



# Trustees' Annual Report for the period

Period start date  
From 1<sup>st</sup> January 2022 To 31<sup>st</sup> December 2022  
Period end date

## Section A Reference and administration details

Charity name Westborough United Reformed Church Charity

Other names charity is known by Westborough Church

Registered charity number 1130007

Charity's principal address

4b Southway	
Guildford	
Surrey	
Postcode	GU2 8DA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev'd Graham Hoslett	Minister		
2	Mrs Jane Seals	Treasurer		Church Meeting
3	Mrs Sally Staniforth			Church Meeting
4	Mr Paul Evans			Church Meeting
5	Mrs Pamela Cribbin		1 <sup>st</sup> January 2022 – 27 <sup>th</sup> November 2022	Church Meeting
6	Mrs Heather Sims			Church Meeting
7	Mr. Douglas Carlyle			Church Meeting

### Names and addresses of advisers

Type of adviser	Name	Address
Independent examiner	A. J. Bennewith FCA, FCPA, FFA, FRSA	3 Wey Court, Mary Road, Guildford GU1 4QU

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document	Trusts distilled from the United Reformed Church Acts of Parliament (1972 and 1982) and the Scheme of Union (1972). The church adopted a new constitution at its meeting on 7 <sup>th</sup> November 2021.
How the charity is constituted	Charity
Trustee selection methods	Elected by Church Meeting and the minister is a trustee ex officio

### Additional governance issues

Directions relating to the Church are made by the Trustees, who are the Minister and Elders, responsible for governing the life and teaching of the church. Day to day decisions on expenditure and activities are decided by the staff and volunteers in charge of different areas of the church, with budgets set by the church and monitored by the Trustees. The powers of appointment or removal of Trustees rest with the church membership. New trustees are selected from the members of the church, which means the trustee body is wholeheartedly involved in seeing the mission of the church worked out in practice. The trustees meet twice a month to discuss the business of the church and for mutual support, prayer and fellowship. On being appointed, new trustees spend time with the existing trustees to ensure they understand their responsibilities and the legal and financial framework in which the church operates.

Westborough Church is a congregation of the United Reformed Church and is in a joint pastorate with Emmanuel Church, Normandy and with Womersley URC. Westborough Church works in partnership with other churches in and around Guildford, particularly in relation to the running of the Guildford Christians Against Poverty Debt Centre and Job Club.

All major insurable risks are subject to normal churches' and employers' insurance.

An annual review of all church policies is undertaken by the Trustees in conjunction with staff and volunteers responsible for the area of activity.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The object of the charity is the advancement of the Christian faith for the benefit of the public in accordance with the Scheme of Union of the United Reformed Church.

The New Testament reveals the Church as a community of people, properly taught and cared for, who are committed to love and care for each other and to bring a blessing to the area in which they live. Members of the church are encouraged to join one of the housegroups that exist within the church to foster deeper fellowship, to encourage more committed discipleship, and to enable and foster personal and corporate evangelistic concern.

**Vision:** During the course of the year the church reviewed and reformulated its vision. Our vision is to be a God-centred, vibrant, growing church, full of passionate disciples, living 'life in all its fullness' John 10:10

**Worship:** Fulfilling the objectives in preaching, teaching and showing practical care in the community, in the normal teaching in the Church on Sundays at our weekly 10.00am service, and in the housegroups. Messy Church continued, monthly on Saturdays. The monthly Church Prayer Meeting continued. A Community Carols in the Car Park was held. Worship continued to be livestreamed onto the church Facebook page, an audio version of the Sermon being available on the church Sermon for Today phonenumber (01483) 959616 most Sunday afternoons.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

**Bringing the love of Christ to the community:** Finance, produce and practical voluntary help was given to other charitable organisations operating in the Guildford area such as Besom, Matrix Trust and the North Guildford Foodbank, as well as on occasion to individuals through a designated Hardship Fund, administered by the church treasurer, an additional Elder, and a church member. Monday coffee mornings were held weekly and the bi-monthly Lunch Club was well attended. The Guildford Christians Against Poverty (CAP) Debt Centre continued in partnership with other local churches, hosted on Westborough Church premises. We gave regular financial support to CAP and supported the Guildford CAP Job Club and Life Skills Courses being run in other churches in Guildford. During the year the post of Church and Community Worker was advertised and, although an appointment was made, the person appointed has not been able to take up the post due to ill health.

**Bringing support to churches and individuals serving Christ elsewhere in the UK and overseas:** The church supports missionary endeavour overseas through relationships with particular individuals and the churches or agencies they work through, based in France, Zimbabwe, and Redhill (UK). Monthly collections were made for the purpose of financial support and news shared in our worship to encourage our praying.

**Youth & Children:** The toddler group (Kangaroo Club) is led by the minister. Childminders, parents and children were welcome at the Monday Coffee Mornings.

The Trustees have read the guidance on public benefit issued by the Charity Commission and have had regard to it when planning the activities for the forthcoming year.

## Additional details of objectives and activities

Lettings have increased over the year. Besom carries out its local provision of donated goods from the church garage, Guildford Action held their family outreach afternoons in the church hall, Kumon Maths and English classes resumed one afternoon per week and Slimming World held weekly meetings. Potters House Church continued to meet in our building on Sunday afternoons and evenings.

Whilst the Church enjoys the services of an ordained minister, it is the work of every member of the Church, whether employed or not, that will make the difference in the Church achieving its great commission. This is done by 'being salt and light' amongst the people we interact with every day; by praying, by visiting the sick and others in need, by being involved in training others, by public teaching and worship and also in administration. Much of this work is done privately, without recognition, and the hours and value of that time cannot be quantified.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

**Worship:** The preaching on Sundays largely followed the Revised Common Lectionary readings.

Communion was offered monthly.

Along with the Minister and guest speakers, several church members preached in the year.

The church held a prayer meeting monthly except in August.

Five adult housegroups continued to meet.

Messy Church met on the third Saturday of the month (mostly), with 12 households and 30 children on average attending.

**Bringing the love of Christ to the community:** The WhatsApp group has continued to enable contact, fellowship, and prayer. Daily Bible Readings were made available on Facebook and YouTube twice a week, using the Lectionary readings. A dedicated telephone number was maintained to host the Daily Bible Readings on weekdays and the Sunday Sermons on Sunday afternoons, with those not online in mind.

**Youth & Children:** The parent and toddler group offered children the chance to share together in Christian songs and fun activities.

**Bringing support to churches and individuals serving Christ elsewhere in the UK and overseas:** It was not possible for members of the church to travel to Zimbabwe to offer fellowship and support during the year, but the church has continued to contribute to and support the work in Zimbabwe making financial gifts and providing prayer support. Otherwise, overseas support has been primarily through personal relationships with individuals and the churches or agencies they work through, based in France and the UK. In addition we have regularly supported the work of Matrix Trust.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Trustees have set a policy of retaining reserves sufficient for the foreseeable needs of the Church, in the region of 6 months anticipated expenditure. There was an overall excess of income over expenditure this year of £881.

Two trustees were paid expenses during the year. The minister is paid travel expenses and is reimbursed for other expenses incurred in the fulfilment of his ministry. Jane Seals is paid travel expenses and is reimbursed for other expenses incurred in the fulfilment of her role as CAP Centre manager. The minister's wife was also paid expenses in her role as CAP debt coach until she stepped down in May. A trustee's son continued employment as church cleaner.

### Trustees' Responsibilities

Charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the profit and loss of the charity for that period. In preparing these accounts, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Make adjustments and estimates that are reasonable and prudent.
- Prepare the accounts on the ongoing concern basis unless it is inappropriate to assume that the charity will continue in operation.

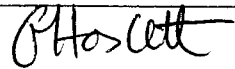
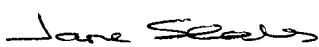
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Acts. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees confirm that the accounts comply with current statutory requirements.

## Section F

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Graham John Hoslett	Jane Lesley Seals
Position (eg Secretary, Chair, etc)	Minister	Treasurer
Date	7 <sup>TH</sup> MAY 2023	

## Westborough United Reformed Church

### Receipts and payments accounts

For the period from 1st January 2022 to 31st December 2022

#### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Tithes and offerings	32,961	18,714	-	51,675	57,366
Income tax refunds under Gift Aid	9,260	3,517	-	12,777	12,109
Church lettings	13,847	-	-	13,847	4,701
Bank interest	216	-	-	216	17
Activities	4,632	-	-	4,632	2,494
CAP Centre income	-	26,529	-	26,529	22,034
Grants	-	-	-	-	25
Other income	3,176	-	-	3,176	9,433
<b>Total receipts</b> (Gross income for AR)	<b>64,092</b>	<b>48,760</b>	<b>-</b>	<b>112,852</b>	<b>108,179</b>

## A2 Payments

<b>MINISTERIAL COSTS</b>					
URC M&M and local ministry costs	28,050	-	-	28,050	28,087
Group expenses	-	9,908	-	9,908	7,518
<b>COSTS OF CHURCH ACTIVITIES</b>					
Church costs:					
Insurance	3,491	-	-	3,491	3,121
Water rates	554	-	-	554	159
Buildings maintenance and cleaner	6,380	-	-	6,380	12,200
Gas	3,060	-	-	3,060	1,929
Electricity	1,917	-	-	1,917	1,066
Telephone	609	-	-	609	496
Teaching costs:					
Pulpit supply	362	-	-	362	175
Children & young people	178	-	-	178	65
Administration:					
Office & Administration	7,687	-	-	7,687	6,757
Catering	137	-	-	137	58
Publicity	203	-	-	203	240
Other	893	-	-	893	628
Other programmes:					
Major projects	231	-	-	231	-
Events	753	-	-	753	-
Messy Church	633	-	-	633	282
Evangelism & books	-	-	-	-	28
Training	100	-	-	100	-
CAP Centre costs	-	26,320	-	26,320	24,787
Governance	768	-	-	768	756
Grants payable and restricted donations passed on	770	18,967	-	19,737	20,393
<b>Total payments</b>	<b>56,776</b>	<b>55,195</b>	<b>-</b>	<b>111,971</b>	<b>108,745</b>

<b>Net of receipts/(payments)</b>	<b>7,316</b>	<b>- 6,435</b>	<b>-</b>	<b>881</b>	<b>- 566</b>
<b>A3 Transfers between funds</b>	<b>- 7,800</b>	<b>7,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A4 Cash funds last year end</b>	<b>50,403</b>	<b>27,255</b>	<b>-</b>	<b>77,658</b>	<b>78,224</b>
<b>Cash funds this year end</b>	<b>49,919</b>	<b>28,620</b>	<b>-</b>	<b>78,539</b>	<b>77,658</b>

## Section B Statement of assets and liabilities at the end of the period

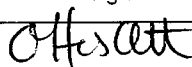
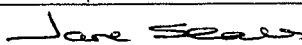
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CAF Bank - CAF Cash a/c	2,491	-	-
	CAF Bank Gold a/c	45,967	4,921	-
	CAF Bank CAP a/c	-	18,405	-
	Shawbrook Bank	-	5,294	-
	Lloyds Bank	1,461	-	-
	Cash in hand	-	-	-
	<b>Total cash funds</b>	<b>49,919</b>	<b>28,620</b>	<b>-</b>

(agree balances with receipts and payments account(s))

<b>B2 Breakdown of restricted funds</b>	Details	to nearest £
	Group Fund	1,225
	Misison Support Fund	3,696
	CAP accounts	23,699
	<b>Total restricted funds</b>	<b>28,620</b>

<b>B3 Liabilities</b>	Details	Fund to which liability relates	Amount due
			-

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Graham Hoslett	7/5/2023
	Jane Seals	7/5/23



**Independent Examiner's Report to the Trustees of**  
**Westborough United Reformed**  
**Church Charity**

**Independent examiner's report to the trustees of Westborough United Reformed Church Charity**

I report to the charity trustees on my examination of the accounts of the Westborough United Reformed Church Charity (the Trust) for the year ended 31 December 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

A J Bennewith FCA, FCPA, FFA, FFTA, DChA, FRSA  
Bennewith 2018 Limited  
t/a A J Bennewith & Co  
3 Wey Court  
Mary Road  
Guildford  
Surrey  
GU1 4QU



Date: .....