



Hurstpierpoint & Sayers Common Parish Council
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Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

SMALL GRANT APPLICATION (Please ensure you are using the correct application form)

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	St Peter & St James Hospice
2.	Name, Address and Status of Contact within the organisation	Wendy Agate Relationship Fundraiser St Peter & St James Hospice North Common Road North Chailey Lewes BN8 4ED
3.	Telephone number and Email Address	01444 470713 wagate@stpjhospice.org
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	1056114
5.	Amount of Grant Requested	£500
6.	For what purpose or project is the grant requested, what local need does it address and who would benefit? Please be as detailed as possible about how exactly the funds would be spent. If for a specific project, when would you anticipate that to complete/how long would the funds last? (Continue on a separate sheet if necessary).	We would like to apply for a community grant towards the running costs of the hospice. St Peter & St James Hospice provide expert care to adults living with a life limiting illness in our community. Our support extends to friends and families too. It is our mission to provide the best possible care, through some of the most challenging times of people's lives. This year, we remain facing significant financial challenges. Hospices rely heavily on charitable donations, fundraising efforts and community support to cover most of the operating costs. The precarious financial position is exacerbated by the increasing demand for services, rising operational costs and the economic uncertainties. Despite these challenges, the commitment to quality and patient-centred care remains unwavering and we continually strive to deliver care to the highest standards. To provide hospice care in the community and at St Peter & St James Hospice it costs £10,000 a day and with only 13% funding from central government, we must raise

		over £5 million through fundraising and retail to run the hospice each year. The hospice is a large part of the community and without the generosity of our loyal donors it would simply be impossible to provide the care our population needs when living and dying with advanced illness. Your support really makes a difference. Over the last year we focused on optimising our in-patient resources, thus reducing the time it took to admit patients, and we experienced a 28% increase in the number of occupied bed days. By changing how we work in the community we were able to meet the growing demand for palliative care in our local area, ensuring that more people who need our support receive it. Inpatient Unit Our inpatient unit provides skilled end of life and palliative care to those who need specialist help. In 2023/24 161 patients with complex specialist palliative care needs were cared for. An increase in occupancy rate meant Registered Nurses were hired, and the average stay also increase from 11.2 to 14.9 days. Community Services Our community services are evolving to meet the needs of our community. We have Clinical Nurse Specialists, Registered Nurses and Palliative Care Assistants all who work out in the community with our patients, their families and carers. The overall data indicates a consistent increase in the reach of our hospice clinical services over the last two years, reflecting services that have been reformed and re-established after a period of change. Supportive Care Services Our Supporter Care Services continue to expand. In November 2023 we extended our counselling service to children who are affected by the diagnosis, death and bereavement of any of our patients. We have more group sessions at the Living Well Centre, which help patients in various ways such as peer support, self-care, meaningful activity, and education. There are also individual sessions such as Life Stories and Song Writing. Our Welfare Advisor helps with various practical issues such as finance, housing, assistive devices and transport.
7.	What will be the total cost of the project?	The total amount needed for the hospice to be able to provide the services free of charge to those who need us in the local community is £5.7 million a year.

8.	If the total cost of the project is more than the grant, how will the residue be financed?	The hospice has a diversified fundraising income stream, and the balance of funds will come from other grant applications, donations and hospice fundraising activities. We also generate income from our charity shops.
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9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	To continue to be able to provide hospice services, grants are applied for with other local councils and grant funders on a regular basis
10.	Approximately how many/what percentage of those who will benefit are parishioners?	All our services, care and support are available free of charge to adults with a life limiting illness, their families and friends. Patients do not have to wait to be referred by their doctor or oncologist, once diagnosed they can self-refer via our website.
11.	Have financial details been enclosed with the grant application?	Yes
12.	Please list any other supporting documents that have been included.	

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed Wendy AgateDate 24/10/24

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.



St Peter & St James Hospice
Hospice care in the heart of Sussex

St Peter & St James Charitable Trust

Annual Report and Consolidated Financial Statements

Year ended 31 March 2023

Charity number 1056114

Company number 3204919



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About St Peter & St James Hospice

Statement from the Chief Executive and Chair

We are immensely proud of the quality of care provided by St Peter & St James Hospice staff and volunteers. In our first complete year as Chief Executive and Chair respectively, we have seen the charity progress and develop in many areas, not least the extension of reach with more people using our much-needed services than ever before. However, we firmly believe that quantity is nothing without quality, and applaud the staff and volunteers involved who continuously go the extra mile to ensure our patients, and those close to them, receive the best possible care, in the right place, at the right time.

This year was incredibly challenging for us, like all hospices and many other charities, as we adapted to the ever-changing world around us. The pandemic has affected operations at multiple levels and its impact will be felt for many years to come. Additionally, the NHS is undergoing a period of radical change in the transition to Integrated Care Systems and despite a willingness to support hospices, there is insufficient funding available to contribute more to the services we provide.

Our hospice is firmly rooted in our community and without the generosity of our loyal donors it would simply be impossible to provide the care our population needs when living, and dying, with advanced illness. We take this opportunity to thank each and every one of our staff, volunteers, and donors (including those who donate to and buy from our charity shops)– they really make a difference.



Dr Martin Powell
Chief Executive



Harriet Creamer
Chair



Our Mission

St Peter & St James Hospice provides expert care to adults living with a life-limiting illness in our community. Our support extends to friends and families too. Our community includes Burgess Hill, Haywards Heath, Lewes, Uckfield and everywhere in between.

We support people to live and die well, according to what matters most to them. Our mission is to provide the best possible care, in the right place, at the right time, to everyone who needs us. Our workforce is committed to excellence in all they do.

Our Values

Our values are at the heart of our organisation and underpin everything we do. They define who we are, how we work and what we believe in and stand for:

Compassion	We show everyone empathy, kindness, and respect.
Integrity	We do the right thing, no matter how challenging.
Accountability	We take responsibility for our actions and outcomes.
Excellence	We strive to be outstanding and aim to exceed expectations.
Inclusivity	We welcome and respect everyone.

Our Strategy

People affected by life-limiting illness are central to everything we do, and our strategy is designed to ensure they receive the best possible care, in the right place, at the right time. To achieve this, we need a skilled workforce which is committed to excellence and prepared to deliver care and support to everyone who needs us, not the select few.

We have adopted a culture of continuous improvement, striving for excellence and will remain agile, professional and responsive. We cannot do this without financial stability, clear operating models and effective collaboration with all our stakeholders.

While we focus on our impact in the local community, we must also face the crisis of climate change. As an organisation we have a duty to do what we can to reduce our impact on the environment. To do this we have a goal of net zero emissions by 2030.

Our strategic goals for 2022 – 2025 are:

Highly
skilled
workforce

Financial
stability

Excellent
care and
support

Community
recognition

Net Zero
Emissions



Services Review

Beneficiary overview

Despite the inevitable challenges in recovering from the effects of the pandemic, such as loss of income and staff absences, we increased service activity levels in every area:

Indicator	2021 – 2022	2022 – 2023	Increase
New Patient Referrals	638	688	8%
Total Patients Supported	773	864	12%
Non-patients Supported	168	174	4%
Occupied Bed Days	1754	1955	11%
Bereavement Clients	90	97	8%
Community Patients	639	693	8%
Preferred Place of Death Recorded	376	636	69%

Inpatient Unit

Our inpatient unit (IPU) provides skilled end-of-life and palliative care to those who need specialist help with symptom management. 161 patients were cared for during the year on our IPU. Despite the well-known challenges with recruiting Registered Nurses, we increased our occupancy from 1754 bed days in the previous year, to 1955 bed days in 2022-23.

In addition to our specialist palliative care beds, the hospice supported the Integrated Care Board to cope with the winter pressures last year with an inpatient nurse-led service, for transferred hospital patients who were approaching the end of their lives.

Community Services

Our community services are evolving to meet the needs of our community. We have adapted the skill mix within the community team and in addition to our Clinical Nurse Specialists, we have Registered Nurses and Palliative Care Assistants.

We supported 693 patients in community settings including their own home, care homes, outpatient appointments and virtual conversations compared to 639 in the previous year. We are available 24/7 to support patients, families and health and social care professionals.

Our team attends regular primary care meetings with GP surgeries and weekly virtual meetings with community nursing services to enhance the care given to patients. We invested additional funds in a project to scope the provision of a dedicated hospice line service across East Sussex.



Supportive Care Services

It was a busy and productive year for the supportive care services, and the team supported many patients and those close to them. This support includes counselling before and after the patient dies.

Our Social Worker proved invaluable in raising the profile of safeguarding and enhanced multi professional practice. Our Supportive Care team are responsive to needs which include benefits advice, financial planning and signposting to appropriate services when required.

Our Living Well Centre has reopened its doors since temporarily closing due to Covid.

Organised activities include those listed in the boxes opposite (descriptions of each activity can be found on our website [here](#)):

The Watering Hole

Art Therapy

Your Life, Your Story

Ask an Occupational Therapist

Relaxation

Writing for Wellbeing

Clinical Governance

We ensure all aspects of governance are robust and effective. Our Quality and Safety Committee is chaired by an experienced trustee, and close scrutiny of current and expected inputs and outputs is a key function of the committee.

During this year, we established a Clinical Effectiveness Group (CEG) to oversee our programme of Clinical Audit and Quality Improvement Priorities (QIPs). All members of the Group undertook online training with HQIP (the UK's largest national clinical audit commissioner).

Clinical Audit

The Clinical Effectiveness Group has overseen the following Clinical Audits this year.

- Prescribing recommendations for community prescriptions
- Opioid & sedative medication prescribing – a regional benchmarking audit
- Just In Case (JIC) medication recommendation charts
- Hospice UK Medicines Management audits: Management of General Medicines
- Controlled Drugs Accountable Officer (CDAO) Self-Assessment Tool
- Pressure area care – regular quarterly audits of risk assessment, documentation and reporting
- Use of Integrated Palliative Care Outcome Scale – audit of use in clinical assessments
- Telephone triage evaluations audit
- Infection prevention audit



Safeguarding

We raised the profile of safeguarding over the last year and will continue to do so as a Quality Improvement Priority (QIP) for 2023/24, to strengthen awareness and engagement across all hospice services. Hospice clinical leaders have embedded safeguarding into community services and in-patient multidisciplinary team (MDT) meetings.

Patient-facing staff members attended face to face training sessions which complemented the mandatory online training modules for both adults and children, and this additional training will also be rolled out to the wider organisation in the coming months.

A total of eight safeguarding concerns were raised by the multi-professional team (2022/23), and two were escalated for further discussion and assessment to our colleagues in adult social care.

Safeguarding supervision sessions for clinical staff are now in place, and improvements made in the level and depth of concerns being reported. The hospice teams engaged with the safeguarding adults audit devised by the Trustee Safeguarding Leads from the Sussex Hospices Collaborative, and the results will support the QIP and inform training, development and governance objectives for the coming year.

Feedback

We seek feedback from those who use our services in the form of 'VOICES' questionnaires (feedback from relatives about the care patients received before they died) and 'Patients Experiences of Care' (PEOC) questionnaires, which ask patients themselves about the care and support they receive. We receive very few negative comments in our patient and carer feedback, but when we do we analyse them carefully and ensure that any necessary lessons are learned. Responses to the PEOC are summarised as follows:

100%

of patients would recommend us to others

100%

of patients said they were treated with dignity and respect

94%

of patients said they were involved in decision making as much as they wanted



Qualitative PEOC feedback included:

Care is given sympathetically all the time and each day nothing is too much trouble. I feel safe here and extremely happy. Food is excellent, well prepared, hot enough but not too hot and nutritious. Staff very friendly, kind and helpful to family members at such an anxious time

This is my first-time having counselling with the hospice and I have been treated very well. I've only had a few sessions, but I look forward to each week, I already feel better since having someone to talk to, it's very helpful to me

When I knew I would be attending the Hospice it felt so surreal to me. The minute I walked into reception all my fears went away -the smiling friendly faces of the reception staff, the lovely doctor Becky and the welfare officer filled me with a huge sense of safety, love and care. Thank you, all of you

My husband contacted doctor to get a referral to hospice for advice on pain management. A lovely nurse called, did a home visit a few days after. Follow up call from Jon following the referral. Liz referred me (wife) for counselling which I am starting to engage in. My husband's pain is under control, and he is active again, Liz keeps in touch, we are so pleased we have your support now and in the future

100%

thought our catering met all dietary requirements/appropriate portion sizes

100%

thought IPU care was outstanding



Freedom to Speak Up

Freedom to Speak Up (FTSU) is a national initiative to enable people (staff and volunteers) to raise concerns when they feel unable to use the typical channels. Speaking Up is encouraged and widely promoted because we know it can improve the quality and safety of our care. We want to make speaking up business as usual for everyone, regardless of job role, background, or circumstance.

Statistics for 2022/23:

- 13 concerns raised (6 anonymously, 5 face to face, 1 email and 1 telephone).
- RAG status: 2 low, 5 medium, 6 high.
- All concerns were followed up and were satisfactorily concluded.

Research

St Peter and St James Hospice is participating in the 'CHELsea II' (Cluster Randomised Trial of Clinical Assisted Hydration in Patients in the Last Days of Life) clinical trial, sponsored by the University of Surrey in May 2022. We started recruiting patients in December 2022 and aim to recruit 20 participants by September 2024.

Learning & Development

We collaborated with other Sussex hospices and developed our bespoke learning platform 'iLearn' to encourage and ensure staff and volunteers completed their statutory and mandatory training. The platform contains a host of additional material for staff and volunteers who want to enhance their knowledge and gain further skills. The Learning Hub (formed in 2021) has aligned the delivery of and reporting on statutory training through sharing role-specific training plans across all staff groups and creating monthly strategic reports to track compliance, identify trends and highlight areas of concern.

We share staff with 3 other hospices, including a Learning and Development Coordinator and a Practice Educator to help us understand the training and development needs of our staff and volunteers. Training sessions included:

- | | | |
|--------------------|-------------------|------------------------|
| • Tissue viability | • Diabetes | • Distressed behaviour |
| • Hand washing | • Wound care | • Syringe drivers |
| • Mental health | • Mouth care | • Pain management |
| • Nutrition | • Pressure ulcers | • Nausea & vomiting |

We developed a Clinical Skills Framework between 3 hospices that outlines the day-to-day skills required within key palliative care roles. We launched a Clinical Education Group to oversee educational activities and the development of staff, including competence frameworks and development pathways.



Sussex Hospices Collaboration

The 7 Adult Hospices in Sussex formed a collaboration in 2018. This is overseen by a Steering Group, comprised of each hospice's Chair of the Board of Trustees and Chief Executive. Considerable time was spent this year reviewing our purpose and identifying the most important priorities to benefit people affected by life-limiting conditions in our communities. The workstreams are:

- Education
- Research
- Workforce
- Data
- NHS Engagement

Our Income Generation Activities

We reviewed our team structure and recruited staff with the skill and experience to help us achieve our ambitions. With a number of new campaigns, events and activities, and stronger collaboration with retail and marketing, we are driving our income generation through fundraising in a pro-active, purposeful way. We are growing our retail brand and using data and insights to focus our growth plans in areas where we know consumers react favourably, and reduce any non-profitable activity or projects not closely aligned with our core purpose.

We are registered with the Fundraising Regulator and comply with their code of conduct. We are committed to the highest standards in fundraising practice and data management whilst handling sensitive, personal data relating to our patients, supporters and staff. The hospice has a dedicated Information Governance Group, which develops policy based on compliance with GDPR and other data protection regulation.

We solicit donations by:

- Proactively promoting the benefits and importance of leaving the hospice a legacy.
- Undertaking targeted fundraising campaigns, including postal and digital communications.
- Using beneficiaries' stories (with consent) to promote the hospice and raise awareness of the beneficial impact of supporting us.
- Promoting a calendar of events and activities, encouraging supporters to participate and raise funds.
- Participating in our outsourced 'Local Hospice Lottery'.
- Employing 'Gather' to acquire regular donors in our community.
- Adopting a robust acquisition and stewardship model for local businesses, charitable trusts & foundations, statutory grant giving organisations and major donors.

Our Volunteers

372 volunteers supported the hospice this year. The long-term effects and outcomes of COVID influenced our volunteer workforce with many not returning after a long period of absence.

The Living Well Centre supports patients and carers with therapy sessions and our volunteer drivers assist with transport. Hospice biographers record patient stories at home, in the centre and on the IPU; the number of patients recording their life stories continues to rise steadily.

We received funding from The Big Give to offer skills and volunteering opportunities to people in our local rural community that have been affected by unemployment or lack of access to further education. Volunteers were recruited to provide support to patients staying with us and their families. Volunteers include retired nurses, students seeking experience for future clinical roles, and those that want to learn more about palliative care. From the original core group 4 students have used the opportunity to obtain university places, one volunteer has joined the unit as a member of staff, and another has used the experience to gain employment outside the organisation.

Volunteer numbers at the Distribution Centre continue to grow, including our Restore Shed project which involves upcycling furniture to sell in our shops: both raising funds for the hospice and reducing land fill waste.

Our Volunteer Forum meets quarterly to improve the volunteer experience and contribute to the organisation's strategy. A volunteer engagement survey was launched in May 2022 and the Forum analysed the results and co-designed methods for improving communication and training, for example. We celebrate our volunteers with an annual awards ceremony, recognising long service and awarding for special contributions.

We implemented 'Better Impact', a bespoke personnel data base system for volunteer management in January 2022 to store volunteer personnel records, improve administrative processes and enable us to produce statistical reports and support volunteer managers to better manage their volunteer teams.

The Volunteer Team recruited an apprentice (undertaking a level 3 Business and Administration qualification), who was subsequently successfully recruited to a permanent role with us.

Structure, Governance and Management

St Peter & St James Charitable Trust (the "Charity") is a Company limited by guarantee, not having a share capital. It is governed by a Board of Trustees operating in accordance with the Articles of Association adopted on 3 October 2018 (as amended on 17 October 2022).

The Hospice operates a number of shops selling principally donated goods. St Peter & St James Hospice Shops Ltd ("Shops") is a wholly owned subsidiary of the charity whose main purpose is to sell a small range of new goods through the Hospice's shops.

The Friends of St Peter & St James ("Friends") is a 'linked' charity to St Peter & St James Charitable Trust.

The total of the three entities above is referred to in this report as the "Group".

The Group is administered by a Board of Trustees that meets regularly throughout the year. The Chief Executive is appointed by the Trustees to manage our executive operations with the support of the Executive Team and has delegated authority for the day-to-day management of the Charity.

The following Committees support and report to the full Board throughout the financial year:

- Quality and Safety Committee
- Finance and Resources Committee

- Income Generation Committee
- People Committee
- Board Development Committee

Membership of all Committees includes both Trustees and members of the Senior Leadership Team.

The Board Development Committee is responsible for overseeing Hospice governance and for the recruitment, induction and training of Trustees. It uses a skills and experience audit to determine the skills requirements for new Trustees when a vacancy arises, ensuring the Board and its Committees have the requisite skills and experience to function effectively.

Trustee vacancies are advertised on the Hospice website and Hospice social media channels and prospective Trustees are shortlisted for interview. Following a successful interview, a recommendation is made to the Board which then decides whether to appoint. Prospective Trustees are invited to a Board meeting as observers before the appointment decision.

Following the appointment, Trustees are provided with governance documentation and current operational reports and are offered a structured induction programme.

The term of office for individual Trustees is four years, with a maximum of one renewal. New Trustees appointed by the Board are subject to formal appointment at the next AGM. The position of Chair of Trustees is held for a maximum period of 5 years.

During 2022/23, the Executive Team comprised the Chief Executive, Care Director (appointed November 2022), Finance Director (whose services are provided via a Service Level Agreement with St Catherine's Hospice), Director of Income Generation and Operations, Head of Finance (resigned April 2022), and Head of People Services, working with the Trustees to provide leadership and direction to the organisation.

The Senior Leadership Team is made up of Heads of Service and managers responsible for the delivery of services and activities.

The Chief Executive's salary is determined using an independent salary survey, developed in association with Hospice UK. Senior Leadership Team salaries are part of a pay structure that was created in 2021 following a systematic job evaluation of all roles within the hospice, using an independent job evaluation and benchmarking tool.

Collaboration and coordination are key in enabling the Charity to provide excellent personalised care. As well as the collaboration with other Sussex Hospices already referred to, the Hospice strives to maintain good working relationships with local GPs, Integrated Care System, Local Authorities and other healthcare providers and charities, including other Hospices.

Our People

Trustees

Charlotte Almond (appointed 7 December 2022)
Dr Nick Barrie
Michael Carey (appointed 7 December 2022)
Caroline Cauvin
Andrew Cook
Harriet Creamer (Chair)
John Hills
Robin Knight
Isabelle Otway

Deirdre Prower (Vice Chair)
Patricia Robinson
Lesley Strong

Patrons

Anne Billson
The Viscount Brentford
Sir Edward Cazalet
Katie Derham
Edward Fox OBE
Piers Morgan
Lisa Welton
Emma Cleary
Toby Wittome
Karol Matthews

Executive Team

Chief Executive:	Dr Martin Powell
Care Director:	Eirian Levell (appointed 1 November 2022)
Finance Director:	Cathy Heard (via SLA, from 1 June 2022)
Director of Income Generation & Operations:	Giles Witcomb (resigned 21 April 2023)
Head of People Services:	Melissa Le Palud
Head of Finance:	Andrew Collins (resigned 17 June 2022)

Risk Management

The Trustees, together with the Senior Leadership Team, regularly review and monitor risks the charity is exposed to and ensure that appropriate controls are put in place to mitigate risks.

Risks are monitored in four key areas linked to our committee structure: Finance and Resources, Quality and Safety, Income Generation and People.

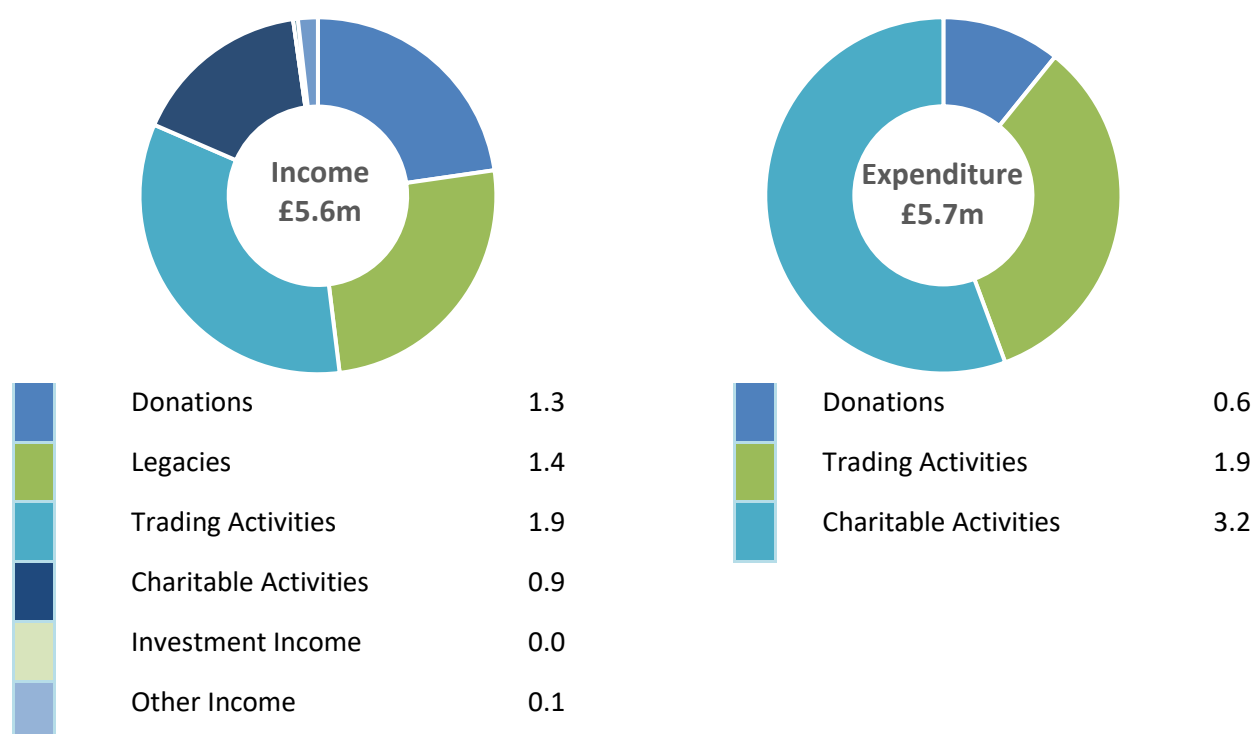
Risks are reviewed regularly by the risk owners in the Senior Leadership Team and changes reviewed and discussed in Committee meetings and by the full Board.

The top risks currently identified by the organisation are:

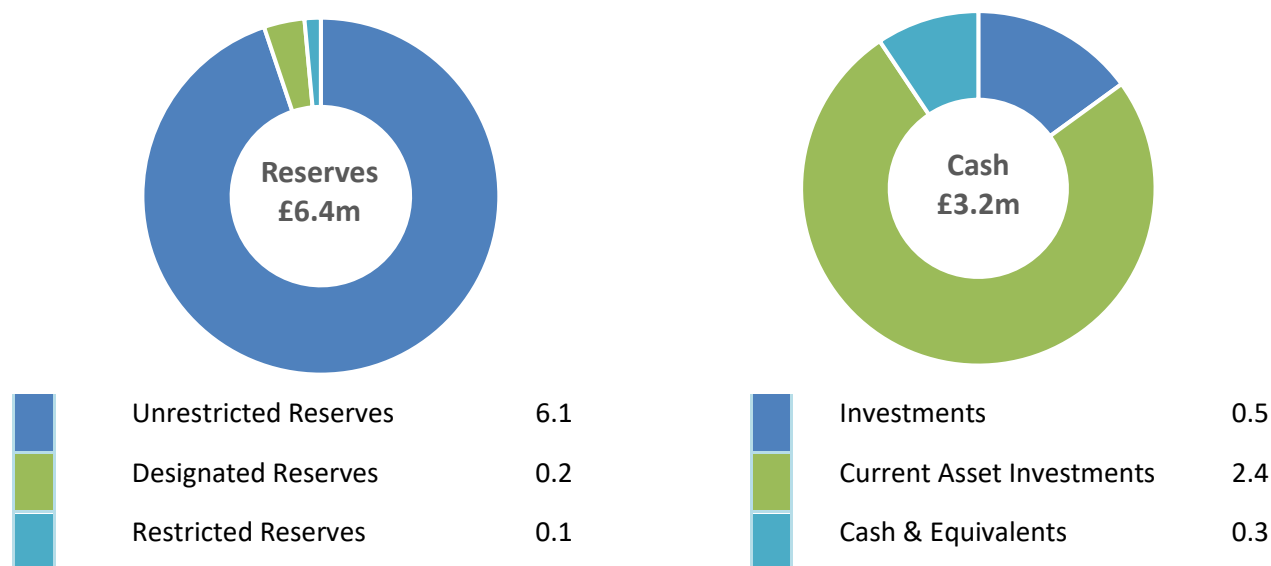
- Recruitment challenges
- Staffing vulnerability (lean structure) and succession planning
- Decreased net income
- Cybersecurity - unauthorised/inappropriate access to our network
- Challenges in mandatory training completion for volunteers
- Sustained decrease in legacy income
- Facilities statutory compliance (e.g., asbestos/fire/water/waste)
- Medication Error
- Procedural and systems compliance
- Building maintenance, Increasing/inflationary costs (e.g., energy prices)

Our Financial Performance 2022/23

Income and Expenditure



Reserves and Cash



The impact of the pandemic on our operational delivery over the past couple of years is further heightened by the cost-of-living crisis. In this financial year our income was supported with increased legacies, including a further interim release from a Will Trust of £500k, as we re-establish and develop our voluntary income streams. We supported our statutory partners with additional beds as part of the winter pressures scheme which increased our income in the year.

We ended the year with net expenditure of £0.1m, leaving reserves at £6.4m, free general reserves (unrestricted reserves less fixed assets) of £4.1m and a cash position of £3.2m.

Financial Outlook 2023/24

Operational Performance

Given the continued economic uncertainties, our budget for 2023/24 expects a net loss, moving our free general reserves position to approximately £3.0m. However, we are actively working to increase our voluntary income with a fresh focus on our fundraising activities and continued delivery of our retail strategy, whilst carefully managing our expenditure.

Reserves

The Trustees' reserves policy is to maintain free reserves at a level that is sufficient to protect services from the potential financial impact of known significant risks over the short to medium term. The focus of this policy is aligned to Free General Reserves as these reserves support operational activities.

The Trustees' objectives are:

- that free reserves should be held at a sum sufficient to avoid an unacceptable level of disruption to services in the event of an unexpected downturn in income; and
- to recognise the need for continuing investment to maintain the quality of the Charity's assets to an adequate standard.

The reserves position is monitored by the Finance and Resources Committee, which reports to the Board.

The policy sets the minimum level of free general reserves at £1m, and ideally representing a minimum of six months' full running costs, given the ongoing increase in the scale of Charity's activities and cost base. In recognition of the ongoing need for capital investment to replace and, where appropriate, enhance the Charity's assets, Trustees have created a Capital Replacement Fund.

The Group's free reserves of £4,079,000 as at 31 March 2023 (2022: £3,448,000) is equivalent to 8 months' running costs.

The Group's designated capital replacement fund as at 31st March 2023 was £199,000 (2022: £81,000).

The net movement in reserves in the year is set out in Notes 19 to 22 to the accounts.

Market Value of Land and Buildings

All freehold land and buildings shown as Fixed Assets in the Balance Sheet are included in the financial statements at cost or open market value if lower. In the opinion of the Directors, the open market value of the freehold land and buildings is not less than the amounts shown in the financial statements.

Investments

The overall objective of the charity for its investments is to provide financial security and stability, recognising that the charity is exposed to a degree of financial risk due to the variable and uncertain nature of its income streams.

The Trustees have agreed that the charity's assets can be invested widely and should be diversified by asset class, by manager and by security. Asset classes could include cash, bonds, equities, property, hedge funds, structured products, private equity, commodities, and any other asset that is deemed suitable.

The charity seeks the best financial return within an acceptable level of risk. The charity has adopted an ethical investment policy to ensure that its investments do not conflict with its aims or can lead to reputational damage. For example, the Board does not support investment in funds that are contentious (e.g., tobacco, due to the evidence of harm from its use). The investment objective for the long-term fund over a rolling 5 year period is to achieve 2% over the Consumer Price Index.

The Finance and Resources Committee has responsibility for agreeing the investment strategy, setting benchmarks and monitoring the investment assets on a quarterly basis.

A formal evaluation of each fund managers' performance and consideration of the need to undertake full market testing is undertaken every 3-5 years.

A significant element of the charity's funds is held with Rathbone Investment Management.

Note 14 gives further information on the Investment position as at 31 March 2023.

Current Asset Investments

The Charity also holds funds in short-term, interest-bearing deposit accounts. Deposits in any one banking group are subject to a maximum investment of £450,000. Term deposits can be placed if cash flow projections show that the funds are temporarily surplus to operational requirements.

Going Concern

Having reviewed and formally agreed the forecasts and cashflows prepared in June 2023, together with the Executive's business plan, the Trustees believe, to the best of their knowledge, that the charity remains a going concern for the 12 month period from the date of approval of the financial statements.

Independent Auditors Report to the Members and Trustees of St Peter & St James Charitable Trust

Opinion

We have audited the financial statements of The St Peter & St James Charitable Trust (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2023 which comprise the consolidated statement of financial activities, the balance sheets, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2023 and of the group's incoming resources and application of resources, 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 and the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the groups and parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and directors' report included within the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, (who are also the directors of the parent charitable company for the purpose of company law), are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

In identifying and assessing the risk of material misstatement in respect of irregularities, including fraud, we:

- obtained an understanding of the nature of the sector, including the legal and regulatory framework that the group and parent charitable company operates in and how the group and parent charitable company complies with the legal and regulatory framework;
- inquired of management, and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud; and
- discussed matters about non-compliance with laws and regulations and how fraud might occur including assessment of how and where the financial statements may be susceptible to fraud.

As a result of these procedures we consider the most significant laws and regulations that have a direct impact on the financial statements are FRS 102, Charities SORP (FRS 102), Companies Act 2006, Charities Act 2011, the parent charitable company's governing document, tax legislation and Charities (Protection and Social Investment) Act 2016. We performed audit procedures to detect non-compliances which may have a material impact on the financial statements which included reviewing the financial statements, including the annual report, and remaining alert to new or unusual transactions which may not be in accordance with the governing document.

The most significant laws and regulations that have an indirect impact on the financial statements are employment law, health and safety regulations and the UK General Data Protection Regulation (UK GDPR). We performed audit procedures to inquire of management and those charged with governance whether the group and parent charitable company are in compliance with these laws and regulations and inspected correspondence with regulatory authorities.

We identified the risk of management override of controls as the area where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included, but were not limited to, testing manual journal entries and other adjustments, evaluating the business rationale in relation to significant, unusual transactions and transactions entered into outside the normal course of business and challenging judgments and estimates.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditors/audit-assurance/auditor-s-responsibilities-for-the-audit-of-the-fi/description-of-the-auditor%E2%80%99s-responsibilities-for>. This description forms part of our auditor's report.

Use of report

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 and to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's 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 and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Mark Filsell FCA (Senior Statutory Auditor)
for and on behalf of Knill James LLP**

**Chartered Accountants
Statutory Auditor**

One Bell Lane
Lewes
East Sussex
BN7 1JU

Statement of Consolidated Financial Activities (incorporating an income and expenditure account) for the year ended 31 March 2023

		Restricted	Designated	Unrestricted	Total Funds 2023	Total Funds 2022
	Note	£'000's	£'000's	£'000's	£'000's	£'000's
Income						
Donations & Legacies	2	154	0	2,540	2,694	2,400
Trading Activities	4	0	0	1,904	1,904	1,857
Charitable Activities	5	141	0	785	926	893
Investments	3	0	0	29	29	12
Other Income		0	0	60	60	0
Total Income		295	0	5,318	5,613	5,162
Expenditure						
Fundraising & Investment Activities		0	0	611	611	514
Trading Activities		0	5	1,910	1,915	1,265
Charitable Activities		245	0	2,928	3,173	2,992
Total Expenditure	6	245	5	5,449	5,699	4,771
Net Income / (Expenditure) on Operational Activities		50	(5)	(131)	(86)	391
Net Gains / (Losses) on Investments	14,15	0	0	(29)	(29)	7
Net Income / (Expenditure) for the Year	8	50	(5)	(160)	(115)	398
Transfer Between Funds	20,21	0	(2,800)	2,800	0	0
Net Movement in Funds		50	(2,805)	2,640	(115)	398
Funds B/F as at 1st April		42	3,004	3,448	6,494	6,096
Funds Carried Forward as at 31st March		92	199	6,088	6,379	6,494

All gains and losses arising in the current and previous year have been recognised in the Statement of Financial Activities and arise from continuing activities.

The prior year comparators for each fund included above are included in notes 27 to 31.

The notes on pages 26 to 46 form part of these financial statements.

Balance Sheets as at 31 March 2023

Company Registration No. 3204919

		Group		Hospice	
		31 March	31 March	31 March	31 March
		2023	2022	2023	2022
	Notes	£'000	£'000	£'000	£'000
Fixed Assets					
Tangible Assets	13	2,005	2,059	2,005	2,059
Investments	14	477	500	567	590
		<u>2,482</u>	<u>2,559</u>	<u>2,572</u>	<u>2,649</u>
Current Assets					
Investments	15	2,395	1,875	2,395	1,875
Stock	16	25	0	0	0
Debtors	17	1,388	1,420	1,486	1,478
Cash at Bank		316	826	140	634
		<u>4,124</u>	<u>4,121</u>	<u>4,021</u>	<u>3,987</u>
Current Liabilities					
Creditors: amounts falling due within one year	18	227	186	227	169
Net Current Assets		<u>3,897</u>	<u>3,935</u>	<u>3,794</u>	<u>3,818</u>
Total Assets less Current Liabilities		<u>6,379</u>	<u>6,494</u>	<u>6,366</u>	<u>6,467</u>
Creditors: amounts falling due greater one year		0	0	0	0
Total Net Assets		<u>6,379</u>	<u>6,494</u>	<u>6,366</u>	<u>6,467</u>
The Funds of the Charity					
Restricted Funds	20	92	42	92	42
Designated Funds	21	199	3,004	199	3,078
Unrestricted Funds	21	6,088	3,448	6,075	3,347
Total Funds	22	<u>6,379</u>	<u>6,494</u>	<u>6,366</u>	<u>6,467</u>

The unconsolidated net loss of the Hospice in 2022/23 was £116,000 (2021/22 a net income of £380,000).

The Financial Statements on pages 23 to 46 were approved by the Board of Directors and authorised for issue on 13th September 2023 and are signed on its behalf by:

Harriett Creamer
Trustee / Director

Andrew Cook
Trustee / Director

The notes on pages 26 to 46 form part of these financial statements.

Consolidated Cash Flow Statement as at 31 March 2023

		31 March 2023 £'000	31 March 2022 £'000
	Notes		
Cashflows from Operating Activities			
Net Cash provided by / (used in) Operating Activities	25a	95	(448)
Cashflows from Investing Activities			
Purchase of Property, Plant & Equipment		(90)	(50)
Proceeds from Investments		5	6
Net Cash provided by / (used in) Investing Activities		(85)	(44)
Change in Cash & Equivalents in the Reporting Period		10	(492)
Cash & Equivalents at the beginning of the Reporting Period		2,701	3,193
Cash & Equivalents at the end of the Reporting Period	25b	2,711	2,701

The notes on pages 26 to 46 form part of these financial statements.

Principal Accounting Policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of Accounting

The Trust meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared in accordance with the Trust's Memorandum and Articles of Association, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Trust is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest thousand pounds.

Legal Status of the Charity

The Charity is a company limited by guarantee and has no share capital. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

Going Concern

The financial statements are prepared on a going concern basis. The Trustees believe that there are no material uncertainties about the Charity's ability to continue as a going concern, after taking into account the further risks and reduced income levels from the impact of Covid-19.

Having oversight of the financial forecasts, cashflows and risk register during the year in response to the pandemic and its impact on future aspirations, the Trustees have realigned the hospice's future strategic direction to meet short to medium term constraints. The Trustees, therefore, consider that there are no material uncertainties about the Charity's ability to continue as a going concern for the foreseeable future. Free reserves stand within the charity's reserves policy requirements which has been agreed on a risk-based profile. Medium-term forecast projections indicate that the charity's free reserves remain within its policy's acceptable limits.

Material Areas of Judgement

The most significant area of judgement and key assumptions that affects items in the accounts is the estimation of income from Legacies. The estimated value of each outstanding legacy at 31 March 2023 is calculated in accordance with the principles set out in the Donation, Grants and Other Income section below. Another significant area of assumption is in respect of depreciation of Fixed Assets. The rates of write down are shown in the Tangible Fixed Assets section below. The Trustees are satisfied that these write down rates are a reasonable reflection of the expected useful life of the assets in each class.

Group Financial Statements

The financial statements consolidate the results of the Charity, its wholly owned subsidiary, St Peter & St James Hospice Shops Ltd and the Friends of St Peter & St James on a line-by-line basis. A separate Statement of Financial Activities and Income and Expenditure Account for the Charity has not been presented because the Charity has taken advantage of the exemption afforded by section 408 of the Companies Act 2006.

Comparative Data

The allocation of income and expenditure on the statement of financial activities has been changed this year in order to provide greater clarity of source. This has resulted in necessary changes to the presentation of

comparative information to maintain consistency.

Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations where the donor has specified they should only be used for particular areas of the hospice's work. The aim and use of each designated and restricted fund is set out in the notes to the financial statements. Investment income, gains and losses are allocated to the appropriate fund.

Donated Assets

Tangible assets donated to the hospice are recorded at the original estimate of their value to the company.

Tangible Fixed Assets

Fixed assets other than donated assets are stated at historical cost. All assets costing more than £1,000 are capitalised.

Depreciation is provided to write off the cost or revalued amount of all fixed assets on a reducing balance basis over their expected economic useful lives as follows:

Freehold land	Nil
Freehold property	5%
Fixtures, fittings and equipment	15% or 20%
Computer equipment	33 %
Motor vehicles	25%
Equipment (Shops)	25%

Taxation

The company is considered to pass the tests set out in the Finance Act 2010 and therefore meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation on income or capital gains to the extent that such income or gains are applied exclusively to charitable purposes.

Operating Leases

Rental costs under operating leases are charged to the general fund operating account in equal annual amounts in accordance with the terms of the lease. Any benefits received or receivable as an incentive to sign an operating lease are recognised on a straight-line basis over the period of the lease.

Pension Contributions

The Charity contributes to the defined benefit scheme (NHS Superannuation) for eligible staff and operates a defined contribution scheme for other staff. Some staff participate in the NHS defined benefit pension scheme. Any resulting liabilities on this scheme would be met by the state. Contributions to the schemes are recognised as an expense in the financial statements as they become payable.

Donations Grants and Other Income

Income is recognised in the Statement of Financial Activities when the charity is entitled to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

In the event that a donation or grant is subject to fulfilling performance conditions before the charity is entitled to the funds the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period. Income from Gift Aid reclaims is recognised for any donations with relevant Gift Aid certificates recognised in income for the year. Any amounts of Gift Aid not received by the year end are accounted

for in income accrued in debtors.

Income from NHS contracts, government or other grants, whether capital or revenue in nature are recognised when the charity has entitlement to the funds, any performance conditions have been met, it is probable that the income will be received, and the amount can be measured reliably.

Legacies

Income from legacies is determined on a case-by-case basis in accordance with the following principles:

Pecuniary legacies are recognised once probate has been granted and notification has been received that payment will be received.

Residuary legacies are recognised once probate has been granted, provided that sufficient information has been received to enable valuation of the hospice's entitlement with sufficient certainty; amounts receivable are included at 90% of their valuation, to reflect the sector's experience of the uncertainty inherent in the administration of estates, subject to further reduction to reflect the impact of other factors such as the valuation of unrealised estate assets or subsequent adverse movements in property and investment markets.

Where legacies have been notified to the charity or the charity is aware of the granting of probate and the criteria for income recognition have not been met then the legacy is treated as a contingent asset and disclosed if material.

Donated Goods and Services

Donations of goods and services, including seconded NHS doctors, are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from its use is probable and the economic benefit can be reliably measured. These items are included in income at the estimated value of the gift to the charity when received based on the amount the charity would have been prepared to pay had it been required to purchase them.

Volunteers

The value of the services provided by volunteers is not incorporated into these financial statements. Further details of their contribution are provided in note 12.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis once there is a legal obligation to make a payment, it is probable that settlement will be required, and the amount of the obligation can be measured reliably. Expenditure is categorised under the following headings:

Costs of raising funds comprises fundraising costs incurred in seeking donations, grants and legacies; investment management fees; costs of fundraising activities including the costs of goods sold, shop costs, commercial trading and their associated support costs. Fundraising costs do not include the costs of disseminating information in support of the hospice's charitable activities.

Expenditure on charitable activities includes the costs of providing specialist palliative care and support to patients, their families and the wider community; research and other educational activities undertaken to further the purposes of the charity and their associated support costs.

Support costs comprise those costs which are incurred directly in support of expenditure on the objects of the hospice and include governance costs, finance and office costs. Governance costs are those costs incurred in connection with complying with constitutional and statutory requirements of the charity. Where practicable irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are allocated to each of the activities on a variety of bases, principally headcount, floor area or time spent on activities depending on the nature of the support costs, to best allocate the costs to each attributable heading.

Financial Instruments

The hospice only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at their transaction value and subsequently measured at their settlement value.

Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price, except for the shares in the trading subsidiary which are carried at cost. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired during the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

Current asset investments are short term liquid investments, which are not required to cover day to day running costs. These comprise cash on deposit and cash equivalents held with other organisations other than our current bankers.

The charity does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the charity is that of volatility in equity and bond markets due to wider economic conditions, the attitudes of investors to investment risk and changes in sentiment concerning equities and other instruments within particular sectors.

Stock

Stocks of goods for resale are valued at the lower of cost and net realisable value. Stocks donated for resale are not included in the financial statements until they are sold because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place to record these until they are sold and undertaking a stock take would incur undue cost and income loss for the charity which would far outweigh the benefits.

Debtors

Trade and other debtors are recognised at the settlement amount due after any discounts offered. Expenditure for goods or services which will be consumed in a future period are held on the balance sheet and reclassified as an expense when goods or services are consumed. Accrued income and tax recoverable are included at the best estimate of the amount's receivable at the balance sheet date.

Cash at Bank and in Hand

Cash at bank and cash in hand includes cash and short term highly liquid deposits with a short maturity of 95 days or less from the date of acquisition or opening of the account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in a transfer of funds to a third party and the amount due for settlement can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discount.

Supporting Notes to Financial Statements

1 Income

Income derives from the group's principal activities carried on wholly in the United Kingdom.

2 Income from Fundraising Activities

	Restricted £'000's	Unrestricted £'000's	2023 £'000's	2022 £'000's
Donations	62	1,041	1,103	951
Legacies	0	1,422	1,422	1,315
Other Grants	92	77	169	134
	154	2,540	2,694	2,400

3 Income from Investments

	2023 £'000's	2022 £'000's
Listed Investment Income	11	8
Interest Received -Investments held as Current Assets	18	3
Rental Income	0	1
	29	12

4 Income from Trading Activities

	2023 £'000's	2022 £'000's
Retail	1,669	1,578
Lottery	171	155
Fundraising Events	64	124
	1,904	1,857

5 Income from Charitable Activities

	Restricted £'000's	Unrestricted £'000's	2023 £'000's	2022 £'000's
NHS Block Grants				
NHS Block Grant	0	505	505	498
NHS Pension Rebate	0	30	30	30
Grants				
NHS Consultants Sessions	57	0	57	56
NHS Specialist Palliative Community Care Weekends / Bank Holidays	44	0	44	43
County Council Befriending Services	33	0	33	33
Commissioned Income				
Inpatient Beds from Continuing Healthcare	0	63	63	37
Inpatient Beds for Winter Pressures	0	39	39	0
Urgent Response	0	46	46	0
Contribution to Drug Costs	0	69	69	0
Other Commissioned Income	0	13	13	0
COVID 19 Hospice UK (HUK) Support	7	0	7	189
Education Income	0	20	20	7
	141	785	926	893

NHS pass through contributions to drugs are recognised from 2022/23, equally as income and expenditure.

6 a) Expenditure

	Direct Costs £000's	Support Costs £000's	Depreciation £000's	Total 2023 £000's	Total 2022 £000's
Fundraising / Investment Activities					
Donations, Legacies & Grants	465	125	17	606	569
Investment Management	5	0	0	5	4
	470	125	17	611	573
Trading Activities					
Retail Shops	1,522	227	18	1,767	1,207
Lottery Costs	2	54	2	58	0
Fundraising Events	0	87	3	90	0
	1,524	368	23	1,915	1,207
Charitable Activities					
Inpatient Services	1,591	546	38	2,175	2,028
Community Services	430	265	34	729	736
Wellbeing Services	0	166	16	182	227
Education	50	34	3	87	0
	2,071	1,011	92	3,173	2,991
	4,065	1,503	131	5,699	4,771

b) Analysis of Support Costs in a) above

	Facilities & Hospitality	Support Services	Governance	Support Costs Total
	£000's	£000's	£000's	£000's
Fundraising / Investment Activities				
Donations, Legacies & Grants	48	74	3	125
	48	74	3	125
Trading Activities				
Retail Shops	77	144	6	227
Lottery Costs	48	5	0	53
Fundraising Events	48	37	2	87
	173	186	8	367
Charitable Activities				
Inpatient Services	214	318	14	546
Community Services	59	197	9	265
Wellbeing Services	83	80	3	166
Education	18	15	1	34
	374	610	27	1,011
	595	870	38	1,503

Allocation Methods:

Facilities and Hospitality Costs are allocated on an estimated usage basis.

Support Services include the Senior Leadership Team, Finance, People and IT and are allocated on an FTE basis.

Governance Costs are allocated on an estimated staff time basis.

7 Trading Operations

The wholly owned trading subsidiary, St Peter and St James Hospice Shops Limited, UK company registration number 3146736, pays all its eligible profits to the Charity under Gift Aid. The company manages the sale of purchased goods through the hospice retail shops. The charity owns the entire issued share capital of 90,000 shares of £1 each. A summary of the trading results is shown below.

	2023 £'000	2022 £'000
Turnover	107	46
Cost of Sales	38	8
Gross Profit	69	38
Other Operating Expenses (net)	68	20
Profit on Ordinary Activities	1	18
Donations under Gift Aid	0	18
Corporation Tax	0	0
Profit Retained in the Subsidiary	1	0

8 Net Income / Expenditure

	2023 £'000	2022 £'000
Net Income / (Expenditure) is stated after charging:		
Tangible Fixed Asset Depreciation and amounts Written Off in the Period		
Owned Assets	131	143
Operating Lease Rentals - Equipment	1	0
Operating Lease Rentals - Shops & Office	338	278
Auditors Remuneration - Audit	12	6
Auditors Remuneration – Tax Business	2	0

9 Employees

	2023 FTE's	2022 FTE's
Average Weekly FTE's		
Voluntary Income Generation	43	37
Delivery of Charitable Activities	40	45
Support Services	16	17
	99	99

The hospice employs a significant number of staff on a part-time basis. The average of number of paid staff in the charity and group in 2022/23 was 129 (2021/22: 137).

	2023 £'000	2022 £'000
Staff Costs		
Salaries	3,479	3,011
Social Security Costs	178	247
Other Pension Costs	153	187
	3,810	3,445

The hospice made ex gratia payments to staff in 2022/23 of £17,000 (2021/22 NIL). No emolument was paid during the year to any of the Directors (2021/22: £Nil) and no Director was reimbursed for expenses (2021/22: £Nil).

The number of employees who received emoluments in the following ranges was:

	31 March 2023 £'000	31 March 2022 £'000
£60,001 - £70,000	1	2
£70,001 - £80,000	1	0
£80,001 - £90,000	0	0
£90,001 - £100,000	0	2
£100,001 - £110,000	1	0
£110,001 - £120,000	1	0
	4	4

All of the above higher paid employees are accruing retirement benefits under schemes treated as defined contribution schemes. The company made pension contributions of £38,000 on behalf of these staff in 2022/23 (2021/22 £24,000).

FRS 102 defines 'key management personnel as those persons having authority and responsibility for planning, directing and controlling the activities of the Charity, directly or indirectly, including those members of staff who are the senior management personnel to whom the Trustees have delegated significant authority or responsibility in the day-to-day running of the charity'. We have interpreted this to be the Trustees and the Chief Executive whose employee benefits for both the Charity and the Group were £104,000 in total (2021/22: £65,000).

10 Related Party Transactions

During the year no Trustees received any remuneration or benefits in kind (2021/22 £Nil). Moreover, no Trustees received any reimbursement of travel expenses (2021/22 £Nil). Donations from Trustees to the charity amounted to £325 in 2022/23 (2021/22 £640). Trustees will also make small donations in each year to events and gifts in kind to retail.

The charity provided services during the year to its wholly owned trading subsidiary, St Peter and St James Hospice Shops Limited. The charge for those services amounted to £68,000 (2021/22 £19,000). No donation was made under gift aid from the trading subsidiary in the year (2021/22 £19,000).

There were no other related party transactions in the current year or previous year.

11 Pension Contributions

The hospice participates in a defined contribution pension scheme operated by the Aegon, the assets of which are held separately from those of the hospice. Employees contribute 3% of their salary with the charity contributing 5%.

The total pension cost charge of the group represents contributions payable by the charity and amounted to £153,000 (2021/22: £187,000).

At the year-end, contributions outstanding totalled £27, 535 (2021/22: £27, 396) and are included in the creditors. The estimated employer pension contributions payable by the company in 2023/24 is £160,000.

12 Volunteers

The Charity is dependent upon a team of part-time voluntary helpers who assist in all areas of the charity's work. In the year the charity was supported by 372 volunteers (2021/22: 435):

Retail Operations - 173 volunteers (2021/22: 200) volunteers supported our retail operations providing sorting and till support to our charity shops, our warehouse and e-commerce work.

Charitable and Administrative Activities - 199 volunteers (2021/22: 235) provided:

- A range of patient services (social support, counselling, patient drivers);
- Community fundraising, through friends' groups, and supporting events;
- Support services activities including administration, hospitality, and gardening activities.

13 Tangible Fixed Assets

Hospice & Group	Freehold Land & Buildings £'000	Equipment £'000	Motor Vehicles £'000	Total £'000
Cost / Valuation at 1st April 2022	3,486	1,099	130	4,715
Additions	24	34	32	90
Disposals	(3)	0	(44)	(47)
Cost / Valuation at 31st March 2023	3,507	1,133	118	4,758
Depreciation at 31st March 2022	1,612	938	106	2,656
Charged in the Year	85	35	11	131
Disposals	0	0	(34)	(34)
Depreciation at 31st March 2023	1,697	973	83	2,753
Net Book Value 31st March 2023	1,810	160	35	2,005
Net Book Value 31st March 2022	1,874	161	24	2,059

All the tangible fixed assets of the group are part of the accounts of the main charity.

Freehold land of £180,000 is included in Freehold Land and Buildings that is not depreciated. The market value of the land has been valued by the directors at £345,000.

All freehold land and buildings are included in the financial statements at lower of cost and open market value. In the opinion of the Directors, the open market value of the freehold land and buildings is not less than the stated value.

14 Fixed Asset Investments

Listed Investments £'000

Cost / Market Value 1st April 2022	500
Movement of Shares to Investments	
Gains / (Losses) on Disposal	(1)
Unrealised Gains / (Losses)	(28)
Dividends & Interest	11
Management Fee	(5)
Cost / Market Value 31st March 2023	477
Historical Cost 31st March 2023	393

Investments held by the charity also include an additional £90,000 (2021/22 - £90,000) investment in the subsidiary company at cost.

Subsidiary Company

Name	Country of Incorporation	Class of Holding	Proportion Held	Aggregate Capital & Reserves £'000	Result for Year £'000
St Peter and St James Hospice Shops Limited	England	Ordinary	100%	90	-

15 Investments held as Current Assets

	£'000
Cost / Market Value 1st April 2022	1,875
Cash held in deposit accounts	502
Interest	18
Cost / Market Value 31st March 2023	2,395
Historical Cost 31st March 2023	2,160

16 Stock

	Group		Hospice	
	2023	2022	2023	2022
	£'000	£'000	£'000	£'000
Stock				
Goods for Resale	25	0	0	0
	25	0	0	0

17 Debtors

	Group		Hospice	
	2023	2022	2023	2022
	£'000	£'000	£'000	£'000
Debtors				
Trade Debtors	0	44	0	44
Accrued Legacy Income	1,165	848	1,165	848
Amounts due from Subsidiary Company	0	0	95	69
Other Prepayments & Accrued Income	66	425	66	425
Other Debtors	157	103	160	92
	1,388	1,420	1,486	1,478

18 Creditors: Amounts falling due within one year

	Group		Hospice	
	2023	2022	2023	2022
	£'000	£'000	£'000	£'000
Creditors				
Trade and Other Creditors	115	83	117	67
Taxation and Social Security Costs	65	66	65	66
Accruals & Deferred Income	15	8	15	8
Other Creditors	32	29	30	28
	227	186	227	169

19 Reserves – Movements by Fund

This schedule presents the final reserves position by fund.

	Restricted Funds	Designated Funds	Unrestricted Funds	Total Funds
Balance at 1st April 2022	42	3,004	3,448	6,494
Net Operating Income / (Expenditure)	50	(5)	(131)	(86)
Net Gains / (Losses) on Investments	0	0	(29)	(29)
Net Inc / (Dec) in Reserves	50	(5)	(160)	(115)
Transfers between Funds	0	(2,800)	2,800	0
Net Inc / (Dec) in Reserves	50	(2,805)	2,640	(115)
Balance at 31st March 2023	92	199	6,088	6,379
Less:				
Fixed Assets	0		2,005	2,005
Available Reserves	92	199	4,083	4,374

Notes 20 and 21 provide further detail on fund movements in the year.

20 Restricted Funds: Group & Charity

	Balance 1st April 2022	Income in Year	Expenditure in Year	Transfers In / (Out)	Balance 31st March 2023
Restricted Revenue Fund	37	1	5	0	33
Inpatient Services	0	92	92	0	0
Community Services	0	72	72	0	0
Wellbeing Services	0	88	76	0	12
Capital & Equipment	5	42	0	0	47
Other	0	0	0	0	0
Total Funds	42	295	245	0	92
Donations in Kind	0	0	0	0	0
Total Funds	42	295	245	0	92

The hospice may receive grants or donations whose use is restricted by the donor. In these circumstances, the funds are shown as restricted.

Restricted Revenue Fund

Donations received to support to support the cost of small items and the cost of inpatient nursing.

Inpatient Services and Consultant Support

Funds raised towards the cost of our specialist inpatient nursing team.

Grants from NHS High Weald to provide palliative medicine consultant sessions at Princess Royal Hospital.

Community Services

Funds raised towards the cost of our specialist community nursing team.

Grants from NHS Horsham and NHS High Weald to support Specialist Palliative Nursing Support across weekends and bank holidays.

Wellbeing Services

Funds raised to support to support Complementary Therapies, Spiritual Care and Counselling.

Grants from East Sussex and West Sussex County Councils to support befriending services for carers and families.

Capital & Equipment

Funds raised in support of specific capital projects and equipment.

Other

Funds raised for items not included above.

21 Unrestricted Funds

	Balance 1st April 2022	Income in Year	Expenditure in Year	Gain / (Loss) on Investments in Year	Transfers In / (Out)	Balance 31st March 2023
Designated Funds						
Tangible Fixed Assets	2,059	0	0	0	(2,059)	0
Legacy Accrual	848	0	0	0	(848)	0
Capital Replacement	81	0	5	0	123	199
Friends of St Peter and St James	16	0	0	0	(16)	0
Total Designated Funds	3,004	0	5	0	(2,800)	199
General Funds	3,448	5,318	5,449	(29)	2,800	6,088
Total Unrestricted Funds	6,452	5,318	5,454	(29)	0	6,287

Unrestricted reserves are available to be used for:

- The day to day running of the hospice.
- The costs of any capital projects in whole or in part where the cost is not met from any other fund; and
- For any other purpose as the Directors see fit to fulfil the objectives of the hospice.

Designated funds have been agreed by the Trustees to support costs in the delivery of its strategic goals.

In the year, the Trustees agreed to transfer Tangible Fixed Assets, Legacy Accruals and the Friends of St Peter and

St James back to the Unrestricted Fund following the introduction of their new finance system which allows the monitoring of spend more appropriately.

At the end of the year £199,000 remains in the designated fund to support programmed capital expenditure to 31st March 2025.

22 Analysis of Group Net Assets between Funds

	Unrestricted	Restricted	Total Funds 2023	Unrestricted	Restricted	Total Funds 2022
	£'000	£'000	£'000	£'000	£'000	£'000
Tangible Fixed Assets	2,000	5	2,005	2,059	0	2,059
Fixed Asset Investments	477	0	477	500	0	500
Current Asset Investments	2,395	0	2,395	1,875	0	1,875
Other Current Assets	1,538	87	1,625	2,204	42	2,246
Current Liabilities	(123)	0	(123)	(185)	0	(185)
Provisions	0	0	0	0	0	0
	6,287	92	6,379	6,453	42	6,495

23 Members of the Hospice

As at 31st March 2023 there were 56 members (2021/22:54) of the company who are required to contribute £10 each in the event of the company being wound up.

24 Operating Lease Commitments

At 31st March 2023 the group was committed to make the following payments in respect of operating leases:

	2023 £'000	2022 £'000
Land & Buildings		
Amounts due within One Year	337	269
Amounts due in Two to Five Years	1,301	610
Amounts due in over Five Years	928	50
Other		
Amounts due within One Year	1	0
Amounts due in Two to Five Years	1	0
	2,568	929

Payments under operating leases are recognised as expenditure as they fall due. No provision has been made for future commitments.

25 Cashflows

	2023 £'000	2022 £'000
a) Net Income / (Expenditure) for the Reporting Period	(115)	398
Adjust for:		
Depreciation	131	143
(Gains) / Losses on Sale of Assets	13	0
(Increase) / Decrease in Investments	18	(17)
(Increase) / Decrease in Stocks	(25)	0
(Increase) / Decrease in Debtors	32	(983)
Increase / (Decrease) in Provisions	0	0
Increase / (Decrease) in Creditors	41	11
Net Cash provided by / (used in) Operating Activities	95	(448)
b) Analysis of Cash & Cash Equivalents		
	2023 £'000	2022 £'000
Cash in Hand	316	826
Notice Deposits (less than 3 Months)	2,395	1,875
Total Cash & Cash Equivalents	2,711	2,701

26 Financial Performance of the Friends of St Peter and St James Charitable Trust.

The Friends of St Peter & St James is a registered charity, number 288522, whose objects are to relieve the patients of the Hospice who are sick, convalescent, disabled, handicapped or infirm and generally to support the charitable work of the Hospice to whom the Friends of St Peter & St James are ultimately responsible. A summary of the financial activities of the Friends of St Peter & St James is given below and these have been consolidated into the group accounts.

P&L	2023	2022
	£	£
Income - Donations	2,115	3,721
Expenditure - Charitable Activities		0
Net Income / (Expenditure) for the Year	2,115	3,721
Funds B/F as at 1st April	15,911	12,190
Funds Carried Forward as at 31st March	18,026	15,911
Balance Sheet	2023	2022
Current Assets		
Debtors		0
Cash at Bank and in Hand	18,026	15,911
Net Assets	18,026	15,911
The Funds of the Charity		
Unrestricted Funds	18,026	15,911

27 Capital Commitments

There are no capital commitments.

28 SOFA prior Year Comparatives

		Restricted	Designated	Unrestricted	Total Funds 2022	Total Funds 2021
	Note	£'000's	£'000's	£'000's	£'000's	£'000's
Income						
Donations & Legacies	2	313	3	2,083	2,399	2,170
Trading Activities	4	0	0	1,857	1,857	900
Charitable Activities	5	199	0	694	893	2,096
Investments	3	0	0	12	12	19
Other Income		0	0	0	0	0
Total Income		512	3	4,646	5,161	5,185
Expenditure						
Fundraising & Investment Activities		0	0	514	514	287
Trading Activities		0	0	1,265	1,265	869
Charitable Activities		615	0	2,376	2,991	3,506
Total Expenditure	6	615	0	4,155	4,770	4,662
Net Income / (Expenditure) on Operational Activities	7	(103)	3	491	391	523
Net Gains / (Losses) on Investments	14,15	0	0	7	7	54
Net Income / (Expenditure) for the Year	8	(103)	4	498	398	577
Transfer Between Funds	20,21	0	446	(446)	0	0
Net Movement In Funds		(103)	449	52	398	577
Funds B/F as at 1st April		145	2,555	3,396	6,096	5,519
Funds Carried Forward as at 31st March		42	3,004	3,448	6,494	6,096

29 Note 6 Expenditure – prior year

a. Expenditure

	Direct Costs £000's	Support Costs £000's	Depreciation £000's	Total 2022 £000's	Total 2021 £000's
Fundraising / Investment Activities					
Donations, Legacies & Grants	391	119	0	510	285
Investment Management	4	0	0	4	3
	395	119	0	514	288
Trading Activities					
Retail Shops	1,168	97	0	1,265	869
Lottery Costs	0	0	0	0	0
Fundraising Events	0	0	0	0	0
	1,168	97	0	1,265	869
Charitable Activities					
Inpatient Services	1,650	379	0	2,029	2,514
Community Services	574	162	0	736	653
Wellbeing Services	212	15	0	227	338
Education	0	0	0	0	1
	2,436	556	0	2,992	3,506
	3,999	772	0	4,771	4,663

b. Analysis of Support Costs

	Facilities & Hospitality £000's	Support Services £000's	Corporate Comms £000's	Governance £000's	Support Costs Total £000's
Fundraising / Investment Activities					
Donations, Legacies & Grants	0	79	0	40	119
	0	79	0	40	119
Trading Activities					
Retail Shops	0	88	0	9	97
Lottery Costs	0	0	0	0	0
Fundraising Events	0	0	0	0	0
	0	88	0	9	97
Charitable Activities					
Inpatient Services	0	294	0	85	379
Community Services	0	126	0	36	162
Wellbeing Services	0	12	0	3	15
Education	0	0	0	0	0
	0	432	0	124	556
	0	599	0	173	772

30 Note 20 Restricted Funds - prior year

	Balance 1 April 2021	Income in Year	Expenditure in Year	Transfers In / (Out)	Balance 31 March 2022
Restricted Revenue Fund	132	396	476	(15)	37
Inpatient services	0	0	0	0	0
Community Services	0	108	123	15	0
Wellbeing Services	0	0	0	0	0
Education	0	0	0	0	0
Capital & Equipment	13	9	17	0	5
Other	0	0	0	0	0
Total Funds	145	513	616	0	42

31 Note 21 Unrestricted Funds – prior year.

	Balance 1 April 2021	Income in Year	Expenditure in Year	Gain / (Loss) on Investments in Year	Transfers In / (Out)	Balance 31 March 2022
Designated Funds						
Tangible Fixed Assets	2,152	0	0	0	(93)	2,059
Legacy Accrual	112	0	0	0	736	848
Capital Replacement	279	0	0	0	(197)	82
Friends of St Peter and St James	12	4	0	0	0	16
Total Designated Funds	2,555	4	0	0	446	3,005
General Funds	3,396	4,645	4,148	0	(446)	3,447
Total Unrestricted Funds	5,951	4,649	4,148	0	0	6,452

Note 22 Analysis of Group Net Assets between Funds – prior year

	Unrestricted	Restricted	Total Funds 2022	Unrestricted	Restricted	Total Funds 2021
	£'000	£'000	£'000	£'000	£'000	£'000
Tangible Fixed Assets	2,059	0	2,059	2,152	0	2,152
Fixed Asset Investments	500	0	500	489	0	489
Current Asset Investments	1,875	0	1,875	2,147	0	2,147
Other Current Assets	2,204	43	2,246	1,338	145	1,483
Current Liabilities	(186)	0	(186)	(175)	0	(175)
Provisions	0	0	0	0	0	0
	6,452	43	6,494	5,951	145	6,096

Key Addresses

Registered Office

St Peter & St James Charitable Trust
North Common Road, North Chailey, Lewes, East Sussex, BN8 4ED

Auditors

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Chartered Accountants
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Bankers

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Solicitors

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Investment Managers

Rathbones
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