

**LAY COMMUNITY OF ST BENEDICT**  
**Company limited by guarantee**

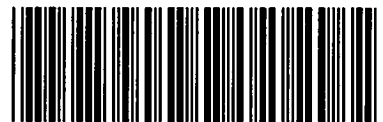
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**

for the year ended 30 April 2023

Charity registration 1100638

Company registration 04838564

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COMPANIES HOUSE

## LEGAL AND ADMINISTRATIVE INFORMATION

Trustees who held office during the period ended April 2023

Alain Anderton (resigned Nov 2022)  
Anne Heslop (elected Nov 2022)  
Patrick Cleary (resigned Nov 2022)  
Hugh Comerford (elected Nov 2022)  
Laurence Pearce (elected Nov 2018)  
Stephen Serpell (elected Nov 2014, retired 2017, and elected chair Nov 2018)  
Adam Simon (co-opted Nov 2020 and annually thereafter)  
Fr Chris Dobson (elected Dec 2021)  
Aidan Hughes (elected Dec 2021)

Secretary & Treasurer Laurence Pearce, appointed Nov 2018

Administrator Peter Agius

Charity number 1100638

Company number 4838564

Principal address PO Box 7686  
Kettering  
NN16 6LP

Registered office 2 Egdean Walk  
Sevenoaks  
Kent TN13 3UQ

Independent examiner Adrian Radford  
7 Curbey Close West Chiltington RH20 2HU

Bankers CAF Bank  
PO Box 289  
West Malling Kent ME19 4TA

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LAY COMMUNITY OF ST BENEDICT

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## TRUSTEES' REPORT

### FOR THE YEAR ENDED 30 APRIL 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006 present their report and accounts for the year ended 30 April 2023.

The accounts have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, applicable law and the requirements of 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 (FRS102) (effective 1 January 2015), the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006 and the Charities Act 2011.

#### LCSB's objects

LCSB is a company limited by guarantee and was incorporated on 19 July 2003. It then applied for and was granted charitable status. Its charity registration number is 1100638. The principal activity of LCSB is the promotion of Benedictine spirituality and its values of prayer, service, and hospitality in stable community.

#### Governance

The community is led, in partnership with a Council, by a member, called the Leader of the community. This role is to collaborate with the council and the community in discerning the strategic direction of the LCSB, to work for the spiritual wellbeing of all members and the community, to inspire members of the community to deeper spiritual commitment and to represent the community to both its members and the outside world. The current leader, Adam Simon, has declined an honorarium, and has been co-opted as a Trustee.

#### The Trustees

The Trustees are the trustees of the LCSB as a charitable body, reporting as appropriate to the Charities Commission, and also the directors of LCSB Limited, reporting to the Registrar of Companies. They are primarily concerned with legal and regulatory compliance and the submission of the statutory annual report and accounts. Together with the Leader and Council Trustees deal with employment and contractual issues, data protection, ensuring adequate safeguarding, and taking major financial decisions.

Trustees generally serve for three years but may be re-elected for a further three years. The Council puts forward nominees for consideration for vacancies but election is by the Trustees.

At the Trustees AGM in November 2022 Alain Anderton and Patrick Cleary resigned as trustees and Mrs Anne Heslop and Hugh Comerford were elected to replace them.

During the period under review the progress of the Development Plan was monitored. In addition there was a rolling review of policies, the addition of new policies where required, and an annual update to the Risk Register of possible threats to the organisation.

Training in the duties and responsibilities of Trustees and company directors is an on-going process.

The Trustees are satisfied that the reserves held by the organisation are at an appropriate level to maintain continuity even in the event of a major interruption to income streams and in line with our reserves policy. They do not seek to increase them further.

No Trustee is paid for their services as a trustee.

In September 2022 a new Safeguarding Officer, Mrs Emily Willetts, was appointed to succeed the previous incumbent who had served in the role for seventeen years. Emily is well qualified for the role as she is the Head of a primary school. In March 2023 the LCSB subscribed to 31:8, an association dedicated to promoting good safeguarding practices in religious communities.

As in previous years the Safeguarding Officer has reviewed the Safeguarding policy and training requirements. As a result, all office-holders and leaders have received formal safeguarding training.

## LAY COMMUNITY OF ST BENEDICT

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### Achievements and performance

#### Finance

The LCSB is funded essentially by donations from members.

**Review of financial position:** during the year covered by these accounts the LCSB produced a small surplus of £466 (as against a deficit of £2,696 in the preceding period), as shown in the Statement of Financial Activities on page 9 of these accounts.

Expenditure on Youth Development reduced to £15,907 (as against £25,896 in 2022) largely due to a maternity leave induced absence.

During the period under review LCSB continued to employ an Administrator on a part-time basis for 15 hours a week and a Finance & Bookings Secretary for 7 ½ hours a week. The Administrator and Finance and Bookings Secretary have permanent signed contracts, and report to line managers.

In addition, a Discipleship and Digital Coordinator, Mrs Mary Hirst, is employed on a twelve month contract, reporting to Adam Simon.

#### New Members

New members result from enquiries from friends of members, from the website and from the reaching of age 16 of family members. There is a period of formation supported by a companion that may proceed after about a year to full membership, marked by making a promise at a ceremony.

Largely as a result of the Development Plan, the number of members during the year under review has increased from 201 to 207.

Enquiries received by the Administrator have also increased, mainly from the website and the personal contact of members.

**Council and Organisational Framework:** there is a cycle of four Council Meetings, linked with twice a year Trustee meetings, and Team Leaders' meetings, devised to maximise the use of peoples' time, and minimise travel expenses. All meetings in the period under review were conducted either by Zoom or were hybrid meetings, partly by Zoom and partly in person.

Members are encouraged to be in at least one of fourteen teams: Chaplaincy, Enquirers, Formation and Spiritual Development, Guest Master, Events and Access, Summer Gathering, Easter, Communications and Web, Liturgy and Music, Community Outreach, Listen, Projects, Fund-raising and Youth.

Currently, 85 members are actively involved in the work of teams, council or trustees.

The Leader is elected by members of the Community every three years and the current leader's three-year term will run until the Tractatus at the Summer Gathering and AGM in summer 2023.

Our mission is to:

- Nurture the spiritual life of members, rooted in prayer, work, the Gospel and the Rule of St Benedict
- Act joyfully as missionary disciples, going out as individuals and community to those in need
- Be a beacon of inclusion
- Encourage young people into the knowledge and love of Christ.

A brief overview of the year's activities:

- The core activity of the Community is a daily routine of online prayer, now six times a day and supplemented by regular formation meetings during the week, and an ecumenical service on Sunday nights.

## LAY COMMUNITY OF ST BENEDICT

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- LCSB roles: Adam Simon will complete the third and last year of this term of office in summer 2023. The LCSB Administrator is Peter Agius and Emily Westlake is responsible for bookings, payments and receipts and has been in post since May 2020.
- As a result of the 2020 Appeal for increased income to fund the Development Plan, donations of £12,830 (as against £14,837 in 2022) before Income Tax Reclaimable were received in the year under review.
- When Dom Mark Barrett took over as Abbot of Worth in 2021 he decided to set up a group to bring together the abbey's many stakeholders – monastery, school, old boys, parish, LCSB and Wellspring. This group is known as 'Worth Pilgrims'. In January 2022 we attended the first meeting and since then have collaborated with the Pilgrims on a number of different projects.
- Following the 2021 Summer Gathering a number of new regional groups have started up and are now flourishing – the Wessex and Wales group, the Far North group and the SW London walking group. The emergence from Covid has encouraged members to meet up physically.
- The post of Discipleship and Digital Coordinator which previously was partly funded by the Porticus grant is now wholly funded from LCSB funds.
- The current post-holder, Mrs Mary Hirst, has been formed in the Benedictine charism through her education at Ampleforth School and time spent with the Manquehue community. She is making a significant contribution to the life of the community, growing our young adults group and producing podcasts and other digital outputs. She has also given new impetus to the practice of Lectio Divina in the community by running three weekly sessions, two of them for our young people.
- During 2022 building on the interest and enthusiasm following COP26 a new group in the LCSB has been set up, known as the Caring for Creation Group. Its aim is to build awareness of environmental issues into the DNA of the community, with talks, reflections, services and other ways to focus attention on these vital areas.
- At the 2022 Summer Gathering there were 130+ attendees and, during the week-end, Honorary Membership was bestowed on Esther de Waal for her lifetime contribution to promoting the Rule of St Benedict.
- The Easter Triduum 2023 took place at Cefn Lea for the second time since lock-down – 103 members and their families attended in person.
- Since the Synod reflection of 2021/22 much of our focus as a community has been on how to respond to the needs of the Church and the wider community. We have been consulting on this with various bodies and discussing this at Council and meetings of Trustees. A new Development Plan is currently being finalised and will include measures to respond to these needs.
- In October 2022, the LCSB Northern Group celebrated its 40<sup>th</sup> anniversary. During this period the group has consistently met three times a year for prayer, formation and social gathering which have helped support the faith of adult members and nurture the faith of young members, many of whom are now active adult members.
- In April 2023 it was announced at the Easter Triduum that the four members, Alain and Nicole Anderton and Angela and Chris Walker, who have hosted all the meetings in an incredible example of Benedictine hospitality have received the Ubi Caritas award from Archbishop Bernard Longley for their service to the Church through the Northern Group and in other ways.
- LCSB Policies: Council and Trustees reviewed the LCSB's policies during the year, updated some and added a number of new policies to ensure suitable coverage of all areas.

## LAY COMMUNITY OF ST BENEDICT

### Basis of preparation of this report

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies..

The Trustees' Report was approved by the Board of Trustees on November 18th 2023

Trustee and Director



(Signed)

Stephen Charles Serpell

(Print Name)

Trustee and Director



(Signed)

John Laurence Pearce

(Print Name)

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of the Lay Community of St Benedict (LCSB) for the year ended 30 April 2023, which are set out on pages 8 to 14.

### Responsibilities and basis of report

As the Trustees of the LCSB (and also its directors for the purposes of Company Law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

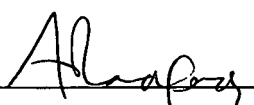
Having satisfied myself that the accounts of the LCSB are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. Accounting records were not kept in respect of the LCSB as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the U.K and republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

A Radford, Chartered Accountant

7 Curbey Close West Chiltonton RH20 2HU

Dated: 6 December 2023



# LAY COMMUNITY OF ST BENEDICT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 APRIL 2023

	Notes	General funds	Restricted funds	Total 2023	Total 2022
<b>INCOME FROM:</b>		£	£	£	£
Donations (all) General Fund	2	18,710		18,710	18,905
Donations (all) Development Appeal	2	12,830		12,830	14,837
Donations (Youth Development fund)	2		2,189	2,189	2,749
Donations (Good Works fund)	2		180	180	180
Fundraising Activities		159		159	141
Gift Aid refund (General/Development)		5,616		5,616	6,428
Gift Aid refund (Youth Dev fund)			516	516	637
Gift Aid refund (Good Works fund)			45	45	45
Gross income from all events	4	33,805		33,805	22,299
Investment income	3	749		749	7
<b>Total</b>		<b>71,869</b>	<b>2,930</b>	<b>74,799</b>	<b>66,228</b>
<b>EXPENDITURE ON:</b>					
<b>Charitable activities</b>					
Direct Charitable activities	5	56,937	17,396	74,333	68,924
<b>TOTAL:</b>		<b>56,937</b>	<b>17,396</b>	<b>74,333</b>	<b>68,924</b>
<b>NET INCOME</b>		<b>14,932</b>	<b>(14,466)</b>	<b>466</b>	<b>(2,696)</b>
Transfer between funds		(14,691)	14,691	0	0
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>241</b>	<b>225</b>	<b>466</b>	<b>(2,696)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Opening fund balances		94,276	3,103	97,379	100,075
<b>CLOSING BALANCES</b>		<b>94,517</b>	<b>3,328</b>	<b>97,845</b>	<b>97,379</b>

# LAY COMMUNITY OF ST BENEDICT

## BALANCE SHEET

AS AT 30 APRIL 2023

	Notes	30.04.23	30.04.22
		£	£
<b>Current assets</b>			
Debtors	11	7,520	7,865
Cash at bank and in hand		111,801	110,549
		<u>119,321</u>	<u>118,414</u>
<b>Creditors: amounts due within one year</b>	12	(21,476)	(21,035)
<b>Net current assets</b>		<u>97,845</u>	<u>97,379</u>
<b>Total assets less current liabilities</b>		<u>97,845</u>	<u>97,379</u>
		<b>30.04.23</b>	<b>30.04.22</b>
		£	£
<b>Funds</b>	13		
<b>Unrestricted funds</b>			
General fund		94,517	94,276
<b>Restricted funds</b>			
Youth Development fund			
Good Works fund		3,328	3,103
		<u>97,845</u>	<u>97,379</u>

For the 12 month period ended 30 April 2023 the Lay Community of St Benedict (LCSB) was entitled to exemption under 477 of the Companies Act 2006. No members have required LCSB to obtain an audit of its accounts for the period in question in accordance with section 476. The Trustees acknowledge their responsibility for:

- (i) ensuring LCSB keeps accounting records which comply with sections 386 and 387; and
- (ii) preparing accounts which give a true and fair view of the state of affairs of LCSB as at the end of its financial accounting period and of its incoming resources and application of resources, including its income and expenditure, for the financial accounting period in accordance with sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, as far as applicable to LCSB.

The accounts were approved by the Board of Trustees on November 18th 2023.

Trustee and Director SCSerpell (Signed)

Stephen Charles Serpell

Trustee and Director John Pearce (Signed)

John Laurence Pearce

## LAY COMMUNITY OF ST BENEDICT

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 APRIL 2023 (comparatives are for the 12 months ended 30 April 2022)

### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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<sup>st</sup> January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

#### 1.2 Income

Donations and similar incoming resources are included in the period in which they are received.

#### 1.3 Expenditure

Expenditure is included when incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities.

Support costs include office running costs, as well as staff costs. They also include the governance costs associated with meeting the constitutional and statutory requirements of the charity.

#### 1.4 Tangible fixed assets

Only assets costing more than £250 are capitalised.

#### 1.5 Taxation

The charity is exempt from Corporation Tax on its charitable activities.

#### 1.6 Fund accounting

Unrestricted Funds can be used for any charitable objectives at the discretion of the Trustees.

Restricted Funds can only be used for particular restricted purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for particular purposes.

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**LAY COMMUNITY OF ST BENEDICT**

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**2 Donations summary**

	2023	2022
	£	£
<b>General Fund</b>	18,710	18,905
<b>Development Fund</b>	12,830	14,837
<b>Youth Development Fund</b>	2,189	2,749
<b>Good Works Project Fund</b>	180	180
<b>Total</b>	<b>33,909</b>	<b>36,671</b>

**2a Youth Development Fund**

Fund set up in 2005/6 to support work for young people.

**2b Good Works fund**

Fund set up in 2005/6 to support specific 'Good Works' in accordance with the objects of LCSB (with special focus on support for the sick, and for works of education and training).

**3 Investment income**

Investment income consists of Bank interest and interest on Tax Refunds amounting to £749 (as against £7 in 2022).

The increase is attributable to the general rise in interest rates and to the transfer of £50,000 in March 2023 to a Twelve Month Fixed-Term Deposit Account paying 3.75%.

**4 Incoming resources from charitable activities**

During the year under review the Easter celebrations were conducted physically, at Cefn Lea. Income from the event was £17,630.

During the year under review the NET income from all other events was £486 (as against £5,225 in the period ended 30 April 2022).

## LAY COMMUNITY OF ST BENEDICT

### 5 Charitable Activities Costs and Support costs

	Note	Direct costs £	Support costs £	Totals £
Payments for services from employees	8	2,924	14,066	16,990
Office costs			641	641
Publication and website costs			457	457
Gross costs of all events	9	38,106		38,106
Youth work	10	15,907		15,907
Donation to Palestine orphanage				
Governance Costs- meeting expenses			2,232	2,232
		56,937	17,396	74,333

### 6 Net income

Net income is stated after charging

	2023 £	2022 £
Independent examiners fees	57	57

### 7 Trustees Remuneration and benefits

None of the Trustees / Directors of LCSB (and no person connected with any of them) received any remuneration from LCSB during the year.

Travel and meeting expenses are included in Governance Costs, some of which have been reimbursed by LCSB to Trustees and Council members.

### 8 Payments for services and honoraria and youth development project work

Payments for services represent salary payments under permanent contracts for the part-time services of an Administrator and a Bookings/Finance administrator, plus one sixth of the personnel costs of a Discipleship and Digital Coordinator.

No honoraria payments were made during the period.

## LAY COMMUNITY OF ST BENEDICT

### 9 Easter and formation weekends and related expenses

During the year under review the planned Easter celebration for April 2023 again took place 'physically' at Cefn Lea. Total costs were £20,636 (£18,677 in 2022) before income and subsidies (of £3,739), and £3,006 (£4,673 in 2022) more than income.

During the year under review the NET costs of other events and related expenses paid from the General Fund were £1,781 (and in the period ended 30 April 2022 were £4,933).

### 10 Youth work from LCSB funds

A total of £15,907 was spent during the year (£25,896 in 2022).

The main two headings of expenditure were as follows:

Discipleship and Digital Coordinator - five sixths of salary	£14,622	£11,223 in 2021/22
Colour and Shape	£731	£7,683 in 2021/22

### 11 Debtors

The Debtors as at the Balance Sheet date are made up as follows:

		2023	2022
		£	£
<b>Gift Aid Tax Relief</b>	General Funds	5,616	6,428
	Youth Development Fund	516	637
	Good Works Fund	<u>45</u>	<u>45</u>
		6,177	7,110
<b>Other</b>		<u>1,343</u>	<u>755</u>
<b>Total</b>		<b>7,520</b>	<b>7,865</b>

## LAY COMMUNITY OF ST BENEDICT

### 12 Creditors

The creditors as at the Balance Sheet date are made up as follows:-

	2023	2022
	£	£
Easter 2023 costs	19,754	15,083
Other	1,722	5,952
<b>Total</b>	<b>21,476</b>	<b>21,035</b>

### 13. Movements of Funds

	Opening Balance 01.05.22 £	Income £	Expenditure £	Transfers £	Closing Balance 30.04.23 £
<b>General Fund</b>	94,276	38,550	(23,618)	(14,691)	94,517
<b>Restricted Funds</b>					
Youth Development Fund - LCSB	0	2,705	(17,396)	14,691	0
Good Works Fund	3,103	225	0	0	3,328
	3,103	2,930	(17,396)	14,691	3,328
<b>Total Funds</b>	97,379	41,480	(41,014)	0	97,845

#### Youth Development Fund- Other

Fund set up in 2005/6 to support work for young people.

#### Good Works fund

Fund set up in 2005/6 to support specific 'Good Works' in accordance with the objects of LCSB (with special focus on support for the sick, and for works of education and training).

## LAY COMMUNITY OF ST BENEDICT

### 14. Analysis of Net Assets between Funds

	Debtors	Cash at Bank	Creditors	Total
	£	£	£	£
<b>General Fund</b>	7,475	108,518	(21,476)	94,517
	<u>7,475</u>	<u>108,518</u>	<u>(21,476)</u>	<u>94,517</u>
<b>Restricted Funds</b>				
Youth Development Fund - LCSB	0	0	0	0
Good Works Fund	45	3,283	0	3,328
	<u>45</u>	<u>3,283</u>	<u>0</u>	<u>3,328</u>
<b>Total</b>	<u><b>7,520</b></u>	<u><b>111,801</b></u>	<u><b>(21,476)</b></u>	<u><b>97,845</b></u>