

Trustees' Annual Report

For the period: **From 01/04/24 To 31/03/25**

Charity name: **Westfield United Reformed Church**

Charity registration number: **1131463**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Worship services, Home-groups, Showchoir, Parents & Toddlers group, Community cafe. Base for assistance to homeless people and letting rooms for counselling, special needs groups and other community use. Supporting local and overseas charities eg Bridgwater food bank and rural dental service in Uganda.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

Additional information

	SORP reference	
Contribution made by volunteers	Para 1.38	Volunteers carry out the majority of the work of the church. Volunteers are on the staff of the cafe and members of the congregation carried out the outreach and pastoral work of the church.

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During this report period, community use of the building increased with 28 regular hirers each week, using the building for a total of about 100 hours each week.</p> <p>We appointed a minister to fill the vacancy and he started work in September.</p> <p>Patronage at the cafe remained stable. Cafe staff took measures to manage demand for our 'free meal' scheme for the homeless or those experiencing economic hardship.</p> <p>The popular Showchoir continued to thrive, with 2 sessions each week. The toddler club now has 2 sessions each week. Youth work also includes a film night and regular all-family messy church events.</p> <p>Mission work continued by supporting four bodies outside the church during the year. The church also gives on-going support for dental training in Uganda.</p> <p>A Community Minister works in partnership with the church. Her role is to encourage community groups to work together to reduce social isolation.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The church's financial situation is shown in the audited accounts submitted along with this report. Income from lettings increased over the report period. However, staff costs also increased to meet additional cleaning and repairs.</p> <p>Direct giving reduced and cafe income remained stable.</p> <p>The church's financial situation is kept under continual review and the financial year ended with a small surplus balance.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The church has a policy of holding a minimum of 3 months' staff salary in reserve to maintain security for staff.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Funds are monitored closely to assess the effect of price inflation on outgoings and income from the cafe and lettings.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fund raising)	Para 1.47	<p>The charity's principal source of funds are -</p> <ul style="list-style-type: none"> Giving by the congregation Room lettings Cafe sales Grants for specific activities
A description of the principal risks facing the charity	Para 1.46	<p>The principal risks facing the charity at the end of the year under review are -</p> <ul style="list-style-type: none"> the increase in energy and other costs. <p>Finding enough volunteers to support the church's programmes</p> <p>These challenges will be managed by close financial and performance monitoring.</p>

Structure, Governance and Management

Description of charity's trusts:		None
Type of governing document	Para 1.25	The church has adopted a constitution on 25 th July 2021
How is the charity constituted?	Para 1.25	<p>The Church is governed by the Church Meeting. The Church Meeting is open to the entire congregation, although only Members are permitted to vote when there is a formal vote. However, the meeting usually works by consensus so that the views of all may be heard and taken into account.</p> <p>Members of the congregation join the church by making a confession of faith or by transfer from another church.</p> <p>Elders are elected from the membership to lead the congregation and are ordained into office. The function of the Elder is much wider than that of a Trustee and includes pastoral oversight of the congregation.</p>
Trustee selection methods	Para 1.25	Trustees are the serving Elders of the church, selected as above, and generally serve for a period of two to four years.

Additional information

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Members receive appropriate training before appointment as Elders. Once appointed, Elders as Trustees take part in relevant training provided by the URC as the courses arise.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The church is part of the United Reformed Church and subject to its oversight and discipline.</p> <p>The minister and Elders meet every other month and advise the Church meeting which also meets every other month.</p>
Relationship with any related parties	Para 1.51	none

Reference and Administrative details

Charity name	Westfield United Reformed Church
Other name the charity uses	None
Registered charity number	1131463
Charity's principal address	Church Office West Street Bridgwater Somerset TA6 7EU

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	Judith Adcock		Whole year	Church Meeting
2	Thomas Dougall	Secretary	Whole year	Church Meeting
3	Kerry Dougall		Whole year	Church Meeting
4	Kathryn Popham	Treasurer	Whole year	Church Meeting
5	Robin Popham		Whole year	Church Meeting
6	Yvonne Stone		Whole year	Church Meeting

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

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and	N/A

segregation of such assets from the charity's own assets	
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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

T. M. Dougall

Full name(s)

Thomas Murray Dougall

Position (eg Secretary,
Chair, etc)

Secretary

Date

21/08/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Westfield United Reformed Church

1131463

Receipts and payments accounts

CC16a

For the period
from

1st April 2024

To

31st March 2025

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donation General	45,171	-	-	45,171	51,640
Monies raised for outside causes		11,019	-	11,019	16,674
Gift aid tax repayment	9,728		-	9,728	11,865
Legacies			-	-	-
Property - church/hall users	133,405		-	133,405	129,796
Grants received - Sedgemoor District Council		-	-	-	-
Grants received - Somerset Communities Foundation		17,300		17,300	6,000
Grants received - URC SW Synod		2,700		2,700	2,573
Grants received - Medlock Charity			-	-	-
Grants received - Fairfield Trust		-		-	-
Grants received - Coronavirus - Other		-		-	10,158
Miscellaneous	433			433	270
Bank Interest & Investment Income	3,535			3,535	769
Total receipts	192,272	31,019	-	223,291	229,745
A3 Payments					
Mission fund		17,666	-	17,666	23,373
Café & Luncheon purchases	25,252		-	25,252	25,100
Staff costs	62,546		-	62,546	63,983
Utility cost of building	37,179		-	37,179	28,661
URC payments		39,170	-	39,170	38,964
Maintenance of church building		7,352	-	7,352	9,009
Maintenance of Manse		3,356	-	3,356	5,763
Capital expenditure			-	-	8,284
Miscellaneous	4,606		-	4,606	9,230
Minister costs	14,591			14,591	-
Total payments	144,174	67,544	-	211,718	212,367
Net of receipts/(payments)	48,098	- 36,525	-	11,573	17,378
A5 Transfers between funds					
A6 Cash funds last year end	60,917	18,498	166,199	245,614	62,037
Cash funds this year end	109,015	- 18,027	166,199	257,187	79,415

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 £

B1 Cash funds

Cash	13	-	-
	-	-	-
	-	-	-
Total cash funds	13	-	-

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

Agreement Error

Agreement Error

Agreement Error

Unrestricted
funds
to nearest £

Restricted
funds
to nearest £

Endowment
funds
to nearest £

B2 Other monetary assets

Bank current account	9,233	-	-
Deposit account	-	32,483	-
Building saver account	-	37,186	-
Café account	5,641	-	-
Mission account	-	695	-
Cash account	13	-	-

Details

Fund to which
asset belongs

Cost (optional)

Current value
(optional)

B3 Other assets

Gift aid recoverable	-	-	-
Café stock	300	-	-
PAYE/NIC recoverable	-	-	-
Funds held by Synod	141,002	-	-
	-	-	-

Details

Fund to which
asset belongs

Cost (optional)

Current value
(optional)

B4 Assets retained for the charity's own use

Kitchen refurbishment	24,142	-	-
Equipment	12,416	-	-
Computer equipment	610	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details

Fund to which
liability relates

Amount due
(optional)

When due
(optional)

B5 Liabilities

Trade creditors	900	-	
Wages control account	5,560	-	
Loan from South West URC Synod	-	-	
PAYE/NIC payable	73	-	
	-	-	

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of
approval

WESTFIELD UNITED REFORMED CHURCH
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2025

	<u>2025</u>	<u>2024</u>
<u>RECEIPTS</u>		
Donations - Unrestricted	45,171	51,640
Gift aid	9,728	11,865
Cafe income	53,446	51,559
Children and young people	9,283	16,469
Mission - Restricted	11,019	16,674
Fair and carnival parking	2,324	1,235
Grants	20,000	18,731
Rent receivable	68,352	60,533
Other income	433	270
Bank interest received	3,535	769
	<hr/> 223,291	<hr/> 229,745
<u>PAYMENTS</u>		
Café purchases	25,077	25,100
Wages and salaries	61,719	63,296
Staff pension costs	772	687
Staff training	55	-
Removing barriers project	-	8,284
Manse & Caretaking expenses	3,356	5,763
Insurance	5,208	5,090
Minister / CRCW costs	14,591	5,242
Light and heat	13,618	11,890
Cleaning	18,353	11,681
Repairs and maintenance	7,352	9,009
URC assessment	39,170	38,964
Print, postage and stationery	190	604
Computer costs	2,739	1,779
Pastoral and worship	2,986	2,604
Accountancy fees	1,224	1,268
Bank charges	329	338
General expenses	299	-
	<hr/> 197,038	<hr/> 191,599
<u>CHARITABLE GIVING</u>		
Mission - restricted	14,680	20,769
	<hr/> 14,680	<hr/> 20,769
Income for the year	<hr/> <u>£11,573</u>	<hr/> <u>£17,377</u>

WESTFIELD UNITED REFORMED CHURCH
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2025

	<u>2025</u>	<u>2024</u>
<u>FIXED ASSETS</u>		
Kitchen Refurbishments inc Legal Fees	24,142	24,142
Fixtures, fittings & equipment	12,416	9,710
Computer equipment	610	610
	<u>37,168</u>	<u>34,462</u>
<u>CURRENT ASSETS</u>		
Café goods for resale	300	125
Funds held - South West URC Synod	141,002	138,457
PAYE/NIC recoverable	-	373
Deposit refurb account	32,483	32,781
Deposit account	37,186	26,261
Current account	9,233	8,897
Café account	5,641	8,296
Mission account	695	3,184
Petty cash account	13	13
	<u>226,553</u>	<u>218,387</u>
<u>CURRENT LIABILITIES</u>		
Trade Creditors	900	900
PAYE/NIC payable	73	702
Wages control account	5,560	5,633
	<u>(6,533)</u>	<u>(7,235)</u>
	<u><u>257,188</u></u>	<u><u>245,614</u></u>
General Reserves	257,188	79,415
Reserves introduced for sale of Manse.	-	166,199
<u>TOTAL RESERVES (Restricted & Unrestricted)</u>	<u><u>257,188</u></u>	<u><u>245,614</u></u>

ACCOUNTANTS' REPORT

We have prepared the foregoing accounts without carrying out an audit from the books and records maintained by our client and from information and explanations supplied by them.

34 North Street
Bridgwater

29th August 2025

Michael J Dodden & Co

Michael J Dodden & Co
Chartered Certified Accountants