Trustees' Annual Report for the period

From 22nd July 2024 Period start date
To 31 December 2025 Period end date

Charity name: St Philip and ST James Ilfracombe CIO

Charity registration number: 1209244

Index:

1. General Introduction page. 1
2. Policies page. 2
3. Safeguarding page. 2
4. Health and Safety page. 2
5. Utilities page. 3
6. Fabric page. 3
7. Security page. 3
8. Objective and Activities page. 4
9. Achievement and performance page. 9
10. Financial Review (see also Accounts separately) page. 10
11. Structure, Government and Management page. 11
12. Reference and administrative details page. 12
13. Funds held as custodians on behalf of others page. 15

1. General Introduction:

In 2005 a Trust was set up whose beneficiaries were the people of the congregation of St Philip and St James Anglican Church Ilfracombe Devon as represented by the Vicar and Churchwardens of said Church (V&CW). The Trust made application to the Land Registry to take adverse possession of the building in St James Place Ilfracombe known as the Church Centre, St James Place, Ilfracombe EX34 9BH. This was granted without any conditions.

On the 4th July 2005 a deed of Trust was executed between temporary Trustees of this Trust and the Vicar and Church Wardens of the said church who acted on behalf of the members of St Philip and St James Church i.e. the V&CW acting as the "settlors" for the beneficiaries. The temporary Trustees made application to the Land Registry for possession of the Church Centre Property, which was granted on the 8 July 2005. The Trustees then took temporary ownership of the Church Centre.

The Temporary Trustees held the property on Trust for the benefit of the members of the Parish Church of St Philip and St James Ilfracombe North Devon until such time as a dedicated charity or charitable trust company was set up to hold and maintain the property.

On Monday 23rd April 2018 at the Annual General Meeting of the Trust a presentation of various options was given by Laura Burch Solicitor and the beneficiaries were in favour of option 4 (Charitable Incorporated Organisation) and the CMC (Centre Management Committee) were asked to progress this ASAP and report back to a SGM.

Eventually in 2022 on the authority of the beneficiaries a steering group was set up to produce a Governing Document/Constitution for a new Charitable CIO.

At an AGM of the old Trust on 6th June 2023 the proposed draft Governing Document/Constitution was agreed by the old Trust beneficiaries and it was agreed to proceed to apply to set up the new CIO. Next Founding Trustees for the New CIO were appointed and these Trustees took the process forward from the steering group to apply for

registration of the new Charitable Trust with the Charity Commission. Also founding members of the CIO were recruited.
On the 22 July 2024 the new trust came into being as

ST PHILIP AND ST JAMES ILFRACOMBE COMMUNITY CIO REGISTERED CHARITY NUMBER 1209244. (CIO)

In accordance with the old Property Holding Trust Deed the CIO made application to the old Property Holding Trust to take ownership of the Centre Building.
In accordance with the Deed of Trust dated 4th July 2005 a request was made to the Trustees of that Trust for the property ownership to be transferred to the ownership of the new CIO. The Trustees agreed to this transfer.
The necessary permissions were obtained from the Vicar, Churchwardens and the Trustees as set out in the old Trust deed and the property ownership was transferred to the ownership of the

ST PHILIP AND ST JAMES ILFRACOMBE COMMUNITY CIO REGISTERED CHARITY NUMBER 1209244.

Subsequent to this action a bank account was set up for the new CIO and the funds from the old Trust transferred to the new account with the permission of the old Property Holding Trust Trustees.
Since 22 July 20025 after the registration of the CIO the Trustees have met 5 times in person and online as a Zoom meeting. Other business has been conducted online by email, Text and Whatsapp.

Since the Trust came into being it has faced many challenges. One of the more difficult challenges has been the change in culture and accountability that comes from being a Registered Charity. The freedom of the previous property holding Trust is gone. A new way of operating that requires greater transparency and accountability has come into being. The Trust deals with more than just the PCC and in doing so, has to treat all beneficiaries the same. Another challenge is that there is no automatic membership of the Charitable and requires a commitment to supporting the Trust and subscribing to a statement of belief. Unfortunately some have been unable to commit to such.

An area that has been particularly challenging is the area of conflict of interest. At times there has been not enough Trustees un conflicted with matters relating to the PCC that in accordance with the governing document a separate group was formed to make a decision regarding a matter. Hopefully with the new Trustees conflict of interest will be easier to manage. The conflicts of Interest have been managed according to the Governing Document and guidance given by the Charity Commissioners.

The first Annual General Meeting was held on 24 November 2025 and the current Trustees were elected.

2. Policies:

There are three agreed policies

a. Electrical Policy
b. Poster and Advertising
c. Policy for gifts etc.

3. Safeguarding

Safeguarding Lead: Andy Downie
Provider organisation: 31/8 (https://thirtyoneeight.org/)
Safeguarding Policy appendix 7.
All hirers have to sign a document regarding their safeguarding policy and provide their policy as is relevant

3. Health and Safety

There is no overall policy in place

a. Electrical -
   i. There is an electrical safety policy in place.
   ii. The EICR has been carried out. There are no outstanding issues.

b. Fire Safety
   i. Twice a year the fire alarms etc. are checked by Conrad Lees Electrical. There is a weekly check of the lighting and alarm.
   ii. Peninsila Fire Safety has carried out a fire risk assessment recently on the Centre. The overall report was good. The recommendations in the report have been carried out. A BAF certificate of Conformity has been issued.
   iii. The fire extinguishers have been serviced by AFS and are in good working order.

c. Gas safety
   Andrew Isaac has checked and serviced the gas appliances in the Centre and issued a certificate of safety

d. Insurance
   The premises are insured for building, public liability, Trustees and volunteer insurance.
   Hirers who open the premises to the public are required to have their own insurance.

4. Utilities

This year we have renewed our Gas and Electric Contracts. The provider has been changed to EDF.
There is no change of water provider.

5. Fabric

a. Roof and Curtilege:
A work party cleared the forecourt of the Centre prior to the start of the regular use of the Centre for services on a Sunday. The litter is cleared occasionally.
A contractor cleared the gutters and roofs in the summer. Unfortunately the moss on the roof regularly comes off and blocks the gutters and can cause ingress into the building. The gutters and roof are cleared quarterly.
There is also a problem with youths jumping onto the roof of the Centre either from the hotel fire escape or from Britannia Row. They run across the back gutter and damage slates. This then leads to water ingress into the east room north. This has happened a couple of times requiring repair of roofing tiles. The neighboring property the Harbour Hotel has now enclosed their fire escape, which has reduced the ability to jump onto the roof.
Wheelchair access etc. has been discussed at length. Also N Devon Council planning has been consulted. Previously it has been discussed with an architect. A permanent access is not only a difficult proposition but expensive – possibly in the region of £46,000. The Trustees have decided to install a temporary ramp into the east room in which has been done.

b. Lobby and Toilets
There have been no problems with this area except one of the doors indicators is broken. There is a need for mirrors in the toilets, which is being addressed. (Now done in one toilet). This area tends to be an area that is not cleaned by hirers. The Trustees are seeking to engage a cleaner.

c. Lounge
This area has acquired some new furniture. The cotton futon was given away.

Unfortunately the grey settee does not have a fire safety label and will be disposed of. Two new wing chairs have arrived!

The outside wall has a large area of damp. It is unclear where this originates but probably from around the window seal. There is a need for a new window.

d. Kitchen

A new floor covering has been installed which has improved the hygiene of the kitchen.

It s planned to install a new cupboard on the wall to the left of the hob.

There is still a problem with the removal of rubbish and recycling by hirers and the switching off of the water heaters as set out in the conditions of hire.

d. West room (kiddies Room).

This room is hired by the PCC as the sole hirer of the room daily for the whole year and are responsible for its cleanliness. They also use the toilet in the corridor adjacent for which they are responsible after the sessional use of the room.

e. Back Corridor and Store room

This continues to have intermittent ingress of water, which in the main corridor is related to a blocked sump gutter on the roof.

In the store room water still enters because of roof problems with the up stand flashing.

f. Main Hall

The flooring of the hall needs renewing. The nature of the floor cover has been discussed and a new carpet has been explored. The use of the hall by the church over the last few months will lead to a review of this.

Prior to the use of the hall by the PCC for services the acoustics of the hall were measured and discussed with a consultant Tim Mears. The hall need approximately 20 sq. meters of sound absorbing 'panels' distributed on the walls and ceiling. It had been thought that the removal of a carpet from the floor would cause a difficulty with the acoustics. After discussion with Time Mears this acoustic difficulty is a remediable problem.

The carpet will be cleaned once the Church no longer holds a Sunday morning service in the hall.

The windows need renewing in the hall because of rot.

g. East Rooms

Both rooms are now available for hire

There is a possibility that they might be used by a veterinary practice for a drop in clinic in the New Year.

East room north – This room has been used as a storeroom for equipment by the PCC for the duration of the services held in the hall. No charge has been made for this.

A lock has been installed on the door between the two east rooms.

East room South: This room has been hired out in the summer to Wells Cathedral School.

It needs finally finishing with window coverings/curtains.

h. Internet An Internet connection to serve the whole building is in the process of being installed

6. Building Security

This has become increasingly a problem. It seems that the key safe access number has become quite common knowledge. Persons have been accessing the Centre to use the toilets and on a Tuesday on occasions an intruder has been disturbed.

The Trustees have taken this matter seriously.

The action they have taken is as follows:

a. Changed the lock on the front door
b. Restricted key holders to Trustees and a key in the key safe
c. The key safe access number will be changed on a regular basis and only authorised people will be given the number. The PCC has been asked for a

list of their authorised people who will have access to the key safe.
Recently the Centre was burgled through one of the high windows in the east end wall of the hall. The window had been forced and rubbish was distributed in the hall. Temporarily the window has been fixed internally but the hinges have ben damaged such that the window cannot be closed from the inside. It is planned to close it from the outside and screw the windows shut on the East side of the hall.

Also there was vandalism of the Title board above the main door when a red cross was painted over the words. This was cleaned off but the police became involved and a statement was given regarding the vandalism. No further action has been taken.

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	a. The advancement of the Christian Religion for the benefit of the public. b. To further benefit the residents of Ilfracombe and the wider community of Devon without distinction with the objective of improving the conditions of life for the residents.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	**The main activity of the Trust has been to hire the building owned by the Trust -** **The St Philip and St James Centre, St James Place, Ilfracombe EX34 9BH. (The Centre).** This has resulted in an income as set out in the accounts. Also a grant has been made to the Youth Group of the St Philip and St James Church of £150 to enable the group to buy a gas cooker for their use and benefit on their weekend away at a Youth Conference called Satellite. This was of great benefit to them. The organisation that has been the **main hirer** of the Centre has been the PCC of St Philip and St James Church Ilfracombe (the PCC). The hire fees have been the main source of income for the CIO. There is a specific hire agreement in place for the PCC. This hire agreement applies to all activities for which the PCC hires the Centre including any sponsored activities by the PCC such as Parent and Toddler group. For all hirers there are "Conditions of hire" to which all hirers are expected to abide by. Appendix 2. These conditions may be varied by from time to time by the Trustees. **Activities Of the PCC when hiring the Centre:** 1. A weekly church service in the main Hall from March to November 2025 inclusive. This has promoted the advancement of religion in the Parish off St Philip and St James Ilfracombe.

		Other activities included by the PCC are: a. Sunday School on Sunday in a dedicated room. b. Youth Group Teaching on a Sunday c. Youth worship evenings d. Church prayer and worship evenings e. A regular weekly house group - this provides not only study of the Bible and prayer but also a social fellowship of support and pastoral care. f. Inter church prayer and worship meeting - occasional. Provides an ecumenical opportunity for sharing and support. g. Once a week an early breakfast for men to support and pray. h. Parent and Toddler group for Pre School aged children one morning per week. This reaches out into the community. It provides mutual support among the parents. This over the years has been of great public benefit to families. i. The Centre has provided free storage to the PCC during the time that the Centre has been used for the church services. j. The Church music group has also met regularly in the Centre during this time. k. The CIO has facilitated a fund raising activity for the Youth group by providing the premises of the Centre under the CIO umbrella. l. The Centre has been used to raise funds for the PCC m. The PCC Annual Christmas Christmas_Tree Festival was held in the Centre. This provided an opportunity for the Community to enjoy the event that otherwise would not have taken place because of the Church's renovations. It brings together the community, local charities and businesses, community organisations and individuals to get to know each other. n. In the past a weekly lunch has been provided. **Rainbows and Cubs:** The Guiding group Rainbows meets alternate weeks in the Centre during school term time. They hold a 24 hr. "Sleepover" once a year I the Centre. The local Cubs also hold a 24hr "Sleepover" once a year. To enable the sleepover costs to be affordable the Trustees have donated towards the cost of the hire. These events are of great benefit for the children involved. **University of the Third Age** U3A meets regularly in the Centre one Friday a

month. This year they held a meeting to include all N Devon U3A groups.

Blazing Sounds

This music group meets one evening a week in the Centre. It provides an opportunity to benefit from learning music and performing.

Alcoholic Anonymous

This organisation meets regularly every Monday evening in the Centre.

Other users

The Centre provides a space for various other events for the public. The events range includes Wakes after funerals, birthday party celebrations and other events that benefit the community. One special event in 2024 was a group of the town's young people performing in the car park of the Church. The centre provided the 'dressing room' and 'comfort' area. To enable the organisation to afford the cost of the hire of the Centre the Trustees agreed to give a donation towards the hire cost.

Hire charges are fixed by the Trustees and have remained the same for the last two years. Discounts for regular users are 10% and applies to all regular users.
Discount for Members of the CIO is 15%

In line with the object of the CIO to promote the Christian religion the Trustees have a policy not to hire the Centre to organisations that promote an alternative spirituality to the Christian Spirituality. Two hire requests have been refused for this reason this year.

Other requests:

The Ilfracombe Youth Forum looked at the Centre as a place to provide a regular youth club. After much discussion the organisation has so far not pressed forward with the request.

Future:

It is expected that the PCC will be the main hirer of the Centre in 2025.
However there are other possibilities:

Sea Ilfracombe:

It is hoped that this event will return to hiring the Centre during the weekend of this event.

Ilfracombe Model Railway Club:

The Trustees have agreed to hire the Centre over the Easter weekend in 2026 to the Ilfracombe Model Railway club for their annual exhibition.

Veterinary Opportunity:

The CIO Trustees are in discussion with a local Veterinary practice from Barnstaple to possibly hire the East Rooms for a weekly clinic. This will be of great benefit to the local owner and animal population and provide an important local service. At the moment there is no local

		veterinary practice in the town. To obtain care for their animals the owners have to travel to Barnstaple - a difficult journey. The provision of such a service will benefit the community enormously because the premises will be in walking distance of most of Ilfracombe. This space is suitable because the floor can be cleaned and disinfected. The rest of the Centre – apart from the kitchen- is carpeted and there is a no animal/no dog admission policy because it cannot be suitably cleaned after an animal has been in the area. **Cleaning of the Centre** The Centre is expected to be kept clean by the groups that use the Centre. This is set out in the Conditions of Hire (see appendix 2). However there is a cleaner employed for 2 hrs. a week. If the Centre is not clean for the next user the Booking Secretary gets the complaint!!
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional information (optional)
You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	See appendix 3
Policy on social investment including program related investment	Para 1.38	**N/A**
Contribution made by volunteers	Para 1.38	The contribution made by volunteers is mainly made by the Trustees, the members of the Trust, the chairman of the Trustees and the Booking Secretary to the Centre. *The* **Booking Secretary** *position is quite* time consuming and includes an overall checking of the Centre consumables and ordering as needed. It also includes taking all the enquiries regarding bookings, assessing whether they comply with the Trustees' policy for hire and if in doubt about the hire request referring the matter to the

		Trustees for guidance and it can involve meeting the potential hirer on a visit to the Centre. The booking form, Safeguarding documents, risk assessment documents and conditions of hire are sent to the potential hirer. Once the hire form is received back and a firm booking made an entry into the calendar is made and an invoice is sent to the hirer that is copied to the treasurer. Once payment is received the hire is confirmed. The hire fee is only returnable at the discretion of the Booking Secretary if cancellation of the hire takes place 7 days or less prior to the hire date. Matt Towell has been accepted by the Charity Commission to do work on the Centre both voluntary and paid (necessary because of his conflict of interest) He has supported the fabric of the Centre on a voluntary basis quite considerably. Other volunteers have regularly cleared up litter and on arranged occasions cleared and cleaned the centre curtilage and inside. Paul Fraser has been an essential volunteer checking the Centre often daily.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The main objective of the charity this year has been to maintain the benefits to the community that it had previously enjoyed with the previous Property Holding Trust while making the transition to registered status with the Charity Commission. The achievement to continue to provide access to the hire of the Centre for Community Organisations and the Parish Church and its PCC has been important. The Trust has been open to discussions regarding hire cost and access to the Centre to enable organisations to hire the Centre when funds have not necessarily been available for the organisation. Various discussions have taken place with Community Organisations and individuals about how the Centre could be used by them unfortunately the Trust has not all ways been able to accommodate their needs. The engagement with the PCC of St Philip and St James has seen the greatest benefit

		to the Community especially the Parents ands Toddler group and the support that this provides. The Charity has made one grant to the PCC for the youth group to buy equipment for a residential camping weekend.

Additional information (optional)
You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Covered in previous.
Performance of fundraising activities against objectives set	Para 1.41	There has been fund raising activity when the Trust worked with the PCC to raise money for the young people of the Church residential weekend away – Satellite. We have received grants from The Cranmer Hall Trust.
Investment performance against objectives	Para 1.41	**N/A**
Other		**N/A**

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	See accounts separately. The financial position is sound
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The policy is to set aside money to achieve a fund of £3000 by the end of 2026 as finds become available. This is based on the projected financial needs to keep the Centre running for 12 months without further income

		or fund raising to cover utility bills and insurance
Amount of reserves held	Para 1.22	Currently £500
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There is no uncertainty

Additional information (optional)
You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Principle source of funding is the hire of the Centre. Grants Gifts
Investment policy and objectives including any social investment policy adopted	Para 1.46	Nil
A description of the principal risks facing the charity	Para 1.46	The principal risk to the charity is the state of the building and the need for investment in the fabric.
Other		**N/A**

Structure, Governance and Management

Description of charity's trusts:		Nil
Type of governing document	Para 1.25	Constitution/Governing document
How is the charity constituted?	Para 1.25	Charitable Incorporated with voting members other than Trustees i.e. Association model.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	As set out in the Governing Document paragraph 12. Election at a General meeting By the Charity Trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	To be determined
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity has a Trustee chairperson who acts as a CEO and secretary. There is a Booking Secretary for the Centre Treasurer who is not a Trustee. The Charity has close links with the PCC
Relationship with any related parties	Para 1.51	Matthew Towell who is married to a Trustee advises on structural and other matters and at times carries out paid work on the building. This has been notified to the Charity Commission and permission granted.
Other		

Reference and Administrative details

Charity name	St Philip and St James Ilfracombe Community CIO
Other name the charity uses	Nil
Registered charity number	1209244
Charity's principal address	The St Philip and St James Community Centre, St James Place, Ilfracombe, Devon, EX34 9BJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Emma Dee Collins			N/A
2	Christie-Anne Mackay		22.7.2024 – 24 November 2025	N/A
3	Jodi Towell		22.7.2024 – 24 November 2025	N/A
4	Mark Ruoff			N/A
5	Martin Mather	Chairperson		N/A
6	Rebecca Land		From 24 November 2024	N/A
7	Matthew Towell		From 24 November 2025	N/A
8	Marian Martin		From 24th November 2025	N/A
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Nil
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	MARTIN JAMES COSSER MATHER	

Position (eg Secretary, Chair, etc)	CHAIR PERSON	
Date	14 September 2026	

St Philip & St James Ilfracombe Community CIO

Accounts period 01/08/2024 to 31/12/2025

Receipts		
Hire Income	£	15,570.03
	£	-
Grants	£	2,000.00
Other	£	5,266.50
	£	-
	£	-
	£	22,836.53
	£	-
Expenditure	£	-
Utilities	£	3,520.89
General Maintenance	£	1,417.14
Major Works	£	11,112.91
Admin	£	159.00
Running costs	£	1,980.85
Other / Solicitors	£	611.04
Insurance	£	1,511.88
	£	-
	£	20,313.71
Surplus/Deficit	£	2,522.82
Opening Balalnce bf	£	4,981.09
Bank Balance 31/12/2025	£	7,503.91
Restricted Funds-	£	634.60
Unrestricted Funds	£	6,869.31
Closing Bank balance	£	7,503.91

NOTES:
1 - Hire Income PCC paid £9,185 others £2,721
2 - Other Income individual sponors Mathers.
3 - Major works mainly East room

14 September 2026.

MARTIN MATHER
CHAIRMAN of TRUSTEES
ACCOUNTS AGREED BY ALL TRUSTEES

