finance	Totals
	£	£	£
Governance costs	119,741	7,628	127,369
Nursing and care costs	16,322	-	16,322
Collegiate	<u>82,811</u>	<u>-</u>	<u>82,811</u>
	<u><u>218,874</u></u>	<u><u>7,628</u></u>	<u><u>226,502</u></u>

**10. GOVERNANCE COSTS**

	2014	2013
	£	£
Auditors' remuneration	5,880	6,600
Support costs	<u>127,369</u>	<u>132,941</u>
	<u><u>133,249</u></u>	<u><u>139,541</u></u>

Governance costs comprise a proportion of the costs of running the Charity and include apportionments of recruitment costs, office costs, professional fees, secretarial fees, marketing and administrative staff costs.



# THE COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2014

### 11. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2014	2013
	£	£
Auditors' remuneration	5,880	6,600
Depreciation - owned assets	243,419	231,747
Deficit on disposal of fixed asset	<u>882</u>	<u>-</u>

### 12. TRUSTEES' REMUNERATION, BENEFITS AND EXPENSES

There were no trustees' remuneration or other benefits for the year ended 31 August 2014 nor for the year ended 31 August 2013.

There were no trustees' expenses paid for the year ended 31 August 2014 nor for the year ended 31 August 2013.

### 13. STAFF COSTS

	2014	2013
	£	£
Wages and salaries	1,001,617	966,440
Social security costs	63,593	62,503
Other pension costs	<u>48,246</u>	<u>45,494</u>
	<u>1,113,456</u>	<u>1,074,437</u>

The average monthly number of employees during the year was as follows:

	2014	2013
Nursing/carers	20	19
Catering	3	3
Domestic	12	11
Estate/maintenance	3	3
Fundraising	2	1
Administration	3	3
Accounts	<u>1</u>	<u>1</u>
	<u>44</u>	<u>41</u>

One employee received remuneration in the band £60,000 - £70,000.

As is the custom with the clergy, one member of staff was employed via the Church of England until 5th April 2014 and then directly by the College, with costs during the year totalling £14,725 (2013: £24,286).

**THE COLLEGE OF ST BARNABAS**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2014**

**14. TANGIBLE FIXED ASSETS**

	Freehold property £	Refurbishments £	Equipment £	Totals £
<b>COST</b>				
At 1 September 2013	1,828,637	646,492	522,082	2,997,211
Additions	-	1,121	56,611	57,732
Disposals	-	(62,112)	(7,054)	(69,166)
	<u>1,828,637</u>	<u>585,501</u>	<u>571,639</u>	<u>2,985,777</u>
<b>DEPRECIATION</b>				
At 1 September 2013	336,574	367,949	319,036	1,023,559
Charge for year	18,286	157,197	67,936	243,419
Eliminated on disposal	-	(62,112)	(6,173)	(68,285)
	<u>354,860</u>	<u>463,034</u>	<u>380,799</u>	<u>1,198,693</u>
<b>NET BOOK VALUE</b>				
At 31 August 2014	<u>1,473,777</u>	<u>122,467</u>	<u>190,840</u>	<u>1,787,084</u>
At 31 August 2013	<u>1,492,063</u>	<u>278,543</u>	<u>203,046</u>	<u>1,973,652</u>

**15. FIXED ASSET INVESTMENTS**

	Listed investments £	Cash and settlements pending £	Managed funds £	Totals £
<b>MARKET VALUE</b>				
At 1 September 2013	493,297	120,077	-	613,374
Additions	97,156	3,012	25,405	125,573
Disposals	(23,013)	(122,801)	-	(145,814)
Revaluations	54,094	-	988	55,082
	<u>621,534</u>	<u>288</u>	<u>26,393</u>	<u>648,215</u>
<b>NET BOOK VALUE</b>				
At 31 August 2014	<u>621,534</u>	<u>288</u>	<u>26,393</u>	<u>648,215</u>
At 31 August 2013	<u>493,297</u>	<u>120,077</u>	<u>-</u>	<u>613,374</u>

There were no investment assets outside the UK.

**THE COLLEGE OF ST BARNABAS**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2014**

**15. FIXED ASSET INVESTMENTS - continued**

The following investments were held at 31st August 2014:

	2014 £	2013 £
Aviva Ord £0.25	44,285	32,878
United Utilities Ord £1	43,850	25,579
National Grid Ord £0.11395	50,344	41,580
British Land Co £0.25	32,873	-
Balfour Beatty 10.75p Cumulative Convertible Preference	11,625	11,688
BHP Billiton PLC US\$0.50	24,321	-
HSBC Infrastructure Co Ord £0.0001	18,337	16,546
Royal Dutch Shell B Ordinary €0.07	50,910	43,460
GCP Infrastructure Investments Ltd Ordinary £0.01	35,025	33,225
Centrica Ordinary £0.061728395	31,940	38,590
Scottish and Southern Energy £0.50	30,360	31,260
Severn Trent Ordinary	38,900	33,760
Vodafone Group PLC \$0.295238	45,899	30,938
Prudential Ord £0.05	41,325	30,723
Mercantile Investment Ord £0.25	43,860	40,560
Tesco Ord £0.05	17,247	27,491
GKN Ord £0.10	26,318	24,600
Stobart Group Limited Ord £0.10	18,825	17,250
Pennon Group Ord £0.407	15,294	13,169
Managed funds:		
Schroder Oriental Income Fund	<u>26,393</u>	<u>-</u>

The investments held at 31st August 2014 had a historical cost of £546,116 (2013: £441,687).

**16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014 £	2013 £
Trade debtors	37,218	34,027
Other debtors	<u>32,439</u>	<u>20,781</u>
	<u>69,657</u>	<u>54,808</u>

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014 £	2013 £
Bank loans and overdrafts	24,204	23,225
Trade creditors	29,017	47,201
Taxation and social security	23,500	20,978
Other creditors	<u>46,845</u>	<u>45,151</u>
	<u>123,566</u>	<u>136,555</u>

Included within other creditors above is £5,500 (2013: £nil) of deferred income in respect of the telephone mast rental and £2,720 (2013 £2,550) in respect of event income which were received in advance.

**THE COLLEGE OF ST BARNABAS**

**Notes to the Financial Statements - continued  
for the year ended 31 August 2014**

**18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2014 £	2013 £
Bank loans	<u>151,704</u>	<u>175,907</u>

Amounts falling due in more than five years:

Repayable by instalments:		
Bank loans more 5 yr by instalments	<u>44,233</u>	<u>72,788</u>

The loan detailed above (and in note 17) relates to a loan taken out during the year ended 31st August 2011 for a term of 10 years bearing interest at 3.64% above the Barclays Bank Base Rate from time to time. The loan is secured by way of a charge over all of the investments and cash held in the name of the College as administered by Charles Stanley & Co Limited (and detailed in note 15 to these accounts) which is required to have a minimum value of £400,000.

**19. OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year:

	2014 £	2013 £
Expiring:		
Between one and five years	<u>9,092</u>	<u>9,092</u>

**20. MOVEMENT IN FUNDS**

	At 1.9.13 £	Net movement in funds £	Transfers between funds £	At 31.8.14 £
<b>Unrestricted funds</b>				
General fund	416,110	115,414	64,925	596,449
Tangible Fixed Assets	1,774,520	(244,300)	80,956	1,611,176
Legacy fund	<u>207,088</u>	<u>2,607</u>	<u>-</u>	<u>209,695</u>
	2,397,718	(126,279)	145,881	2,417,320
<b>Restricted funds</b>				
Basil Watson Memorial Fund	3,000	-	-	3,000
Chapel	1,045	107	-	1,152
Social Welfare	24,802	(8,949)	-	15,853
Walsingham Pilgrimage	2,020	(1,099)	-	921
Central Block East	101	140,000	(5,337)	134,764
Chair Lift	578	-	(578)	-
Bathroom Conversions	-	30,231	(12,609)	17,622
Nursing Wing Laundry	-	10,923	(1,857)	9,066
Awards for All	-	10,000	(10,000)	-
Fundraisers Salary	-	1,078	-	1,078
Heritage Lottery Fund	-	10,000	-	10,000
Nursing Wing Beds	-	500	-	500
Underfunded Contributions	<u>-</u>	<u>123,475</u>	<u>(115,500)</u>	<u>7,975</u>
	31,546	316,266	(145,881)	201,931
<b>TOTAL FUNDS</b>	<u>2,429,264</u>	<u>189,987</u>	<u>-</u>	<u>2,619,251</u>

# THE COLLEGE OF ST BARNABAS

## Notes to the Financial Statements - continued for the year ended 31 August 2014

### 20. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
<b>Unrestricted funds</b>				
General fund	1,626,314	(1,565,982)	55,082	115,414
Legacy fund	2,607	-	-	2,607
Tangible Fixed Assets	-	(244,300)	-	(244,300)
	1,628,921	(1,810,282)	55,082	(126,279)
<b>Restricted funds</b>				
Training	1,500	(1,500)	-	-
Chapel	107	-	-	107
Social Welfare	849	(9,798)	-	(8,949)
Walsingham Pilgrimage	1,192	(2,291)	-	(1,099)
Central Block East	140,000	-	-	140,000
Bathroom Conversions	30,231	-	-	30,231
Nursing Wing Laundry	10,923	-	-	10,923
Awards for All	10,000	-	-	10,000
Fundraisers Salary	12,942	(11,864)	-	1,078
Heritage Lottery Fund	10,000	-	-	10,000
Nursing Wing Beds	500	-	-	500
Underfunded Contributions	123,475	-	-	123,475
	341,719	(25,453)	-	306,266
<b>TOTAL FUNDS</b>	<b>1,970,640</b>	<b>(1,845,735)</b>	<b>55,082</b>	<b>179,987</b>

### Designated Funds

The Tangible Fixed Assets fund has been created to cover the value of those assets.

#### *Legacy Fund*

The Council approved the establishment of a 'Legacy Fund' into which legacy donations will be received. It is the intention of the Council that these funds will be used to help fund capital projects. However, the Council would use the fund for general running costs if the need arose.

### Restricted Funds

*Basil Watson Memorial Fund* comprises money donated by livery companies for expenditure in the nursing wing in memory of the Rev'd Basil Watson.

*Chapel* comprises money raised for replacement of or repairs to the College organ.

*Social Welfare* comprises money donated towards providing social support to the residents, and is used to fund a range of activities from those on an individual or group basis to trips out to the theatre or places of interest.

*Walsingham Pilgrimage* comprises money specifically for the annual trip to Walsingham.

*Central Block East* comprises money received for the next major College refurbishment project.

## THE COLLEGE OF ST BARNABAS

### Notes to the Financial Statements - continued for the year ended 31 August 2014

#### 20. MOVEMENT IN FUNDS - continued

*Bathroom Conversion* comprises money received towards converting the bathrooms in the resident's rooms.

*Nursing Wing Laundry* comprises money received towards refitting the Laundry.

*Awards for All* comprises money for the purchase of a washing machine and tumble dryer.

*Fundraiser's Salary* comprises money received towards the additional costs incurred of increasing the fundraising capacity of the College.

*Heritage Lottery Fund* comprises money received towards the additional costs incurred in increasing the fundraising capacity of the College with regard to heritage; training staff & volunteers; researching, collating and sharing work and information regarding the heritage of the College.

*Nursing Wing Beds* comprises money received towards new beds for the Nursing wing.

*Underfunded Contributions* comprises funds received towards the shortfall of contributions in respect of residents who are state funded.

Any funds which are not restricted are treated as expendable by the Council.

#### 21. PENSION COMMITMENTS

The College has no funded pension scheme, but employees are members of either the defined contributions scheme of the Church Workers Pension Fund or the NEST auto enrolment scheme.

Members who either joined the scheme prior to 1st July 2014 or are members of the senior management team are members of the Church Workers Pension Fund. The College contributes at the rate of 10% of members' salaries for those who joined before 1st September 2000. The College contributes 8% of members' salaries for members of the Church Workers Pension Fund who joined after 1st September 2000 and make employees contributions of 4%.

Employees who are not part of the senior management team and join a pension scheme after 1st July 2014 are auto-enrolled at their option into the NEST scheme with the College making contributions of 1% of the members' salary and the employee contributing a minimum of 1%.

At 31 August 2014 amounts owing to the schemes and included within other creditors amounted to £4,954 (2013: £4,092).

#### 22. RELATED PARTY DISCLOSURES

Two of the Trustees are also trustees of the Friends of the College of St Barnabas (The Friends). The Friends of the College of St Barnabas is a UK registered Charity set-up for the benefit of the residents at the College. The Friends hold a number of events throughout the year with approximately 5-6 being held in the grounds of the College. The College does not charge the Friends for use of its facilities during these events. Funds raised by the Friends are applied directly for the benefit of the residents, where this involves money being paid to the College for a specific use these amounts are treated as a separate restricted fund.

The College exercises no control over the activities of the Friends and as such their results are not incorporated into these accounts.

#### 23. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature we engage our auditors to assist with the preparation of the financial statements.



## Trusts who have supported the College

The Courtenay Charitable Trust	Hardy Charitable Trust	Smythe Kitson Trust
The Community of the Presentation Trust	The Clergy Rest Fund	The Whitecourt Charitable Trust
The Mercers' Company	The Mr & Mrs J T Morgan Foundation	The E F & M G Hall Charitable Trust
Dame Susan Morden's Charity	The P M Charitable Trust	Nichol-Young Foundation
Garfield Weston Foundation	Corporation of the Sons of the Clergy	R J Wyber Charitable Trust
Heritage Lottery Fund	Awards For All	Wakebankes Trust
The Bartlett Foundation	The Beatrice Laing Trust	The Wilbraham Charitable Trust
The Haberdashers' Company	The Henry Smith Charity	Anonymous
Josephine Hart Poetry Foundation	Sir Derek Greenaway Foundation	

## Parochial Church Councils who have supported the College

Kingsland St. Michael & All Angels PCC	Farrington All Saints PCC	Eastbourne St. Mary PCC
Far Headingley St. Chad PCC	Rushton All Saints PCC	Whittle-le-Woods
Berwick-upon-Tweed Holy Trinity PCC	Frome Christ Church PCC	St. John the Evangelist PCC
Oxford St. Mary Magdalen PCC	Lingfield St. Peter & St. Paul PCC	Guernsey St. Martin de la Bellouse
Warden and Newbrough PCC	Chelveston St. John the Baptist PCC	Empingham St. Peter's Church PCC
Greensted-juxta-Ongar St. Andrews PCC	Pencombe St. John's PCC	Wellington College
Beckenham St. Barnabas PCC	Headingley St. Michael PCC	Old Hatfield St. Etheldreda PCC
Canterbury St. Martin and St. Paul PCC	Farnborough All Saints PCC	Hutton Magna St. Mary PCC
Hollowell PCC	Ashperton St. Bartholomew's PCC	St. Paul's Walden All Saints' PCC
Sheepscombe St. John's PCC	Beckenham St. George PCC	Southowram St. Anne in the Grove
Woodford Green St. Barnabas PCC	Westerham St. Mary the Virgin PCC	Shipbourne St. Giles PCC
Upperthong St. John The Evangelist PCC	Hever St. Peter PCC	St. Helen Auckland PCC
Berwick-upon-Tweed Holy Trinity PCC	Mellor St. Thomas PCC	Mark Cross St. Mark PCC
Sawbridgeworth PCC	Blakemere St. Leonard PCC	Lindley St. Stephen PCC
Epping St. John the Baptist PCC	Dean & Chapter of Canterbury Cathedral	Clifford PCC
Newhall St. John PCC	Coln Rogers & Coln St. Denys PCC	St Eadmers Bleasdale PCC
Shobdon St. John the Evangelist PCC	Easington PCC	Hartfield St. Mary the Virgin PCC
Truro St. Mary PCC	RAF Church Collections Fund CofE	Cranford PCC
Syde PCC	Barton St. George PCC	Sandal Magna St. Helen PCC
Withyham & Blackham PCC	Higham Ferrers St. Mary the Virgin PCC	Margate All Saints PCC
Oakley PCC	Kirklington St. Michael PCC	Pickworth All Saints PCC
Cambridge St. Mary the Less PCC	Church of The Good Shepherd PCC	Crowborough St. John the Evangelist PCC
Farnborough St. Peter PCC	Fittleton All Saints PCC	Melmerby St. John The Baptist PCC
White Notely PCC	Amport St Mary PCC	Kingswood St. Mary PCC
Doddinghurst All Saints PCC	Ashington PCC	Ightham St. Peter PCC
Melbourn All Saints PCC	St Mary's Beddington PCC	Royston St. John the Baptist PCC
St. Michael Coppenhall PCC	Uckfield Holy Cross PCC	East Grinstead St. Swithun's PCC
The Dean & Chapter of Westminster Abbey	Sandwich PCC	Oakington St. Andrew PCC
Mickleham PCC	Smannell with Enham Alamein PCC	Chipping Ongar
Emneth & Marshland	Guernsey St Andrews PCC	St. Martin's with St. Peter's PCC
St. James St. Edmund PCC	Hurstbourne Tarrant St Peter's PCC	Meldreth Holy Trinity PCC
Berrick Salome St. Helen's Church PCC	Ferrybridge St. Andrew PCC	Chapter of St. Etheldreda GSS
Southport St. Lukes Parish Church PCC	Sonning St. Andrew PCC	Salfords Christ the King PCC
The Caterham Valley Parish Hall Co Ltd	Ranmoor St. John the Evangelist PCC	Crayford St Paulinus PCC
Battersea St. Luke PCC	Frensham St. Mary PCC	Sunbury St. Mary PCC
Chawton St. Nicholas PCC	Bedford St. Paul PCC	Cheshunt St. Mary the Virgin PCC
Bridport St. Mary DCC	Nuffield Holy Trinity PCC	Eastbourne Retired Clergy Association
St. Peter & St. Paul PCC		Swaythling PCC
		Oxford St. Michael at the North Gate PCC

