

HOLY TRINITY SOUTH CHATHAM

England & Wales - Charity number 1135416

Details

Other names HTSC

Status Registered

Legal form Previously excepted

Registered 2010-04-09

Register [View on the Charity Commission register](#)

Contact

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Activities

Objects: The purpose of the Charity is to advance the Christian faith in the Area of Benefit in accordance with the principles and practices of the Participating Churches. In achieving its purpose, the Charity will engage in a range of activities, either on its own or with others, including (but not restricted to): a) the celebration of public worship; b) the teaching of the Christian faith; c) mission and evangelism; d) pastoral work, including visiting the sick and the bereaved; e) the provision of facilities with a Christian ethos for the local community, including (but not restricted to) the elderly, the young and other groups with special needs; and f) the support of other charities in the UK and overseas.

Activities: The churches of the charity celebrate public worship; teach the Christian faith; engage with the local community through mission, evangelism and social outreach; pastoral care including visiting the sick and bereaved; and the provision of facilities with a Christian ethos for the local community.

Classification

- **How:** Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** THE ECCLESIASTICAL PARISH OF HOLY TRINITY SOUTH CHATHAM
- Kent
- Medway

Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£185,899	£181,388	-	-
2024-12-31	£173,011	£196,804	-	-
2023-12-31	£159,723	£157,088	-	-
2022-12-31	£140,512	£136,854	-	-
2021-12-31	£102,691	£119,534	-	-
2020-12-31	£101,787	£109,864	-	-

Trustees

Name	Role	Appointed
Rev David Alexander Kichenside	Chair	2015-04-26
Brian Daniels		2024-05-12
Credwyn June Tolhurst		2024-05-12
Debbie Oliver		2022-05-15
Donald Vincent Lawrence		2020-10-18
Dr Julian Spinks		2025-05-11
Henry Mead		2026-05-17
Ina Frances Hanford		2018-04-22
Jean Lillian Bassett		2018-04-22
MARK SALTER		2020-10-18
Rev Ann Ruby		2025-06-28
Robert Michael Young		2024-05-12
Robert Tarrant		2026-05-17
Sylvia Jeanette Wrigglesworth		

HOLY TRINITY SOUTH CHATHAM

England & Wales - Charity number 1135416

Accounts



HOLY TRINITY SOUTH CHATHAM

A partnership between the Church of England and the Methodist Church

Annual Report and Financial Statements

of

Holy Trinity South Chatham
Local Ecumenical Partnership
(Registered Charity No. 1135416)

and

The Parochial Church Council of
Holy Trinity South Chatham

for the year ended **31 December 2025**

LOVE ♦ **ACT** ♦ **SUSTAIN**

'turning the holy ordinary and the ordinary holy'

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The Local Ecumenical Partnership (the 'LEP') presents this Annual Report with the Financial Statements of the charity for the year ended 31 December 2025. The LEP has adopted the provisions of the Statement of Recommended Practice for Accounting and Reporting by Charities (FRSSE) issued in 2015 together with the Church Accounting Regulations 2006 (the 'Regulations') and Section 145 of the Charities Act 2011 (the '2011 Act').

Executive Summary

'My presence will go with you and I will give you rest...'
(Exodus 33.14)

It has been a full year in the Parish of Holy Trinity South Chatham. A significant highlight was welcoming a new Team Curate, Rev. Ann Ruby, ordained deacon at Rochester Cathedral on 28 June 2025. Over the past nine months, it has been a blessing to pray with, and serve alongside, Ann.

Having identified the need to grow disciples and provide some form of worshipping community for children and young families at our 2023 vision day, we were finally able to launch two important initiatives this year:

- Bob Tarrant, Parish Evangelist, and Mark Salter, Licensed Lay Minister, with a team of volunteers ran *Alpha* from February to March 2025. Hosts and guests met in the comfort of a family home with a Holy Spirit Day at Hartlip Methodist Church. God was faithful; all who attended found the teaching enriching and it provided helpful lessons as we repeat the course in 2026.
- Family Vibes — our new monthly All Age service at St David's, Lordswood was launched on Good Friday 2025. A small worshipping community of 3 or 4 families has gathered around Angel O'Nyon, a gifted All Age Worship Leader, and we look forward to seeing this work develop over the coming months.

In September 2025, we gathered for another vision day, *Brunch and Bright Ideas*. Important values and a statement of intent emerged from a time of prayer and listening: the call as a Parish to 'Love, Act and Sustain', and to collaborate with God's Spirit in the Kingdom ministry of 'turning the holy ordinary and the ordinary holy' (see page. 16).

Reference and Administrative Details

Holy Trinity South Chatham is an LEP (Church of England & Methodist) and Registered Charity No. 1135416.

The Parish is within the Church of England Diocese of Rochester and the North Kent Circuit of the Methodist Church, and the focal area of ministry is recognised as being the Church of England Ecclesiastical Parish of Holy Trinity South Chatham.

The LEP manages three church buildings situated in different communities: St Alban's, Robin Hood Lane, Blue Bell Hill; St David's, Newton Close, Lordswood; and St William's, Walderslade Village Centre. The LEP Sharing Agreement created an LEP where we are a single worshipping community rather than separate denominations. Worship and Outreach are seen as united activities. In terms of ownership of premises, the St David's building is owned by the Methodist Church and the other two buildings are owned by the Diocese of Rochester.

Formal address for correspondence and Charity Registration is that of the Chair of Trustees and the Incumbent of the Parish (26 Mayford Road, Chatham, ME5 8SZ).

The 2025 Annual Meetings took place on Sunday 11 May 2025 at St Alban's, Blue Bell Hill during an act of worship.

The list of Trustees as at October 2025 is shown in Table 1 (below). A complete list of administrative posts is shown in Table 2 (below).

A bank account is held with CAF Bank Ltd. (25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ). The Parish also has two repair fund deposit accounts one with the Diocese of Rochester and one deposit account with the Central Finance Board of the Methodist Church.

The Independent Examiner is Natalie Harrison FCA FCCA CTA TEP, Beak Kemmenoe, Chartered Accountants, 1-3 Manor Road, Chatham, Kent ME4 6AE.

Table 1: Combined Ecumenical Council (CEC) as at October 2025

Trustees Council		
Ex-officio		
Team Rector	Rev. David Kichenside	
Team Vicar	Vacant	
Team Curate	Rev. Ann Ruby	
Elected members		
St Alban's	Richard Chambers	2023-2026
	Julian Spinks	2025-2028
	Vacant	
	Vacant	
St David's	Debbie Oliver	2025-2028
	Barry Horwell	2023-2026
	Jeanette Lawrence	2023-2026
	Vacant	
St William's	Ina Hanford	2024-2027
	Bob Young	2024-2027
	Credwyn Tolhurst	2024-2027
	Shaun Delaney	2025-2028
Co-opted members		
Church Warden St David's	Barry Horwell	2023-2026
Church Warden St William's	Pat Long	2025-2026
Church Steward St David's	Sylvia Wrigglesworth	2025-2026
Treasurer	Brian Daniels	2025-2026
Secretary	Jean Bassett	2025-2026
Methodist Supernumerary	Rev Bryan Tolhurst	2025-2026
Parish Safeguarding Officer	Mark Salter	2023-2026
Parochial Church Council		
(In addition to the above, the following are members of the PCC)		
Elected to Deanery Synod	Don Lawrence	2023-2026
Elected to Deanery Synod	Mark Salter	2023-2026
Methodist Church Council		
Circuit Steward	Henry Chung	2024-2025
	Karen Dudley	2025-2026
Property Steward	Don Lawrence	2023-2026

The complete list of administrative posts within the Parish is listed below along with the person fulfilling that role and the term of that appointment.

Table 2: Full Parish Administrative Team

Position/Role	Name	Type	Period	End of Term
Team Rector	David Kichenside	Permanent	N/A	
Team Vicar	Vacant	Permanent	N/A	
Team Curate	Ann Ruby	Permanent	N/A	
Chair of Trustees	David Kichenside	Fixed - Voluntary	1 year	May 2026
Vice Chair of Trustees	Vacant	Fixed - Voluntary	1 year	
Chair of PCC	David Kichenside	Permanent	N/A	
Parish Secretary	Jean Bassett	Fixed - Voluntary	1 year	May 2026
Parish Treasurer	Brian Daniels	Fixed - Voluntary	1 year	May 2026
Gift Aid Officer	Pauline Bowdery	Voluntary	N/A	
Parish Safeguarding Officer	Mark Salter	Voluntary	N/A	
Safer Recruitment Officer	Dave Bassett	Voluntary	N/A	
Bookings Officer	Jean Small	Voluntary	N/A	
<u>Church Wardens:</u>				
St David's	Barry Horwell	Fixed - Voluntary	1 year	July 2026
St William's	Pat Long	Fixed - Voluntary	1 year	July 2026
St Alban's (Pro-Warden)	Pauline Bowdery	Fixed - Voluntary	1 year	May 2026
<u>Assistant Wardens:</u>				
St Alban's	Vacancy	Fixed - Voluntary	1 year	
St David's	Vacancy	Fixed - Voluntary	1 year	
St William's	Vacancy	Fixed - Voluntary	1 year	
<u>Church Stewards</u>				
St Alban's	Vacancy	Fixed - Voluntary	4 years	
St David's	Sylvia Wrigglesworth	Fixed - Voluntary	4 years	May 2026
St William's	Vacancy	Fixed - Voluntary	4 years	
<u>Assistant Stewards:</u>				
St Alban's	Vacancy	Fixed - Voluntary	4 years	
St David's	Vacancy	Fixed - Voluntary	4 years	
St William's	Vacancy	Fixed - Voluntary	4 years	
Property Steward	Don Lawrence	Voluntary	N/A	
Deanery Synod Rep.	Don Lawrence	Fixed - Voluntary	3 years	April 2026
Deanery Synod Rep.	Mark Salter	Fixed - Voluntary	3 years	April 2026

Structure, Governance and Management

Following registration as a charity in March 2010, the LEP adopted a new Constitution approved by the Charity Commission and Churches Together in England based upon the model for LEPs introduced in 2009.

The Trustees and Parochial Church Council work together to manage the affairs of the Parish.

Whilst the Constitution does not specify representation from the three church congregations, every effort is made to ensure a balance of representation among elected trustees. All the work of the Councils and Committees is undertaken according to the relevant governing documents, and Parish “Policy and Practice” which was adopted in 2009.

Members of the PCC are appointed in accordance with the Church Representation Rules, and Church Officers are appointed in accordance with requirements of the Constitution and denominational regulations.

Being an LEP Registered Charity, the governance of the business of the Parish is managed by two Councils working in co-operation with each other to oversee the work and ministry of the LEP and Parish.

The Trustees Council is the body of (mainly) elected representatives from the church congregations who are responsible for the legal aspects of the LEP as a charity. This body also incorporates the functions of a Methodist Church Council in any matters relating to the Methodist Church.

Recruitment and Appointment of New Trustees

Trustees are elected at the Annual Meeting of the Charity, which incorporates the Annual Parochial Church Meeting and the Annual Vestry Meeting of the Parish. Trustees are elected for a term of three years. The method of appointment of PCC members is set out in the Church Representation Rules. All regular worshippers are encouraged to register on the Electoral Roll which qualifies them to stand for election to the PCC and become a member of the Trustees Council.

The Parochial Church Council (PCC) is required by law to deal with certain matters that are particular to the Church of England.

Members of the PCC are also members of the Trustees Council and both Councils meet together for all meetings as one body called the Combined Ecumenical Council (CEC).

Induction and Training of New Trustees

A new roll description for CEC Members was introduced in 2025 that sets out the expectations and responsibilities of our Trustees with a special reference to safeguarding. Introductory training is available from the Church Pastoral Aid Society (CPAS) and the North Kent Methodist Circuit. Newly elected members are encouraged to make use of these training opportunities. It is a mandatory requirement for all Trustees to complete Basic Awareness and Foundation Level Safeguarding training — the Domestic Abuse Awareness course is also strongly recommended — and undertake a Disclosure and

Barring Service (DBS) check every three years. Training is provided by the National Church through the Diocese of Rochester.

Councils and Committees

The CEC met eight times in 2025 (January, February, March, April, June, September, October and November) with the Buildings Sub-Committee meeting in July and October. CEC Minutes are made publicly available following approval at each subsequent meeting. Significant agenda items this year included: Safeguarding, Health & Safety, *Brunch & Bright Ideas* vision day, Cornerstone Coffeeshop, Financial Management, Buildings and Capital Projects. The newly established Management Committee overseeing the Cornerstone Coffee Shop met five times (February, March, July, October and December).

All Council and Sub-Committee meetings were chaired by the Incumbent. The post of CEC Chair is formally elected annually. The Team Rector, Team Curate, Church Wardens and Deanery Synod representatives are automatically members of the CEC. All other members are elected at the Annual Meetings or co-opted by members of the CEC.

Authorised Ministers

The Clergy team nominally consists of a Team Rector (Incumbent), Team Vicar and Team Curate. Rev. Ann Ruby, newly ordained deacon, joined as a self-supporting Team Curate in June 2025. Rev. Paul Robinson's curacy formally ended in September 2025. Although Paul is now unable to perform official duties, he and his wife, Yvonne, are still very much part of our worshipping community. Angel O'Nyon began her ministry as our All Age Worship Leader having been safely recruited in 2024. Like Jeanette Lawrence, Angel holds a Bishop's Certificate having completed the *Hearing God's Word and Speaking God's Word* Diocesan Short Course. The Team Vicar post remains vacant.

Methodist Ministers and Local Preachers from the North Kent Methodist Circuit serve on an ad-hoc basis and the Team Rector, who is also an authorised Presbyterian in the Methodist Church of Great Britain leads and preaches in the Circuit occasionally.

A number of Licensed Lay Ministers serve the Parish. Those aged 70, or above, have Permission to Minister (PTM) or Permission to Officiate (PTO) according to their role.

- Debbie Oliver (Licensed Lay Minister and Anna Chaplain)
- Mark Salter (Licensed Lay Minister, PTO)
- Sylvia Wrigglesworth (Licensed Lay Minister, PTO)
- Ann Bengier (Evangelist Emeritus — Ann stepped down from ministry in July 2022)
- Mary Horwell (Licensed Evangelist, PTM)
- Bob Tarrant (Licensed Evangelist, PTM)
- Jeanette Lawrence (Bishop's Certificate)
- Angel O'Nyon (Bishop's Certificate)

Related Parties

There were no related party transactions during the year.

Risk Management

The Parish is committed to keeping the risks involved in our ministry and practice under review. This includes regular building inspections. A new Health & Safety Policy and Risk Assessment was introduced in 2025. All work with children, young people and vulnerable adults is subject to the National Church guidelines and includes risk assessments where appropriate. Financial risk management assessed by the CEC and reviewed regularly throughout the year.

Safeguarding

The CEC adopts the House of Bishops Promoting a Safer Church Policy Statement on an annual basis and follows all National Church guidance in the implementation and review of good practice including the Church of England Code of Safer Working Practices. Safeguarding as well as Health & Safety are both standing items on the agenda of main CEC meetings. The Promoting a Safer Church Action Plan and Health & Safety Risk Assessment are kept under review.

Mr Mark Salter is Parish Safeguarding Officer (PSO) and Mr Dave Bassett is Safer Recruitment Advisor. Safer Recruitment is followed for all significant new volunteer roles. In 2024 - 2025, this included the appointment of our All Age Worship Leader, All Age Volunteers, Alpha Hosts and Alpha Discussion Group Leaders.

Objectives and Activities

Objectives and Aims

The CEC which administers the LEP is committed to enabling as many people as possible to take their place within the worshipping community of Holy Trinity South Chatham. In particular, we try to enable people to live out their faith through:

- Worship and prayer — experiencing the Gospel and growing in a relationship with God, Father, Son and Holy Spirit;
- Provision of pastoral care for those within the congregation and on the margins;
- Mission and outreach in the local community;
- Maintaining the fabric of the churches of St Alban, St David and St William.

The Incumbent oversees worship with the help of Authorised Ministers and Musicians. Services of worship aim to help people express their faith through music, prayer, scripture and sacrament, inspiring them to live out their faith among the people and places to which they are called.

When planning activities, we have considered the Commission's guidance on public benefit and, specifically, the supplementary guidance on charities for the advancement of religion.

Significant Activities

The LEP exists to advance the Christian faith in the ecclesiastical parish of Holy Trinity South Chatham in accordance with the principles and practices of the Church of England and the Methodist Church, specifically to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The LEP is specifically responsible for the maintenance of the church buildings of St Alban, St David and St William within the parish.

Grant Making

The CEC continues to make institutional grants at their discretion and as funds allow.

Public Benefit Statement

The Trustees of the charity confirm that they have complied with their duty under section 17(5) of the Charities Act 2011 to have regards to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the charity during the year to 31 December 2025.

In evaluating public benefit the Trustees note that the majority of activities offered across the churches are open to all irrespective of their faith or beliefs whilst also providing nurturing and teaching within the Christian faith.

Volunteers

The charity relies on individuals outside of the Council to fulfil all of its activities. It is not possible to quantify the value of the work undertaken by the volunteers. The Incumbent and Council are enormously grateful for the time and gifts offered by all our volunteers.

Achievements and Performance

The electoral roll and attendance figures for the Parish are shown in the table below.

	2021	2022	2023	2024	2025
Electoral Roll	92	97	98	107	89
LEP Charity Members	96	47	48	71	90
Usual Sunday Attendance: Adults	40	48	55	55	57
Usual Sunday Attendance: Children/Young People	1	4	5	4	5
Notes:					
<ul style="list-style-type: none">Electoral Roll numbers fell in 2025 due to the statutory roll revision.					

Worship

With the introduction of Family Vibes at St David's on the third Sunday each month, there is now often two services held in parallel as our rotating pattern of Sunday worship at 10am continues around the Parish.

New people have been drawn to all services; whether Sunday worship at St Alban's, St David's and St William's, or midweek Holy Communion before the Coffee Morning at St Alban's and at Woodlands Court.

This year special services were held on Ash Wednesday, during Holy Week — including online Night Prayer, at Easter, on Ascension Day and at Christmas. A Walk of Witness culminating at St William's with a joint service with Christ the King, Princes Park, took place on Good Friday.

Clergy conducted more Baptism and Funeral Services than usual last year, largely due to the need to cover for neighbouring parishes in vacancy. Two services of Reflection of Remembering were held: one in February and the other on the traditional date of All Souls'. Both were well-attended.

Pastoral Care

In 2025 we reviewed the work of the Pastoral Care Team against a new role description with reference to hours, lone working and safeguarding in general. 'Pastoral Friends' emerged as the most appropriate title for members of the Team which met throughout the year to assess particular areas of pastoral need. The ministry of our Anna Chaplain and Anna Friend continues to grow as they seek to support those with Dementia and Alzheimers and their families.

Mission and Outreach

Our links with Lordswood and Swingate, two local county primary schools, remain strong. Monthly assemblies at Lordswood continue and focussed teaching sessions at Swingate have taken place across each year group with some visits to St David's.

Throughout the year we have supported a number of charities: Christian Aid, the Medway Foodbank — with a special collection at our Harvest Festival; the Blythwood Shoebox Appeal; the Children's Society and Demelza House through the return of the Christmas Tree and Nativity Festival.

We offer a monthly social gathering at each of the three churches with 'Coffee & Cake' at St David's on the second Friday, 'Tea at 3' at St William's on the third Monday, and the Coffee Morning at St Alban's on the third Wednesday. Each event reaches a different set of people in Blue Bell Hill, Lordswood and Walderslade. In addition, Cornerstone Coffee Shop at St William's, Church, is open six days a week between 10am and 2pm (9am to 2pm on Saturdays). St David's hosts a Browse and Buy Sale, once per quarter (February, May, August and November), on Saturdays from 10am.

Learning opportunities were provided during Lent using the Church of England's 2025 Lent Material, *Living Hope*. At the end of November, we watched the 2005 film, *The Lion, The Witch, and The Wardrobe* and held a weekly study titled *Advent in Narnia*.

We use *A Church Near You* as the platform for our Parish website (www.achurchnearyou.com/Holy-Trinity-South-Chatham) along side a Facebook page and Instagram account. Subscriptions to our weekly email updates have plateaued.

Deanery Synod

The Parish elects two lay members to the Rochester Deanery Synod. Both serve a three year term. They are ex-officio members of the PCC and thus provide the CEC with an important link between the Parish and the wider structures of the Church in the Diocese of Rochester and beyond. The CEC receives reports from the Deanery Synod on a regular basis. The current representatives' terms end in 2026.

North Kent Methodist Circuit

Sylvia Wrigglesworth serves as Church Steward and Don Lawrence hold the position of Property Steward (for St David's). The Team Rector attends Circuit Leadership Team, Methodist Ministers' and Staff meetings throughout the year. Both the Church Steward and Team Rector represent Holy Trinity South Chatham at quarterly Circuit Meetings. In return, Henry Chung and Karen Dudley, Circuit Stewards, attend meetings of the CEC.

Church Buildings – Overview

The Church Wardens, Pro-Warden, Church Steward and Property Steward take the lead on day to day building and property issues. The Buildings Sub-Committee focusses on projects identified on the Buildings Action Plan and Health & Safety.

A Quinquennial Inspection was finally conducted by Lee-Evans Partnership on St Alban's and the adjoining Spencer Rooms in April 2025. Working Parties took place at each building in the Summer. An extensive Health & Safety Risk Assessment and Fire Risk Assessment, was completed in the Autumn. Separate reports on each church are below.

St Alban's Building Report for 2025

Cleaning and very basic maintenance is undertaken by Pauline and David Bowdery and also Mark Salter and with the help of the work day, supported by many volunteers, the church is kept in a reasonable condition.

Storage in the Spencer Rooms is still being rationalised so that a minimum of equipment is stored in the church loft. The Blue Bell Hill Village Fete committee are storing their equipment in the small room of the Spencer rooms but the long-term plan is still for them to purchase a container to be placed at the village hall.

The outdoor grass area is still maintained by a contractor, Landscape Services Ltd. and a cut is programmed just before the village fete which is appreciated by the Blue Bell Hill Village Fete Committee.

This year the church gate post was replaced, and gate and fence repainted. External lighting was provided around the footpath side of the church and there is now a working light, operated by a sensor for the front door. Electrical work was also done to resolve the problem of the electricity tripping. Whilst we still continue to use the field to park cars during dry weather a better solution needs to be found for parking during wet periods as the field will not sustain cars in the wet.

Arrangements have been made for the tiles on the church roof to be repositioned or replaced and it is hoped that this will solve a leak problem in the vestry.

A number of further areas need attention:

- Spencer Room — A cistern in the toilet of the Spencer Rooms needs replacing but the Pro-Warden actually wonders whether this toilet is needed as there is a disabled toilet available; this needs consideration. The floor in the corridor needs some serious work, as something under the floor in the corridor outside the disabled toilet is pushing it up. The building's window frames and doors need repainting. The outside vegetation needs a drastic reduction..
- Church — The small hand water heater needs looking at in the main building. We must have a look at the holes in the ceiling at the front and back of the church, possible caused by wasps no longer in residence. Areas of low level rendering in the church are in poor condition but this appears cosmetic. As in recent years the floor needs replacing. The upper grill/oven of the cooker is not working. There is still a problem with dampness in the corner long cupboard in the vestry.
- Grounds — The right hand side of the external noticeboard, by the gate, is broken and because of the nature of the material it is not proving possible to repair.

St David's Building Report for 2025

In 2025, St Davids had a number of minor repairs/replacements which included:

- 1) Replacement of water heater in the kitchen, to replace the previous one which failed in 2024.
- 2) Relining of the main water gully on the roof. This seems to have sorted the problem with ingress of water into the office and toilet.
- 3) Replacement of fuse box in disabled toilet, condemned as part of the EICR.
- 4) Addition of plastic angle brackets to the wall outside the office, and to the small hall. This has reduced continuation of damage whilst moving furniture.
- 5) Several trees were trimmed where they were a potential hazard due to overgrowth.
- 6) The Small Hall was painted throughout as part of the summer working party, as was minor maintenance and tidying throughout the building and the gardens. Many thanks to all those who gave their time and effort to help.



General maintenance has continued throughout the year, including lighting being upgraded to LED fittings where appropriate, and improvements to the draught proofing of doors.

St William's Building Report for 2025

Three large problems came into focus in 2025 at St William's: the oil-fired heating system; the accessible walkway at the front of the building, and the railings leading up to the main entrance.

The pump in the oil-fire boiler had to be renewed in February 2026 at considerable expense after a period of no heating at a critical time of year. Ideally, the whole system needs to be replaced to meet the Church of England's Net Zero Emission targets but advice from energy and heating experts has so far proved inconclusive. St William's qualified to participate in a Diocesan-funded programme of energy audits undertaken by Greener Edge. The audit took place in December 2025. The subsequent report contains a number of recommendations, which now need to be explored moving forward.

The accessible walkway has received minor repairs — a section of flagstones has eroded due to poor quality work and weather conditions. It still needs attention.

Thirdly, the railings surrounding the steps to the main entrance have been repaired three times in the past 18 months (funded by individual donations) but unfortunately due to increased vehicular traffic at the foot of the steps damage has arisen again.

In addition to the above, there has been a regular round of replacement bulbs and light-fittings. Cornerstone Coffee Shop was redecorated over the August bank holiday.

The Building Sub-Committee highlighted a number of significant capital projects that need attention in the next five years. In November, the CEC have sought to budget for this expenditure accordingly: 1) St Alban's Roof Repairs (£500 - £1000), 2) St William's Oil Tank/Brick Bund replacement (£5,000 - £10,000) — superseded by the recommendations in the Greener Edge Energy Audit, 3) St William's Kitchen refurbishment (£10,000 +), St William's Car Park and accessible walk-way (£15,000) & the AV Upgrade across all three church buildings (£15,000).

Financial Review

The Parish began the year with a deficit balance of £435, brought forward from 2024, on the general fund. The budget set for 2025 anticipated a deficit of £6,036, mainly attributable to the ongoing high cost of maintaining the three church buildings, and the impact of the Parish Offer to the Diocese, although the amount offered was less than the figure agreed by the church council for 2024.

After all the debtors and creditors have been taken into account, the Parish incurred a deficit in 2025 of £1,206, which was an improvement of £4,830 compared to the original budget deficit of £6,036. This means that the cumulative balance rolled forward into 2026 is an increased deficit of £1,640.

In addition, the Parish maintains a total balance of £35,347 on designated repair funds for the three church buildings. These repair funds, in the absence of any new funding, will be the main source for major repairs and urgent works. The church council has developed a

capital budget, which has identified significant works required at all three churches including replacing the oil tank and surround at St William's, roof repairs at St Alban's and replacing the sliding sanctuary doors at St David's. External funding and grants will be required to see the capital programme delivered over the next three to five years. Despite comprising specific amounts for each church, the repair fund balances are treated as a Parish resource as individual church needs arise. The transfers into the repair funds have been maintained at £6,000 for 2025, but an increased provision of £10,000 has been included in the budget for 2026 to assist with the cost of the most urgent works.

Income in total on the General Fund was £108,856 compared to £103,991 in 2024, an increase of £4,865. This increase was mainly attributable to a legacy of £5,000. The church council will be considering the use of this legacy to a suitable project in 2026.

At the Annual Church Meeting in May 2025, members of the congregation were invited to review their giving. This received a very positive response with 19 members increasing the amount of their standing order and 8 new standing orders being set up. In a full year these changes would produce £4,200 compared to the position, based on January 2025.

Expenditure in total on the General Fund varied little between the two years (£111,556 in 2025 compared to £111,146 in 2024). The reduction arising from the new gas and electricity contracts in January and March respectively was £4,916. However, the Parish spent £5,028 within the printing and stationery heading on replacing the Parish printer, the extended contract for which expired in December 2025.

The Cornerstone Coffee Shop had another successful year and despite having to replace the dishwasher in April at a cost of £2,280, was able, at the end of the year, to transfer to the Parish General Fund a sum of £6,351, which is included in note 4 (Transfers) to the accounts.

The church council continues to explore re-establishing fund-raising activities, many of which ceased during the Covid pandemic, and to look at income generally including maximising gift aid income where appropriate. Careful and prayerful consideration will need to be applied to ensure that the Parish prudently moves forward.

Reserves Policy

It is the policy of the Church Council to maintain sufficient reserves to meet its' financial commitments as and when they fall due, at the same time maintaining designated funds to ensure that all necessary major repairs are carried out with due expediency.

Principal Funding Sources

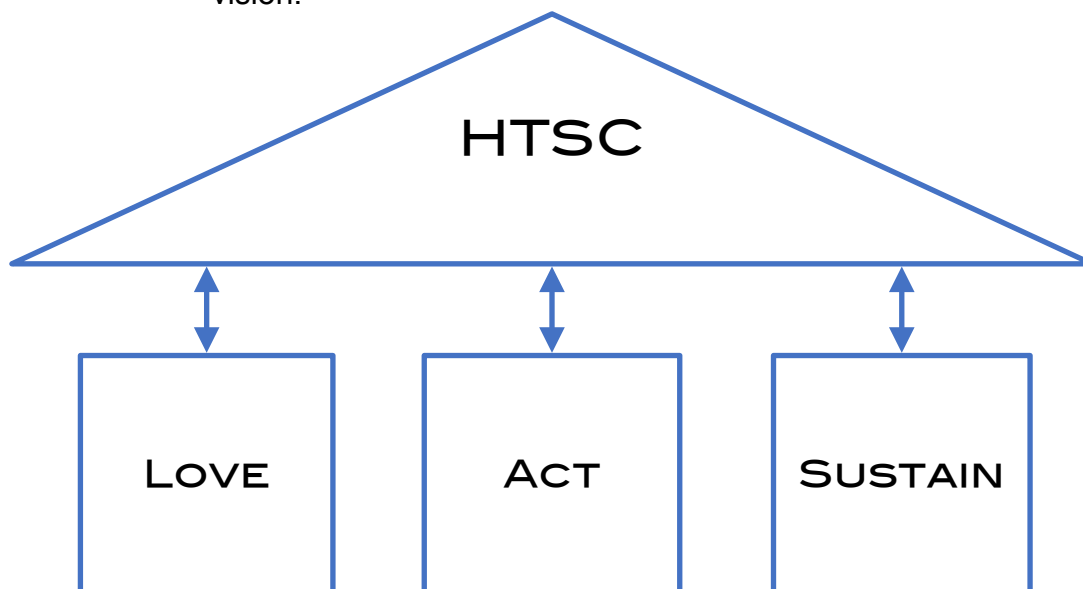
The principal sources of funding continue to be planned giving, income tax refund on gift aid income, rents from regular hirers of the church buildings and open plate collections.

Ongoing Concern

The Trustees have prepared the Annual Report and Financial Statement on an ongoing concern basis. The Trustees recognise that the economic climate is still difficult, but, nevertheless, consider that the financial position of the Parish is sustainable and that the ongoing concern basis is entirely appropriate.

Future Developments

In September 2025, we held a Parish vision day, *Brunch and Bright Ideas* to pray and listen to how God might be leading us in the next five years. The following significant themes emerged: sabbath, steadfastness, sustainability, strength, sharing, praise and love. As the clergy team reflected on these themes it became apparent that God is leading us to be underpinned by the following values and vision.



Love with God's love — Act in Jesus' name — Sustained by the Spirit

‘turning the holy ordinary and the ordinary holy’

Led by Jeanette Lawrence who both works for the Mother's Union and serves as a Trustee we identified a number of activity streams. The challenge is now discerning how we might move these forward and who might take the lead.

<p>Worship Stream</p> <ul style="list-style-type: none"> • Midweek Services (Chapels) of various styles • Multiple Sunday Services (am/pm across all buildings) new worshipping congregations • Bible Studies • Grow existing family/children/youth ministry • Vibrant worship — encouraging spirituality 	<p>Evangelism/Community Stream</p> <ul style="list-style-type: none"> • Alpha • Community Services (e.g. Carols in the pub/street, community Easter egg hunt, celebrating our community event, services that connect like Remembrance 2018.) • Courses for the community (e.g. Gambling Anonymous, CAP Money Course, Recovery Course helping those with addiction) • Folk Club
<p>Leadership/Governance Stream</p> <ul style="list-style-type: none"> • Growing, developing and sustaining healthy leaders (not more Clergy!) • Leadership/role succession — Skills Audit • Stewardship of resources (people, money, time) • Improving governance across the charity 	<p>Communication Stream</p> <ul style="list-style-type: none"> • New website (+ QR codes) • Buildings that look like churches vs advertising everything that goes on in the building? • New welcome materials • Advertise in Cornerstone

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by the CEC on 25 March 2026 and signed on their behalf by Rev. David Kichenside (CEC Chair).



Independent Examiner's Report to the Trustees of Holy Trinity South Chatham

I report on the accounts for the year ended 31 December 2025 as set out on pages 20 to 27.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission (Under Section 145(5)(b) of the 2011 Act and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare financial accounts, which accord with the accounting records and to comply with the requirements of the 2011 Act

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Natalie Harrison FCA FCCA CTA TEP

Beak Kemmenoe (Accountants)

1-3 Manor Road Chatham

Kent, ME4 6AE

Date

25 MARCH 2026

Holy Trinity, South Chatham - St Alban, St David and St William

STATEMENT OF FINANCIAL ACTIVITIES 2025

INCOME & EXPENDITURE	Notes	Unrestricted Funds		Restricted	Endowment	Total	Total
		General	Designated	Funds	Funds	31/12/2025	31/12/2024
		£	£	£	£	£	£
INCOMING RESOURCES	2						
Voluntary Income	2.1a	61,003	0	0	0	61,003	61,766
Activities for generating funds	2.1b	47,799	76,400	0	0	124,199	110,073
Investment Income	2.1c	18	643	0	0	661	1,172
Other incoming resources	2.2	36	0	0	0	36	0
TOTAL INCOMING RESOURCES		108,856	77,043	0	0	185,899	173,011
RESOURCES EXPENDED	3						
Costs of generating voluntary income	3.1a	0	0	0	0	0	0
Fundraising trading: cost of goods sold & other costs	3.1b	16	0	0	0	16	0
Charitable activities	3.2	110,880	69,617	214	0	180,712	196,176
Governance costs	3.3	600	0	0	0	600	568
Other resources expended	3.4	60	0	0	0	60	60
TOTAL RESOURCES EXPENDED		111,556	69,617	214	0	181,388	196,804
Net incoming/(outgoing) resources before transfers		(2,700)	7,426	(214)	0	4,512	23,793
Transfers	4	1,494	(1,241)	(253)	0	0	0
NET MOVEMENT IN FUNDS		(1,206)	6,185	(467)	0	4,512	23,793
Total Funds Brought Forward 1 January 2025		(435)	35,937	467	0	35,970	59,763
TOTAL FUNDS CARRIED FORWARD 31 December 2025		(1,640)	42,122	-0	0	40,482	35,970

Holy Trinity, South Chatham - St Alban, St David and St William

BALANCE SHEET AS AT 31 DECEMBER 2025

		2025 TOTAL		2024 TOTAL	
	Notes	£	£	£	£
CURRENT ASSETS					
Debtors	6	5,036		6,242	
Pre-payments	6	0		0	
Cash		1,231		1,427	
Current Accounts		14,697		15,256	
Deposit Accounts		22,635		15,992	
		<u>43,599</u>		<u>38,917</u>	
LIABILITIES					
	7				
Creditors		(3,118)		(2,947)	
NET CURRENT ASSETS					
			40,481		35,970
NET ASSETS					
			40,481		35,970
FUNDS					
	8				
Unrestricted	: General	(1,640)		(435)	
	Designated	42,122		35,937	
		<u>40,481</u>		<u>35,502</u>	
Restricted			0		467
			<u>40,481</u>		<u>35,970</u>

Approved by the Combined Ecumenical Council Meeting on 25 March 2026 and signed on its behalf by:



The Reverend David Kichenside (Chairman of the Trustees and Chair of the PCC)
The notes on pages 22 to 27 form part of these accounts.

Notes to the Accounts for the year ended 31 December 2025

1. Accounting Policies

The Financial Statements have been prepared in accordance with the provisions of the Statement of Recommended Practice (FRSEE) Accounting Regulations (the Regulations) and Section 145 of the Charities Act 2011 (the Act).

The financial statements include transactions, assets and liabilities for which the Trustees can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

Funds (See Note 9)

General funds represent the funds of the LEP that are not subject to any restrictions regarding their use and are available for application on the general purposes of the LEP. These include funds designated for a particular purpose by the LEP.

The purpose of any restricted funds is noted in the accounts. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund, unless a fund was set up on the understanding that any surplus would be returned to general funds.

Incoming Resources - All incoming resources are accounted for gross.

Voluntary income and capital sources:

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies to the LEP are accounted for when the LEP is legally entitled to the amounts due.

Activities which generate funds:

Rental income is accounted for when earned. Parochial Fees due to the LEP for weddings, funerals etc. are accounted for on an event-by-event basis. Some activities carried out by the Parish, including those run by sub-groups, make a charge to cover costs and so generate income, but their primary purpose is ministry or outreach, not generating funds.

Income from investments:

Interest is accounted for when due. Tax recoverable on such income is accrued for on the same basis.

Charitable Resources Expended

Grants:

Grants and donations are accounted for when allocated by the Trustees. The previous policy of the Trustees was to aim to give approximately 10% of all voluntary income from direct giving to various charities and causes as determined by the CEC. This policy was amended in 2016 to limit away giving to a reduced number of recipients so that the Parish could make a higher contribution to the Diocese. In order to reduce pressure on the Parish General Fund, this policy has since been amended so that the only recipients are the Medway Foodbank and Connexional Funds of the Methodist Church.

Amounts received specifically for mission and remitting to other organisations are dealt with as restricted funds, but do not form part of the end of year accounts except if a balance remains to be paid out.

Costs directly related to the work of the church:

Clergy costs are seen as costs to the whole Parish and the costs for clergy housing are shown separately:

With effect from June 2025 the Parish also has a self-supporting minister (Rev. Ann Ruby) who, serves as Curate, but no salary or housing costs are incurred by the Parish.

The LEP employs one part-time cleaner and five staff (all part-time) in the Cornerstone Coffee Shop. Since April 2025, all wages are paid net of income tax and employees' national insurance contributions where applicable. All adult staff are paid at the Real Living Wage hourly rate. Young people are paid at the appropriate national minimum wage hourly rate according to their age. No employee is paid more than £60,000 p.a.

The Diocesan Parish Share and Methodist Assessment are accounted for when payable. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Land and Buildings

The CEC (PCC) and LEP Trustees own no land or buildings but have responsibility for maintenance of properties as mentioned on page 8. The Trustees receive the income when the church buildings are hired out for use. Any expenditure on maintenance or improvement is written off as incurred.

Other fixtures, fittings and office equipment:

Individual items of equipment are written off in the period in which the asset is acquired.

Investments:

The Trustees have no investments other than deposit accounts. With the exception of the Anglican Church Repair Funds, which are held at the Rochester Diocesan Board of Finance, the only other deposit account is with the Central Finance Board of the Methodist Church in respect of the repair fund for the Methodist building. Deposit Accounts are used to hold balances on all funds which are not required for immediate use.

Current Assets:

Amounts owing to the Trustees at 31 December in respect of fees, rents or other income are shown as debtors. Short-term deposits include cash held on deposit either with the Methodist Central Board of Finance (Deposit accounts), Rochester Diocesan Board of Finance deposits, or at the bank.

Rounding Errors

All values are shown correctly rounded to the nearest pound; however, the totals show the rounded sum of the *true* values, not the sum of the *rounded* values. (This means that at times the sum shown does not appear to be the sum of the values given, it is, however, the true sum.)

Reserves Policy:

Despite facing deficit budget situations for a number of years, through careful financial management and the provision of God through His people, the free reserves of the Trustees, (including funds designated for possible future repairs and varying levels of gift aid tax accumulated), have usually stayed at a level sufficient to meet between 2 and 3 months of unrestricted expenditure covering ministry and building costs. There is no policy to increase the free reserves at present, as the Trustees prefer to trust that God will continue to provide the funds required to meet the needs of the Parish, as seen in previous years. The Trustees will, however, continue to examine ways of encouraging increased giving and acceptance of responsibility by the members of the church.

		Unrestricted Funds						Restricted Funds	Endowment Funds	Total	Total
		General Parish				Designated	31/12/25			31/12/24	
		£	£	£	£	£	£			£	
2	INCOMING RESOURCES										
2.1	Incoming Resources from generated funds										
2.1a	Voluntary Income:										
	Planned Giving - Gift Aided	35,344	0	0	0				35,344	34,874	
	Other Gift Aided Giving	135	0	0	0		0		135	145	
	Income Tax Recoverable	9,673	0	0	0	0	0		9,673	9,848	
	Other Planned Giving	3,983	0	0	0				3,983	3,676	
	Collections at services	3,079	0	0	0		0		3,079	4,304	
	Donations & gift days	8,789	0	0	0	0			8,789	8,847	
	Grants-recurring						0		0		
	Grants-non recurring	0				0			0	71	
	Total:	61,003	0	0	0	0	0	0	61,003	61,766	
2.1b	Activities for generating funds:									0	
	Rental Income	39,645							39,645	40,141	
	Fees	5,036							5,036	2,898	
	Refreshments	1,346			0		0		1,346	1,198	
	Fundraising	1,772			0	0	0		1,772	961	
	Spirit Squad			0		0	0		0		
	Housewives' Fellowship		St Alban's			0	0		0		
	Lunch Club:		St David's			0	0		0		
	Seniors' Soups		St. William's			0	0		0		
	Oasis		St David's			0	0		0		
	Men's Breakfast		St David's			0	0		0		
	Tea at 3		St William's			688	0		688	578	
	Cornerstone Coffee Shop		St William's			75,712	0		75,712	64,298	
	Courses	0							0	0	
	Total:	47,799		0	0	0	76,400	0	124,199	110,073	
2.1c	Investment Income:									0	
	Interest	18				643	0		661	1,172	
	Total:	18		0	0	0	643	0	661	1,172	
2.2	Other incoming resources									0	
	Insurance Claims		0	0	0				0		
	Sanctuary	36		0					36		
	Parish Mission	0							0		
	Telephone								0		
	Printing	0	0	0	0				0		
	Postage	0							0		
	Miscellaneous	0	0	0	0		0		0		
	Total:	36	0	0	0	0	0	0	36	0	
										0	

	General Parish	Unrestricted Funds				Designated	Restricted Funds	Endowment Funds	Total	Total
		£	£	£	£				31/12/25	31/12/2024
3	RESOURCES EXPENDED									
3.1	Cost of generating funds									
3.1.a	Cost of generating voluntary income									
	Stewardship	0						0		
	General Total:	0	0	0	0	0	0	0	0	
3.1.b	Fundraising & trading	16						16		
	Fairs/Events	0			0	0	0	0		
	Total:	16	0	0	0	0	0	16	0	
3.2	Charitable activities									
	Grants:									
	Overseas Missions	200						200	200	
	Relief & Development Agencies	0					0	0		
	Home Missions/Church Societies	300					0	300	300	
	Secular Societies	1466					214	1,681	1200	
	Ministry:									
	Travel Expenses	1,277	0	0	0			1,277	712	
	Clergy Phones	536	0	0	0			536	404	
	Clergy Conferences	115	0	0	0			115	122	
	Clergy Computers/Equip	0	0	0	0	0		0	11	
	Visiting Clergy	0						0	113	
	Gifts for Speakers	0						0		
	Housing: Council Tax, Water & Repairs	2,720			0			2,720	2,737	
	Church running expenses									
	Heat & Light	10,784						10,784	15,700	
	Water Rates	4,724						4,724	3,573	
	Insurance	3,371						3,371	3,302	
	Repairs (not transfers)	7,132				840	0	7,972	33,027	
	Cleaning	9,313						9,313	9,087	
	Church Telephones	1,563						1,563	1,454	
	Postage	116	0	0	0			116	268	
	Printing & Stationery	6,252	0	0	0		0	6,252	1,228	
	Activities:									
	Weddings									
	DBF element of statutory fees	3,474						3,474	2,123	
	Organists/Choir/Music	462						462	833	
	Sanctuary	158	0	0	0			158	158	
	Books/ Worship	46	0	0	0		0	46	51	
	Baptisms	104	0	0	0			104		
	PA Equipment		0	0	0	0		0		
	Courses	277						277	27	
	Refreshments	66		0			0	66	54	
	Junior Church/Children's/Youth	0	0	0	0	0	0	0	0	
	Housewives' Fellowship						0	0		
	Lunch Club - St David's					0	0	0		
	Oasis - St David's					0	0	0		
	Tea at 3 - St W					150	0	150	180	
	Cornerstone Coffee Shop St W					68,627	0	68,627	62,030	
	Spirit Squad					0	0	0		
	Celebrating Community Festival									
	Support Costs: Training	30						30	30	
	Parish Mission	0						0		
	Diocesan Parish Share	53,880						53,880	54,804	
	Methodist Assessment	2,009						2,009	1,993	
	Miscellaneous	505	0	0		0		505	456	
	Total:	110,880	0	0	0	69,617	214	0	180,712	
3.3	Governance costs									
	Independent Examination	600						600	568	
	Total:	600	0	0	0	0	0	600	568	
3.4	Other resources expended									
	Bank Charges	60					0	60	60	
	Total:	60	0	0	0	0	0	60	60	
	TOTAL RESOURCES USED	111,556	0	0	0	69,617	214	0	181,388	
									196,804	

4 TRANSFERS									
In 2025 the following transfers have been made between funds:									
			<u>General</u>		<u>Designated</u>		<u>Restricted</u>		<u>Notes</u>
Repair Funds	St. Alban	(1,800)		1,800					Annual contribution for 2025
Repair Funds	St. David	(600)		600					Annual contribution for 2025
Repair Funds	St. William	(3,600)		3,600					Annual contribution for 2025
Tea at 3	St. William	850		(850)					Donation to General Fund
Cornerstone Coffee Shop	St William	6,351		(6,351)					Donation to General Fund
Little Angels	St William	253				(253)			Transfer to General Fund
Spirit Squad	St David	40		(40)					Transfer to General Fund
			1,494		(1,241)		(253)		
5 CHARITABLE AWAY GIVING/GRANTS									
			<u>General</u>	<u>Restricted</u>				<u>General</u>	<u>Restricted</u>
<i>Overseas Missions:</i>					<i>Home Missions/Church Societies:</i>				
Methodist World Mission		200			Methodist Mission in Britain			200	
					Methodist Property Fund			100	
				0					
		200		0				300	0
<i>Relief & Development Agencies:</i>					<i>Secular Societies:</i>				
					Hope in the Community			1,200	214 **
					Medway Foodbank				
					Demelza House			227	
				0	The Children's Society			39	
				0				1,466	214
** £214.29 paid to Hope in the Community (Medway Foodbank), following the approval of the local churches, to clear the balance on the Celebrating Community Festival account, held by the parish on behalf of the local churches.									
The sum of £2,047.82 was raised for Christian Aid and was sent direct, as part of collections in May. The total includes limited house to house collections, collections at collection stations and church collections including from a neighbouring church.									
An amount of £48.02 was also paid to the Children's Society from collections at church events. This amount, whilst passing through the parish accounts, does not form part of the parish accounts for 2025.									
6 DEBTORS									
					<u>2025</u>			<u>2024</u>	
	Debtors for goods and services				37			0	
	Rental Income Due				2,294			3,314	
	Income tax recoverable				2,705			2,928	
								0	
					Total Debtors:		5,036	6,242	
					Prepayments			0	
							5,036	6,242	
7 LIABILITIES (all falling due within one year)									
					<u>2024</u>			<u>2024</u>	
	Creditors for goods and services				630			630	
	Accruals				2,488			2,317	
					Total Creditors		3,118	2,947	
					Deferred Income		0		
							3,118	2,947	

8 FUNDS									
					Movement in Funds				
			Balance						Balance
			1/1/2025	Incoming	Outgoing	Interest	Transfers		31/12/25
UNRESTRICTED FUNDS £									
<i>General:</i>			(435)	108,838	(111,556)	18	1,494		(1,640)
			0						0
<i>Designated Funds:</i>			0						0
Repair Funds:	St. Alban		25,624	0	(840)	447	1,800		27,031
	St. David		1,706	0	0	66	600		2,372
	St. William		2,213	0	0	130	3,600		5,943
Special Collections - Forest School	St William		914						914
Cornerstone Coffee Shop	St. William		5,000	75,712	(68,627)		(6,351)		5,734
Oasis	St David		102	0	0		0		102
Tea at 3	St. William		337	688	(150)		(850)		25
Spirit Squad	St. David		40	0	0		(40)		0
					0	0	0		0
TOTAL UNRESTRICTED FUNDS		0	35,502	0	185,238	(181,173)	661	253	40,481
RESTRICTED FUNDS £									
Children & Youth Activities (Little Angels)	St. William		253	0	0	0	-253		0
Special Collections **	Parish		0	282	(282)	0	0		0
Celebrating Community Festival	Parish		214	0	(214)	0	0		0
TOTAL RESTRICTED FUNDS		0	467	0	282	(496)	0	(253)	0
TOTAL ALL FUNDS			35,970		185,520	(181,669)	661	0	40,481
** Donations received and passed on as appropriate for specific charities and appeals.									
ENDOWMENT FUNDS									
			The Trustees have no endowment funds.						
9 PAYMENTS to CEC MEMBERS									
The following payments have been made to members of the CEC as reimbursement for materials and equipment purchased by them on behalf of the Parish:									
	Jean Bassett	£26		Pat Long		£700			
	Reverend David Kichenside	£689		Credwyn Tolhurst		£30			
	Don Lawrence	£737							
No other payments of any kind, other than Ministers' expenses, have been made to any member of the CEC.									
10 STAFF COSTS									
			<u>2025</u>						<u>2024</u>
Wages and salaries	Church Cleaner		£7,520						£7,451
Wages and salaries	Cornerstone Coffee Shop		£39,755						£35,593
During the year the CEC employed one part-time cleaner who covered two of the three churches in the parish and five staff at the Cornerstone Coffee Shop (all part-time). All parish employees are paid at the Real Living Wage hourly rate.									
11 PRIOR YEAR ADJUSTMENTS									
No adjustments have been made to the accounts declared in previous years.									



HOLY TRINITY SOUTH CHATHAM

One church of St Alban, St David and St William serving Blue Bell Hill, Lords Wood and Walderslade.
A partnership between the Church of England and the Methodist Church



HOLY TRINITY SOUTH CHATHAM

England & Wales - Charity number 1135416

Accounts



HOLY TRINITY SOUTH CHATHAM

A partnership between the Church of England and the Methodist Church

Annual Report and Financial Statements

of

Holy Trinity South Chatham
Local Ecumenical Partnership
(Registered Charity No. 1135416)

and

The Parochial Church Council of
Holy Trinity South Chatham

for the year ended **31 December 2024**

*One church of St Alban, St David and St William
serving Blue Bell Hill, Lordswood and Walderslade*

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The Local Ecumenical Partnership (the 'LEP') presents this Annual Report with the Financial Statements of the charity for the year ended 31 December 2024. The LEP has adopted the provisions of the Statement of Recommended Practice for Accounting and Reporting by Charities (FRSSE) issued in 2015 together with the Church Accounting Regulations 2006 (the 'Regulations') and Section 145 of the Charities Act 2011 (the '2011 Act').

Executive Summary

'Ground that drinks up the rain falling on it repeatedly, and that produces a crop useful to those for whom it is cultivated, receives a blessing from God..' (Hebrews 6.7)

In the United Kingdom we have four seasons — this is not the case in every country. Agricultural practice differs according to each season. Careful preparation is needed before planting, leading to cultivation and nurture before crops finally bear fruit and are ready for harvest. It is the same in families, communities, organisations and charities. Growth is always happening, one way or another, but sometimes it remains hidden beneath the surface.

2024 has been a year of preparation in Holy Trinity South Chatham. Growth has been happening, but under the surface without the new initiatives and activities of previous years. The Trustees have worked hard focussing on areas of governance, including safeguarding, the care of our three church buildings and our finances. In the Spring, with support from the Diocese of Rochester we were able to introduce digital giving to the Parish.

With our strategic priorities in view, in the summer we ran the Caring Concerns course for those involved with pastoral ministry. In September, following a safer recruitment process, we appointed a volunteer All Age Worship leader with the aim of planting a new worshipping congregation from Easter 2025. Plans have also been made to begin an Alpha course at the start of this year for those curious about Christian faith.

Finally, there has been quiet spiritual growth in our midst through an increasing number of House Groups and Study Groups. Some of my favourite memories of 2024 involve studying Scripture with folk, discussing application and supporting one another in prayer. In these places, alongside regular Sunday worship, the people of the parish continue to grow and find energy to serve the wider community of Blue Bell Hill, Lordswood and Walderslade.

Reference and Administrative Details

Holy Trinity South Chatham is an LEP (Church of England & Methodist) and Registered Charity No. 1135416.

The Parish is within the Church of England Diocese of Rochester and the North Kent Circuit of the Methodist Church, and the focal area of ministry is recognised as being the Church of England Ecclesiastical Parish of Holy Trinity South Chatham.

The LEP manages three church buildings situated in different communities: St Alban's, Robin Hood Lane, Blue Bell Hill; St David's, Newton Close, Lordswood; and St William's, Walderslade Village Centre. The LEP Sharing Agreement created an LEP where we are a single worshipping community rather than separate denominations. Worship and Outreach are seen as united activities. In terms of ownership of premises, the St David's building is owned by the Methodist Church and the other two buildings are owned by the Diocese of Rochester.

Formal address for correspondence and Charity Registration is that of the Chair of Trustees and the Incumbent of the Parish (26 Mayford Road, Chatham, ME5 8SZ).

The 2024 Annual Meetings took place on Sunday 12 May 2024 at St William's, Walderslade during an act of worship.

The list of Trustees as at October 2024 is shown in Table 1 (below). A complete list of administrative posts is shown in Table 2 (below).

A bank account is held with CAF Bank Ltd. (25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ). The Parish also has two repair fund deposit accounts one with the Diocese of Rochester and one deposit account with the Central Finance Board of the Methodist Church.

The Independent Examiner is Natalie Harrison ACA FCCA CTA TEP, Beak Kemmenoe, Chartered Accountants, 1-3 Manor Road, Chatham, Kent ME4 6AE.

Table 1: Combined Ecumenical Council (CEC) as at October 2024

Trustees Council		
Ex-officio		
Team Rector	Rev. David Kichenside	
Team Vicar	Vacancy	
Team Curate	Rev. Paul Robinson	
Elected members		
St Alban's	Richard Chambers	2023-2028
	Nathan Pitt-Stevens	2024-2029
	Vacancy	
St David's	Debbie Oliver	2022-2025
	Barbara Till	2022-2025
	Barry Horwell	2023-2028
	Jeanette Lawrence	2023-2028
St William's	Ina Hanford	2024-2029
	Bob Young	2024-2029
	Credwyn Tolhurst	2024-2029
	Vacancy	
Co-opted members		
Church Warden St David's	Barry Horwell	2024-2025
Church Warden St William's	Pat Long	2024-2025
Church Steward St David's	Sylvia Wrigglesworth	2024-2025
Treasurer	Brian Daniels	2024-2025
Secretary	Jean Bassett	2024-2025
Methodist Supernumerary	Rev Bryan Tolhurst	2024-2025
Parish Safeguarding Officer	Mark Salter	2023-2026
Parochial Church Council		
(In addition to the above, the following are members of the PCC)		
Elected to Deanery Synod	Don Lawrence	2023-2026
Elected to Deanery Synod	Mark Salter	2023-2026
Methodist Church Council		
Circuit Steward	Henry Chung	2024-2025
Property Steward	Don Lawrence	2023-2026

The complete list of administrative posts within the Parish is listed below along with the person fulfilling that role and the term of that appointment.

Table 2: Full Parish Administrative Team

Position/Role	Name	Type	Period	End of Term
Team Rector	David Kichenside	Permanent	N/A	
Team Vicar	Vacancy	Permanent	N/A	
Team Curate	Paul Robinson	Permanent	N/A	
Chair of Trustees	David Kichenside	Fixed - Voluntary	1 year	May 2025
Vice Chair of Trustees	Sylvia Wrigglesworth	Fixed - Voluntary	3 months	Sep '24 - Jan '25
Chair of PCC	David Kichenside	Permanent	N/A	
Parish Secretary	Jean Bassett	Fixed - Voluntary	1 year	May 2025
Parish Treasurer	Brian Daniels	Fixed - Voluntary	1 year	May 2025
Gift Aid Officer	Pauline Bowdery	Voluntary	N/A	
Parish Safeguarding Officer	Mark Salter	Voluntary	N/A	
Safer Recruitment Officer	Dave Bassett	Voluntary	N/A	
Bookings Officer & Parish Admin	Credwyn Tolhurst	Voluntary	N/A	
<u>Church Wardens:</u>				
St David's	Barry Horwell	Fixed - Voluntary	1 year	May 2025
St William's	Pat Long	Fixed - Voluntary	1 year	May 2025
St Alban's (Pro-Warden)	Pauline Bowdery	Fixed - Voluntary	1 year	May 2025
<u>Assistant Wardens:</u>				
St Alban's	Vacancy	Fixed - Voluntary	1 year	
St David's	Vacancy	Fixed - Voluntary	1 year	
St William's	Vacancy	Fixed - Voluntary	1 year	
<u>Church Stewards</u>				
St Alban's	Vacancy	Fixed - Voluntary	4 years	
St David's	Sylvia Wrigglesworth	Fixed - Voluntary	4 years	May 2025
St William's	Vacancy	Fixed - Voluntary	4 years	
<u>Assistant Stewards:</u>				
St Alban's	Vacancy	Fixed - Voluntary	4 years	
St David's	Vacancy	Fixed - Voluntary	4 years	
St William's	Vacancy	Fixed - Voluntary	4 years	
Property Steward	Don Lawrence	Voluntary	N/A	
Deanery Synod Rep.	Don Lawrence	Fixed - Voluntary	3 years	April 2026
Deanery Synod Rep.	Mark Salter	Fixed - Voluntary	3 years	April 2026

Structure, Governance and Management

Following registration as a charity in March 2010, the LEP adopted a new Constitution approved by the Charity Commission and Churches Together in England based upon the model for LEPs introduced in 2009.

The Trustees and Parochial Church Council work together to manage the affairs of the Parish.

Whilst the Constitution does not specify representation from the three church congregations, every effort is made to ensure a balance of representation among elected trustees. All the work of the Councils and Committees is undertaken according to the relevant governing documents, and Parish "Policy and Practice" which was adopted in 2009.

Members of the PCC are appointed in accordance with the Church Representation Rules, and Church Officers are appointed in accordance with requirements of the Constitution and denominational regulations.

Being an LEP Registered Charity, the governance of the business of the parish is managed by two Councils working in co-operation with each other to oversee the work and ministry of the LEP and Parish.

The Trustees Council is the body of (mainly) elected representatives from the church congregations who are responsible for the legal aspects of the LEP as a charity. This body also incorporates the functions of a Methodist Church Council in any matters relating to the Methodist Church.

Recruitment and Appointment of New Trustees

Trustees are elected at the Annual Meeting of the Charity, which incorporates the Annual Parochial Church Meeting and the Annual Vestry Meeting of the Parish. Trustees are elected for a term of three years. The method of appointment of PCC members is set out in the Church Representation Rules. All regular worshippers are encouraged to register on the Electoral Roll which qualifies them to stand for election to the PCC and become a member of the Trustees Council.

The Parochial Church Council (PCC) is required by law to deal with certain matters that are particular to the Church of England.

Members of the PCC are also members of the Trustees Council and both Councils meet together for all meetings as one body called the Combined Ecumenical Council (CEC).

Induction and Training of New Trustees

All new members of the LEP are advised of their duties and responsibilities. The Diocese of Rochester offers annual training for newly elected Church Wardens and Church Council members. All trustees are required to complete Basic Awareness, Foundation Level Safeguarding, Safer Recruitment and Domestic Abuse Awareness training provided by the National Church through the Diocese of Rochester and to undertake a Disclosure and Barring Service (DBS) check every three years.

Councils and Committees

The CEC met six times in 2024 (January, March, April, June, September and November) with the Buildings Sub-Committee meeting in February and October. This Sub-Committee was established in July 2023 to support the work of the CEC in the management, maintenance and development of the church buildings and grounds held in trust by the LEP. A Management Committee to oversee the work of the Cornerstone Coffee Shop with Terms of Reference was also formally agreed in September 2024. This Sub-Committee has yet to meet.

With the exception of November, all CEC meetings were chaired by the Incumbent. A Lay Vice-Chair was elected by the Council on 18 September to chair meetings while the Incumbent was on Sabbatical. The post of Chair is formally elected annually. The Team Rector, Team Curate, Church Wardens and Deanery Synod representatives are automatically members of the CEC. All other members of the Council are elected at the Annual Meetings or co-opted by members of the CEC.

Authorised Ministers

The Clergy team nominally consists of a Team Rector (Incumbent), Team Vicar and Team Curate. Rev. Paul Robinson (Team Curate) is on extended leave due to ill-health. It is hoped he will return to complete his title post as soon as he is ready to do so.

Rev. Bryan Tolhurst (Supernumerary Methodist Minister in Full Connexion) formally sat down from his post in the Summer of 2024. Methodist Ministers and Local Preachers from the North Kent Methodist Circuit continue to serve on an ad-hoc basis. A number of visiting Clergy, both Anglican and Methodist, offered support while the Incumbent was on Sabbatical in October through to December.

A number of Licensed Lay Ministers serve the Parish. (Those aged 70 or above have Permission to Minister or Permission to Officiate according to their role.)

- Debbie Oliver (Reader and Anna Chaplain)
- Mark Salter (Reader, PTO)
- Sylvia Wrigglesworth (Reader, PTO)
- Ann Bengier (Evangelist Emeritus — Ann stepped down from ministry in July 2022)
- Mary Horwell (Evangelist, PTM)
- Bob Tarrant (Evangelist, PTM)
- Jeanette Lawrence (Bishop's Certificate)

Related Parties

There were no related party transactions during the year.

Risk Management

The Parish is committed to keeping the risks involved in our ministry and practice under review. This includes regular inspections of buildings and health and safety assessments. All work with children, young people and vulnerable adults is subject to National Church

Safeguarding Guidelines and includes risk assessments where appropriate. Financial risk management is overseen by the CEC and is reviewed regularly during the year.

The CEC remains committed to monitoring the risk of viral infectious diseases. Other than the prohibition of intinction (dipping the wafer into the wine at Holy Communion), there are currently no locally imposed rules and restrictions.

Safeguarding

The CEC adopts the House of Bishops Promoting a Safer Church Safeguarding Policy on an annual basis and follows all National Church guidance in the implementation and review of good practice. As a minimum all CEC members must complete Basic Awareness, Foundation Level, Safer Recruitment and Domestic Abuse Awareness Safeguarding Training and have a current DBS certificate. Mr Mark Salter is Parish Safeguarding Officer (PSO) and Mr Dave Bassett is Safer Recruitment Advisor. In 2023, the PSO revisited the Promoting a Safer Church Action Plan which the CEC regularly keeps under review. In addition, the CEC adopted the Parish Safeguarding Dashboard in July to monitor training levels and has also drawn-up an outline Parish Safeguarding Policy.

Objectives and Activities

Objectives and Aims

The CEC which administers the LEP is committed to enabling as many people as possible to take their place within the worshipping community of Holy Trinity South Chatham. In particular, we try to enable people to live out their faith through:

- Worship and prayer — experiencing the Gospel and growing in a relationship with God, Father, Son and Holy Spirit;
- Provision of pastoral care for those within the congregation and on the margins;
- Mission and outreach in the local community;
- Maintaining the fabric of the churches of St Alban, St David and St William.

The Incumbent oversees worship with the help of Authorised Ministers and Musicians. Services of worship aim to help people express their faith through music, prayer, scripture and sacrament, inspiring them to live out their faith among the people and places to which they are called.

When planning activities, we have considered the Commission's guidance on public benefit and, specifically, the supplementary guidance on charities for the advancement of religion.

Significant Activities

The LEP exists to advance the Christian faith in the ecclesiastical parish of Holy Trinity South Chatham in accordance with the principles and practices of the Church of England and the Methodist Church, specifically to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The LEP is specifically responsible for the maintenance of the church buildings of St Alban, St David and St William within the parish.

Grant Making

The CEC continues to make institutional grants at their discretion and as funds allow.

Public Benefit Statement

The Trustees of the charity confirm that they have complied with their duty under section 17(5) of the Charities Act 2011 to have regards to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the charity during the year to 31 December 2024.

In evaluating public benefit the Trustees note that the majority of activities offered across the churches are open to all irrespective of their faith or beliefs whilst also providing nurturing and teaching within the Christian faith.

Volunteers

The charity relies on individuals outside of the Council to fulfil all of its activities. It is not possible to quantify the value of the work undertaken by the volunteers. The Incumbent and Council are enormously grateful for the time and gifts offered by all our volunteers.

Achievements and Performance

	2020	2021	2022	2023	2024
Electoral Roll	90	92	96	98	107
LEP Charity Members	96	96	47	48	71
Usual Sunday Attendance: Adults (October Count)	33	40	48	55	55
Usual Sunday Attendance: Children/Young People (October Count)	1	1	4	5	4

The electoral roll and attendance figures for the Parish are shown in the table below.

Notes:

- The Electoral Roll figure continues to increase post-COVID, however it is expected this will reduce following the complete Roll revision due in 2025.
- A concerted effort was made in 2024 to gather data on LEP membership hence the marked increase.

Worship

The pattern of Sunday worship continues with one joint 10am service held in one of the three church buildings on a rotating basis. Services alternate between Holy Communion and Morning Worship. The congregation that meets on the third Wednesday of each month before the Parish Coffee Morning at St Alban's has a unique attendance; most of whom do not come to Sunday services. Our monthly midweek service at Woodlands Court, sheltered accommodation in Walderslade Village, remains stable.

This year special services were held on Ash Wednesday, during Holy Week including online Night Prayer and Easter, on Ascension Day and at Christmas. A Walk of Witness from three locations culminating at St William's with a joint service with Christ the King, Princes Park and St Phillip and St James, Chatham) took place on Good Friday. This was followed up by another gathering of the Walderslade Churches at St Phillip and St James on Ascension Day.

Pastoral Care

At the start of 2024 we commissioned an Anna Friend to support the work of our existing Anna Chaplain. This ministry of supporting those with Dementia and Alzheimers continues to grow within the parish as new individuals and families are identified. We also took the decision to combine the existing Pastoral Care Teams into a single Parish-wide Team. This group has met throughout the year to review the life of our community and assess particular areas of need. In July we ran the Diocese of Rochester Caring Concerns course to equip the Team and to reflect on the nature of pastoral care.

Mission and Outreach

Our links with Lordswood and Swingate, two local county primary schools, remain strong. Monthly assemblies at Lordswood continue and focussed teaching sessions at Swingate have taken place across each year group with some visits to St David's, including the annual visit of the school choir to Coffee & Cake.

Throughout the year we have supported a number of charities: Christian Aid, the Medway Foodbank — with a special collection at our Harvest Festival; the Blythwood Shoebox Appeal; and the Children's Society.

We still offer a monthly social gathering at each of the three churches with 'Coffee & Cake' at St David's on the second Friday, 'Tea at 3' at St William's on the third Monday, and the Coffee Morning at St Alban's. Each event reaches a different set of people in Blue Bell Hill, Lordswood and Walderslade. In addition, Cornerstone Coffee Shop at St William's, Church, is open six days a week between 10am and 2pm (9am on Saturdays).

In terms of social media, we use A Church Near You as our main parish website (www.achurchnearyou.com/Holy-Trinity-South-Chatham). A number of people have made baptism enquiries through this platform and subscriptions to our weekly email updates is increasing all the time.

Deanery Synod

The Parish elects two lay members to the Rochester Deanery Synod. Both serve a three year term. They are ex-officio members of the PCC and thus provide the CEC with an important link between the Parish and the wider structures of the Church in the Diocese of Rochester and beyond. The CEC receives reports from the Deanery Synod on a regular basis.

North Kent Methodist Circuit

Sylvia Wrigglesworth serves as Church Steward and Don Lawrence hold the position of Property Steward (for St David's). The Team Rector attends Circuit Leadership Team, Methodist Ministers' and Staff meetings throughout the year. Both the Church Steward and Team Rector represent Holy Trinity South Chatham at quarterly Circuit Meetings. In return, Henry Chung, Senior Circuit Steward, attends the meeting of the CEC.

Church Buildings – Overview

The Church Wardens, Church Steward and Property Steward take the lead on day to day building and property issues. The work of the Buildings Sub-Committee has been instrumental in tackling the items on the Buildings Action Plan and addressing any immediate or urgent needs.

Working Parties again took place in the Summer; this time only at St David's and St William's. The CEC agreed revised contracts for gas, electricity and water supply across all three churches in June with new contracts set to begin in January and March 2025, respectively. Separate reports on each church are provided below.

St Alban's Building Report for 2024

Storage in the Spencer Rooms is still being rationalised so that a minimum of equipment is stored in the church loft. The Blue Bell Hill village Fete committee are storing their equipment in the small room of the Spencer rooms but the long-term plan is for them to purchase a container to be placed at the village hall.

The outdoor grass area is maintained by a contractor, Landscape Services at West Malling. Whilst we still continue to use the field to park cars during dry weather a better solution needs to be found for parking during wet periods as the field will not sustain cars in the wet.

The 2024 church clean did not take place. Regular cleaning of the church is carried out by Pauline and Dave Bowdery, which is much appreciated. Bits of cleaning that would have been covered in the annual clean (e.g the fridge) is gradually being completed. Any small maintenance Mark or Pauline do it as applicable. Mark shaved the bottom of the disabled toilet door so it now opens fully.

A number of further areas need attention: The church gate post has rotted through and arrangements will be made in the New Year to replace it. A cistern in the toilet of the Spencer Rooms needs replacing and the floor in the corridor needs some serious work, as something under the floor in the corridor outside the toilet is pushing it up. The small hand water heater needs looking at in the main building. We must have a look at the holes in

the ceiling at the front and back of the church, possible caused by wasps no longer in residence.

Finally we still await the results of a Quinquennial survey carried out in 2019. This is particularly pertinent as we will need to repair at least one area of the roof that has been temporarily fixed. There is also a need to look at the condition of the floor.

St David's Building Report for 2024

2024 for St David's was yet a further year of consolidation of the Quinquennial report and general repairs arising. In general these repairs are attributed to ongoing minor tasks such as applying external sealant around window frames and draught proofing of doors etc.

Of major concern is the continual ingress of water to the washroom in the main office. Some works have been done in clearing out the main gully/gutters, and fitting of leaf guards as appropriate. This has reduced the ingress of water but the problem still remains. A structural survey of that section of the roof is now becoming essential before more damage is done.

On the positive side, many improvements have been made to the fabric, including – new carpet in the Sanctuary, additional curtain to the Sanctuary to prevent sun bleaching, replacement of LED light to Chapel wall above the Cross, new replacement security light to the main entrance, and the provision of an external water supply.

Other repairs have also been accomplished, leaving the building in a very satisfactory condition. Many thanks to all those who have contributed financially to some of the actions taken, as well as all the help provided especially during the Summer school break when the Francis Hall was given a makeover with a fresh coat of paint.

One very pleasing note to add, is that due to a CCTV scan of the drains associated with the building, together with some remedial action it is believed that issues with the blocking of the drains has now been very substantially reduced.

St William's Building Report for 2024

2024 was the year that the tiresome and critical leaking roof over the Darrall Hall and Cornerstone Coffee Shop was totally renewed. A welcome result after many years of deterioration.

The oil tank is still an ongoing problem and has been the topic of meetings with the church architect and Diocesan Advisory Committee team. A faculty application was submitted in the Summer to replace the oil tank and repair the brick bund on which it sits. This has yet to be progressed due to questions about meeting the national church Carbon zero emission target.

The steps to the main entrance have been rebbed and replaced where necessary and the surrounding railings repaired (twice) due to damage caused by vehicles entering the area. Other minor jobs have been carried out during the year, mainly plumbing issues in the toilets and light fittings either being replaced or renewed. We are aware that the kitchen needs to be fully refurbished, but current finances dictate our spending at present.

In October the 2024 Quinquennial Inspection Report (QIR) for St William's Church was carried out by Nick Lee Evans, our architect. The Buildings Sub-Committee will be taking forward the recommendations set-out in this report in the coming months.

Financial Review

The Parish began the year with a balance of £10,053, brought forward from 2023, on the general fund. The budget set for 2024 anticipated a deficit of £12,712, mainly attributable to the ongoing high cost of the contracts for the supply of gas and electricity, and the impact of the church council decision to assist the Diocese by increasing the parish contribution to the Diocese by 10%.

After all the debtors and creditors have been taken into account the Parish incurred a deficit in 2024 of £10,488, which was an improvement of £2,224 compared to the original budget deficit of £12,712. This means that the cumulative balance rolled forward into 2025 has been reduced to a deficit of £435.

In addition, the parish maintains a total balance of £29,544 on designated repair funds for the three church buildings. These repair funds, in the absence of any new funding, will be the main source for major repairs and urgent works, such as replacing the oil tank and surround at St William's, and developments and improvements generally. In 2024 £23,448 was spent on repairs to the roof of the Darrall Hall, the area used by the Cornerstone Coffee Shop at St William's, offset by donations totalling £3,000. Despite comprising specific amounts for each church, the repair fund balances are treated as a parish resource as individual church needs arise.

Income in total on the General Fund was £103,991 compared to £99,691 in 2023, an increase of £4,300. This increase was mainly attributable to an increase in donations and in rental income, following the application of a 5% increase in the rates applied to organisations hiring the church buildings. Expenditure, however, was £111,146 compared to £105,510 in 2023. This increase of £5,636, mainly relates to the increased contribution to the Diocese. When transfers between funds are taken into account, whereas the contributions made to the church repair funds remained constant at £6,000, the contributions from other church groups at £2,668 were lower than the £7,438 received in 2023, when the Cornerstone Coffee Shop had an extremely good year.

The overall position should be improved in 2025, as, during the summer of 2024, three-year renewal contracts for gas (from January 2025) and electricity (from March 2025) have already been agreed at much reduced rates. The parish has also negotiated a more advantageous contract for the supply of water to its three church buildings for the next three years. In addition, the church council, in November, when considering the budget for 2025, agreed to explore re-establishing fund-raising activities, many of which ceased during the Covid pandemic, and to look at income generally including maximising gift aid income where appropriate.

Careful and prayerful consideration will need to be applied to ensure that the parish prudently moves forward.

Reserves Policy

It is the policy of the Church Council to maintain sufficient reserves to meet its' financial commitments as and when they fall due, at the same time maintaining designated funds to ensure that all necessary major repairs are carried out with due expediency.

Principal Funding Sources

The principal sources of funding continue to be planned giving, income tax refund on gift aid income, rents from regular hirers of the church buildings and open plate collections.

Ongoing Concern

The Trustees have prepared the Annual Report and Financial Statement on an ongoing concern basis. The Trustees recognise that the economic climate is still difficult, but, nevertheless, consider that the financial position of the parish is sustainable and that the ongoing concern basis is entirely appropriate.

Future Developments

The CEC have monitored the 'Stop, Start and Reimagine' plan throughout 2024. Work on our main priorities has been progressing as outlined below:

- **Prayer in the community** — Introduce prayer boxes into the three communities where residents of the parish can submit prayer requests. The opening of the Chapels, the Prayer Chain and provision of Prayer Ministry during Sunday worship has made a significant impact over the past 12 months to the spiritual life of the parish. However, progress on prayer boxes has stalled due to difficulties liaising with outside organisations. This needs to be revisited.
- **Children and young people** — Establish some form of regular welcome, worship and learning opportunity for families. After months of preparation, the CEC safely recruited and appointed a volunteer All Age Worship Leader in September with a view to launching a new worshipping congregation; a service for children and young families at St David's on the third Sunday of each month from Easter 2025 onwards. All Age Worship Volunteer helpers now need to be recruited to help deliver this event.
- **Discipleship** — A new House Group was established in the Walderslade corner of the parish in 2024, and Alpha is set to begin in 2025. Consideration is now needed to discern how best to connect Sunday teaching with further learning. The Study Group that currently meet at St David's offers a good model but there may be other suitable approaches.
- **Communication and invitation** — Increase visibility of parish activities and events with more flyers and posters, and encourage the congregation to invite others. In addition to posters, A5 flyers are now routinely printed as a tool for invitation.

Following some encouraging progress in the areas listed above, the Team Rector and Church Wardens/Stewards will look at how we might revisit our Mission and Ministry priorities in 2025.

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by the CEC on 19 March 2025 and signed on their behalf by Rev. David Kichenside (CEC Chair).



Independent Examiner's Report to the Trustees of Holy Trinity South Chatham

I report on the accounts for the year ended 31 December 2024 as set out on pages 19 to 26.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission (Under Section 145(5)(b) of the 2011 Act and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare financial accounts, which accord with the accounting records and to comply with the requirements of the 2011 Acthave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Natalie Harrison ACA FCCA CTA TEP
Beak Kemmenoe (Accountants)
1-3 Manor Road Chatham
Kent, ME4 6AE

Date

02/04/2025.



Holy Trinity, South Chatham - St Alban, St David and St William

STATEMENT OF FINANCIAL ACTIVITIES 2024

INCOME & EXPENDITURE	Notes	Unrestricted Funds		Restricted	Endowment	Total	Total
		General	Designated	Funds	Funds	31/12/2024	31/12/2023
		£	£	£	£	£	£
INCOMING RESOURCES							
	2						
Voluntary Income	2.1a	58,766	3,000	0	0	61,766	55,933
Activities for generating funds	2.1b	45,198	64,875	0	0	110,073	102,623
Investment Income	2.1c	27	1,145	0	0	1,172	1,059
Other incoming resources	2.2	0	0	0	0	0	108
TOTAL INCOMING RESOURCES		103,991	69,021	0	0	173,011	159,723
RESOURCES EXPENDED							
	3						
Costs of generating voluntary income	3.1a	0	0	0	0	0	0
Fundraising trading: cost of goods sold & other costs	3.1b	0	0	0	0	0	0
Charitable activities	3.2	110,518	85,658	0	0	196,176	156,366
Governance costs	3.3	568	0	0	0	568	662
Other resources expended	3.4	60	0	0	0	60	60
TOTAL RESOURCES EXPENDED		111,146	85,658	0	0	196,804	157,088
Net incoming/(outgoing) resources before transfers		(7,156)	(16,637)	0	0	(23,793)	2,636
Transfers	4	(3,332)	3,332	0	0	0	0
NET MOVEMENT IN FUNDS		(10,488)	(13,305)	0	0	(23,793)	2,636
Total Funds Brought Forward 1 January 2024		10,053	49,242	467	0	59,763	57,127
TOTAL FUNDS CARRIED FORWARD 31 December 2024		(435)	35,937	467	0	35,970	59,762



Holy Trinity, South Chatham - St Alban, St David and St William

BALANCE SHEET AS AT 31 DECEMBER 2024

		2024 TOTAL		2023 TOTAL	
	Notes	£	£	£	£
CURRENT ASSETS					
Debtors	6	6,242		6,251	
Pre-payments	6	0		74	
Cash		1,427		2,595	
Current Accounts		15,256		18,084	
Deposit Accounts		15,992		36,647	
		38,917		63,651	
LIABILITIES:					
Creditors	7	(2,947)		(3,888)	
NET CURRENT ASSETS			35,970		59,762
NET ASSETS			35,970		59,762
FUNDS					
Unrestricted : General	8	(435)		10,053	
Designated		35,937		49,242	
			35,502		59,295
Restricted			467		467
			35,970		59,762

Approved by the Combined Ecumenical Council Meeting on 19 March 2025 and signed on its behalf by:

The Reverend David Kichenside (Chairman of the Trustees and Chair of the PCC)
The notes on pages 21 to 26 form part of these accounts.



Notes to the Accounts for the year ended 31 December 2023

1. Accounting Policies

The Financial Statements have been prepared in accordance with the provisions of the Statement of Recommended Practice (FRSEE) Accounting Regulations (the Regulations) and Section 145 of the Charities Act 2011 (the Act).

The financial statements include transactions, assets and liabilities for which the Trustees can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

Funds (See Note 9)

General funds represent the funds of the LEP that are not subject to any restrictions regarding their use and are available for application on the general purposes of the LEP. These include funds designated for a particular purpose by the LEP.

The purpose of any restricted funds is noted in the accounts. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund, unless a fund was set up on the understanding that any surplus would be returned to general funds.

Incoming Resources - All incoming resources are accounted for gross.

Voluntary income and capital sources:

Planned giving, collections and donations are recognised when received.

Tax refunds are recognised when the incoming resource to which they relate is received.

Grants and legacies to the LEP are accounted for when the LEP is legally entitled to the amounts due.

Activities which generate funds:

Rental income is accounted for when earned. Parochial Fees due to the LEP for weddings, funerals etc. are accounted for on an event-by-event basis. Some activities carried out by the Parish, including those run by sub-groups, make a charge to cover costs and so generate income, but their primary purpose is ministry or outreach, not generating funds.

Income from investments:

Interest is accounted for when due. Tax recoverable on such income is accrued for on the same basis.

Charitable Resources Expended

Grants:

Grants and donations are accounted for when allocated by the Trustees. The previous policy of the Trustees was to aim to give approximately 10% of all voluntary income from direct giving to various charities and causes as determined by the CEC. This policy was amended in 2016 to limit away giving to a reduced number of recipients so that the parish could make a higher contribution to the Diocese. In order to reduce pressure on the parish General Fund, this policy has since been amended so that the only recipients are the Medway Foodbank and Connexional Funds of the Methodist Church.

Amounts received specifically for mission and remitting to other organisations are dealt with as restricted funds, but do not form part of the end of year accounts except if a balance remains to be paid out.

Costs directly related to the work of the church:

Clergy costs are seen as costs to the whole Parish and the costs for clergy housing are shown separately:

Team Rector

Rev. David Kichenside

26 Mayford Road

With effect from October 2019 the parish also has a self-supporting minister (Rev. Paul Robinson) who, serves the parish as a curate, but no salary or housing costs are incurred by the parish.

The LEP employs one part-time cleaner and the Cornerstone Coffee Shop employs five staff (all part-time) plus occasional cover. All wages are paid gross. All staff are paid at the Real Living Wage hourly rate. No employee is paid more than £60,000 p.a.

The Diocesan Parish Share and Methodist Assessment are accounted for when payable.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Land and Buildings

The CEC (PCC) and LEP Trustees own no land or buildings but have responsibility for maintenance of properties as mentioned on page 8. The Trustees receive the income when the church buildings are hired out for use. Any expenditure on maintenance or improvement is written off as incurred.

Other fixtures, fittings and office equipment:

Individual items of equipment are written off in the period in which the asset is acquired.

Investments:

The Trustees have no investments other than deposit accounts. With the exception of the Anglican Church Repair Funds, which are held at the Rochester Diocesan Board of Finance, the only other deposit account is with the Central Finance Board of the Methodist Church in respect of the repair fund for the Methodist building. Deposit Accounts are used to hold balances on all funds which are not required for immediate use.

Current Assets:

Amounts owing to the Trustees at 31 December in respect of fees, rents or other income are shown as debtors.

Short-term deposits include cash held on deposit either with the Methodist Central Board of Finance (Deposit accounts), Rochester Diocesan Board of Finance deposits, or at the bank.

Rounding Errors

All values are shown correctly rounded to the nearest pound; however, the totals show the rounded sum of the *true* values, not the sum of the *rounded* values. (This means that at times the sum shown does not appear to be the sum of the values given, it is, however, the true sum.)

Reserves Policy:

Despite facing deficit budget situations for a number of years, through careful financial management and the provision of God through His people, the free reserves of the Trustees, (including funds designated for possible future repairs and varying levels of gift aid tax accumulated), have usually stayed at a level sufficient to meet between 2 and 3 months of unrestricted expenditure covering ministry and building costs. There is no policy to increase the free reserves at present, as the Trustees prefer to trust that God will continue to provide the funds required to meet the needs of the Parish, as seen in previous years. The Trustees will, however, continue to examine ways of encouraging increased giving and acceptance of responsibility by the members of the church.

		Unrestricted Funds			Restricted Funds	Endowment Funds	Total 31/12/24	Total 31/12/23
		General Parish £		Designated £				
2	INCOMING RESOURCES							
2.1	Incoming Resources from generated funds							
2.1a.	Voluntary Income:							
	Planned Giving - Gift Aided	34,874				34,874	34,709	
	Other Gift Aided Giving	145				145	315	
	Income Tax Recoverable	9,848		0		9,848	9,859	
	Other Planned Giving	3,676				3,676	4,565	
	Collections at services	4,304				4,304	4,808	
	Donations & gift days	5,847		3,000		8,847	1,023	
	Grants-recurring							
	Grants-non recurring	71				71	654	
	Total:	58,766		3,000		61,766	55,933	
2.1b.	Activities for generating funds:							
	Rental Income	40,141				40,141	37,963	
	Fees	2,898				2,898	3,668	
	Refreshments	1,198				1,198	1,445	
	Fundraising	961				961	548	
	Spirit Squad							
	Housewives' Fellowship		St Alban's					
	Lunch Club:		St. David's					
	Seniors' Soups		St. William's					
	Oasis		St David's					
	Men's Breakfast		St David's					
	Tea at 3		St William's	578		578	605	
	Cornerstone Coffee Shop		St William's	64,298		64,298	58,394	
	Courses						0	
	Total:	45,198		64,875		110,073	102,623	
2.1c.	Investment Income:							
	Interest	27		1,145		1,172	1,059	
	Total:	27		1,145		1,172	1,059	
2.2	Other incoming resources							
	Insurance Claims							
	Sanctuary							
	Parish Mission							
	Telephone						107	
	Printing							
	Postage							
	Miscellaneous						1	
	Total:						108	
	TOTAL INCOMING RESOURCES	103,991		69,021		173,011	159,723	

		Unrestricted Funds				Restricted Funds	Endowment Funds	Total	Total
		General Parish			Designated			31/12/24	31/12/2023
		£			£			£	£
3	RESOURCES EXPENDED								
3.1	Cost of generating funds								
3.1a.	Cost of generating voluntary income								
	Stewardship								
	<i>General Total:</i>								
3.1b.	Fundraising & trading								
	Fairs/Events								
	<i>Total:</i>								
3.2	Charitable activities								
	Grants:	<i>See note 5</i>							
	Overseas Missions	200					200	200	
	Relief & Development Agencies	0							
	Home Missions/Church Societies	300					300	300	
	Secular Societies	1200					1,200	1474	
	Ministry:								
	Travel Expenses	712					712	837	
	Clergy Phones	404					404	370	
	Clergy Conferences	122					122		
	Clergy Computers/Equip	11					11		
	Visiting Clergy	113					113		
	Gifts for Speakers	0							
	Housing:								
	Council Tax, Water & Repairs	2,737					2,737	2,533	
	Church running expenses								
	Heat & Light	15,700					15,700	16,916	
	Water Rates	3,573					3,573	2,756	
	Insurance	3,302					3,302	3,068	
	Repairs (not transfers)	9,578			23,448		33,027	8,961	
	Cleaning	9,087					9,087	7,656	
	Church Telephones	1,454					1,454	1,625	
	Postage	268					268	301	
	Printing & Stationery	1,228					1,228	1,670	
	Activities:								
	Weddings								
	DBF element of statutory fees	2,123					2,123	2,502	
	Organists/Choir/Music	833					833	792	
	Sanctuary	158					158	201	
	Books/ Worship	51					51	171	
	Baptisms							66	
	PA Equipment								
	Courses	27					27	69	
	Refreshments	54					54	549	
	Junior Church/Children's/Youth								
	Housewives' Fellowship								
	Lunch Club - St David's								
	Oasis - St David's								
	Tea at 3 - St W				180		180	265	
	Cornerstone Coffee Shop St W				62,030		62,030	51,313	
	Spirit Squad								
	Celebrating Community Festival								
	Support Costs:								
	Training	30					30	60	
	Parish Mission								
	Diocesan Parish Share	54,804					54,804	49,821	
	Methodist Assessment	1,993					1,993	1,838	
	Miscellaneous	456					456	53	
	<i>Total:</i>	110,518			85,658		196,176	156,366	
3.3	Governance costs								
	Independent Examination	568					568	662	
	<i>Total:</i>	568					568	662	
3.4	Other resources expended								
	Bank Charges	60					60	60	
	<i>Total:</i>	60					60	60	
	TOTAL RESOURCES USED	111,146			85,658		196,804	157,088	

4 TRANSFERS

In 2024 the following transfers have been made between funds:

		<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Notes</u>
Repair Funds	St. Alban	(1,800)	1,800		Annual contribution for 2024
Repair Funds	St. David	(600)	600		Annual contribution for 2024
Repair Funds	St. William	(3,600)	3,600		Annual contribution for 2024
Tea at 3	St. William	400	(400)		Donation to General Fund
Cornerstone Coffee Shop	St William	2,268	(2,268)		Donation to General Fund
		
		(3,332)	3,332		

5 CHARITABLE AWAY GIVING/GRANTS

	<u>General</u>	<u>Restricted</u>		<u>General</u>	<u>Restricted</u>
<i>Overseas Missions:</i>			<i>Home Missions/Church Societies:</i>		
Methodist World Mission	200		Methodist Mission in Britain	200	
			Methodist Property Fund	100	

	200			300	
<i>Relief & Development Agencies:</i>			<i>Secular Societies:</i>		
			Hope in the Community	1,200	
			Medway Foodbank		
			
				1,200	

The sum of £1,110.26 was raised for Christian Aid and was sent direct, as part of collections in May. The total includes limited house to house collections, collections at collection stations and church collections including from neighbouring churches.

An amount of £128.86 was paid to the Children's Society from collections at church events. This amount, whilst passing through the parish accounts, does not form part of the parish accounts for 2024.

6 DEBTORS

	<u>2024</u>	<u>2023</u>
Debtors for goods and services		
Rental Income Due	3,314	3,093
Income tax recoverable	2,928	3,157
Accrued Income Council Tax Refund
Total Debtors:	6,242	6,251
Prepayments	74
	6,242	6,251

7 LIABILITIES (all falling due within one year)

	<u>2024</u>	<u>2023</u>
Creditors for goods and services	630	662
Accruals	2,317	3,226

Total Creditors	2,947	3,888
Deferred Income
	2,947	3,888

8 FUNDS

	Balance 1/1/2024	Movement in Funds				Balance 12/31/24
		Incoming	Outgoing	Interest	Transfers	
UNRESTRICTED FUNDS £						
<i>General:</i>	10,053	103,964	(111,146)	27	(3,332)	(435)
	0					0
<i>Designated Funds:</i>	0					0
Repair Funds:						
St. Alban	23,090			735	1,800	25,624
St. David	1,054			52	600	1,706
St. William	18,703	3,000	(23,448)	359	3,600	2,213
Special Collections - Forest School	914					914
Cornerstone Coffee Shop	5,000	64,298	(62,030)		(2,268)	5,000
Oasis	102					102
Tea at 3	339	578	(180)		(400)	337
Spirit Squad	40					40
						0
TOTAL UNRESTRICTED FUNDS	59,295	171,839	(196,804)	1,172		35,502
RESTRICTED FUNDS £						
Children & Youth Activities (Little Angels)	253					253
Special Collections **	0	577	(577)			0
Celebrating Community Festival	214					214
TOTAL RESTRICTED FUNDS	467	577	(577)			467
TOTAL ALL FUNDS	59,762	172,416	(197,381)	1,172		35,970

** Donations received and passed on as appropriate for specific charities and appeals.

ENDOWMENT FUNDS

The Trustees have no endowment funds.

9 PAYMENTS to CEC MEMBERS

The following payments have been made to members of the CEC as reimbursement for materials and equipment purchased by them on behalf of the Parish:

Jean Bassett	£74	Mark Salter	£411
Reverend David Kichenside	£270	Credwyn Tolhurst	£179
Pat Long	£1,117		

No other payments of any kind, other than Ministers' expenses, have been made to any member of the CEC.

10 STAFF COSTS

		<u>2024</u>	<u>2023</u>
Wages and salaries	Church Cleaner	£7,451	£5,863
Wages and salaries	Cornerstone Coffee Shop	£35,593	£27,913

During the year the CEC employed one part-time cleaner who covered two of the three churches in the parish and five staff at the Cornerstone Coffee Shop (all part-time). All parish employees are paid at the Real Living Wage hourly rate.

11 PRIOR YEAR ADJUSTMENTS

No adjustments have been made to the accounts declared in previous years.

HOLY TRINITY SOUTH CHATHAM

England & Wales - Charity number 1135416

Accounts



HOLY TRINITY SOUTH CHATHAM

A partnership between the Church of England and the Methodist Church

Annual Report and Financial Statements

of

Holy Trinity South Chatham
Local Ecumenical Partnership
(Registered Charity No. 1135416)

and

The Parochial Church Council of
Holy Trinity South Chatham

for the year ended **31 December 2023**

*One church of St Alban, St David and St William
serving Blue Bell Hill, Lordswood and Walderslade*

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The Local Ecumenical Partnership (the 'LEP') presents this Annual Report with the Financial Statements of the charity for the year ended 31 December 2023. The LEP has adopted the provisions of the Statement of Recommended Practice for Accounting and Reporting by Charities (FRSSE) issued in 2015 together with the Church Accounting Regulations 2006 (the 'Regulations') and Section 145 of the Charities Act 2011 (the '2011 Act').

Executive Summary

'... every scribe who has been trained for the kingdom of heaven is like the master of a household who brings out of his treasure what is new and what is old.' (Matthew 13.52)

2023 has been a year of looking backwards and forwards for Holy Trinity South Chatham. We have celebrated the past and anticipated the future. In February, a new phase of leadership began with the institution a new Team Rector. A month or so later we celebrated the 50th Anniversary of St William's Church with people past and present, giving thanks to God for the years of loyal service to Walderslade Village and the wider community.

After Easter we relaunched the Parish Coffee Morning at St Alban's, Blue Bell Hill and established a new worshipping community with a short midweek Holy Communion service beforehand. In the Summer, Debbie Oliver was licensed as an Anna Chaplain, beginning a special ministry to those with Dementia and Alzheimers and their families.

September was a month of reflection. We reviewed the strengths and weaknesses with our sister churches in the North Kent Methodist Circuit and considered some new priorities for the immediate future (see page 16). Another anniversary took place in October. The Cornerstone Coffeeshop opened in 2013 in the Darrall Hall at St William's and it continues to be a vital interface between the parish and the people we serve.

On All Saints Day, St David's, Lordswood, hosted a joint evening service with the two Anglican churches in the Walderslade Cluster as we sought to rejuvenate links with other local churches, and as Advent arrived we commissioned a new Parish Prayer Ministry team to offer deeper spiritual and pastoral care. A final highlight of the year was the enormously successful Christmas Tree & Nativity Festival at St Alban's.

2023 has definitely been a year of discovering treasures old and new as we have served the people of Blue Bell Hill, Lordswood and Walderslade. Our dedicated volunteers have done amazing things, and shaped the work of the Parish in very special ways.

Reference and Administrative Details

Holy Trinity South Chatham is an LEP (Church of England & Methodist) and Registered Charity No. 1135416.

The Parish is within the Church of England Diocese of Rochester and the North Kent Circuit of the Methodist Church, and the focal area of ministry is recognised as being the Church of England Ecclesiastical Parish of Holy Trinity South Chatham.

The LEP manages three church buildings situated in different communities: St Alban's, Robin Hood Lane, Blue Bell Hill; St David's, Newton Close, Lordswood; and St William's, Walderslade Village Centre. The LEP Sharing Agreement created an LEP where we are a single worshipping community rather than separate denominations. Worship and Outreach are seen as united activities. In terms of ownership of premises, the St David's building is owned by the Methodist Church and the other two buildings are owned by the Diocese of Rochester.

Formal address for correspondence and Charity Registration is that of the Chair of Trustees and the Incumbent of the Parish (26 Mayford Road, Chatham, ME5 8SZ).

The 2023 Annual Meetings took place on Sunday 15 May 2023 at St William's, Walderslade during an act of worship.

The list of Trustees as at October 2023 is shown in Table 1 (below). A complete list of administrative posts is shown in Table 2 (below).

A bank account is held with CAF Bank Ltd. (25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ). The Parish also has two repair fund deposit accounts one with the Diocese of Rochester and one deposit account with the Central Finance Board of the Methodist Church.

The Independent Examiner is Natalie Harrison ACA FCCA CTA TEP, Beak Kemmenoe, Chartered Accountants, 1-3 Manor Road, Chatham, Kent ME4 6AE.

Table 1: Combined Ecumenical Council (CEC) as at October 2023

Trustees Council		
Ex-officio		
Team Rector	Rev. David Kichenside	
Team Vicar	Vacancy	
Team Curate	Rev. Paul Robinson	
Elected members		
St Alban's	Jon Hicks (Resigned Sept 2023)	2020-2023
	Richard Chambers	2023-2028
	Vacancy x 2	
St David's	Debbie Oliver	2022-2025
	Barbara Till	2022-2025
	Barry Horwell	2023-2028
	Jeanette Lawrence	2023-2028
St William's	Ina Hanford	2021-2024
	Jean Bassett	2021-2024
	Vera Jones	2021-2024
	Vacancy	
Co-opted members		
Church Warden St Alban's	Mark Salter	2023-2024
Church Warden St William's	Pat Long	2023-2024
Pro-Warden St David's	Barry Horwell	2023-2024
Church Steward St David's	Sylvia Wrigglesworth	2023-2024
Treasurer	Brian Daniels	2023-2024
Secretary	Jean Bassett	2023-2024
Methodist Supernumerary	Rev Bryan Tolhurst	2023-2024
Buildings Sub-Committee	Eva Gibson	2023-2024
	Nathan Pitt-Stevens	2023-2024
Parochial Church Council		
(In addition to the above, the following are members of the PCC)		
Elected to Deanery Synod	Don Lawrence	2023-2026
Elected to Deanery Synod	Mark Salter	2023-2026
Methodist Church Council		
Circuit Steward	Henry Chung	2023-2024
Property Steward	Don Lawrence	2023-2026

The complete list of administrative posts within the Parish is listed below along with the person fulfilling that role and the term of that appointment.

Table 2: Full Parish Administrative Team

Position/Role	Name	Type	Period	End of Term
Team Rector	David Kichenside	Permanent	N/A	
Team Vicar	Vacancy	Permanent	N/A	
Team Curate	Paul Robinson	Permanent	N/A	
Chair of Trustees	David Kichenside	Fixed - Voluntary	1 year	May 2024
Vice Chair of Trustees	Vacancy	Fixed - Voluntary	1 year	
Chair of PCC	David Kichenside	Permanent	N/A	
Parish Secretary	Jean Bassett	Fixed - Voluntary	1 year	May 2024
Parish Treasurer	Brian Daniels	Fixed - Voluntary	1 year	May 2024
Gift Aid Officer	Pauline Bowdery	Voluntary	N/A	
Parish Safeguarding Officer	Mark Salter	Voluntary	N/A	
Safer Recruitment Officer	Dave Bassett	Voluntary	N/A	
Bookings Officer & Parish Admin	Credwyn Tolhurst	Voluntary	N/A	
<u>Church Wardens:</u>				
St Alban's	Mark Salter	Fixed - Voluntary	1 year	May 2024
St William's	Pat Long	Fixed - Voluntary	1 year	May 2024
Pro Church Warden (St David's)	Barry Horwell	Fixed - Voluntary	1 year	May 2024
<u>Assistant Wardens:</u>				
St Alban's	Vacancy	Fixed - Voluntary	1 year	
St David's	Vacancy	Fixed - Voluntary	1 year	
St William's	Vacancy	Fixed - Voluntary	1 year	
<u>Church Stewards</u>				
St Alban's	Vacancy	Fixed - Voluntary	4 years	
St David's	Sylvia Wrigglesworth	Fixed - Voluntary	4 years	May 2026
St William's	Vacancy	Fixed - Voluntary	4 years	
<u>Assistant Stewards:</u>				
St Alban's	Vacancy	Fixed - Voluntary	4 years	
St David's	Vacancy	Fixed - Voluntary	4 years	
St William's	Vacancy	Fixed - Voluntary	4 years	
Property Steward	Don Lawrence	Voluntary	N/A	
Deanery Synod Rep.	Don Lawrence	Fixed - Voluntary	3 years	April 2026
Deanery Synod Rep.	Mark Salter	Fixed - Voluntary	3 years	April 2026

Structure, Governance and Management

Following registration as a charity in March 2010, the LEP adopted a new Constitution approved by the Charity Commission and Churches Together in England based upon the model for LEPs introduced in 2009. The Trustees and Parochial Church Council work together to manage the affairs of the Parish.

Whilst the Constitution does not specify representation from the three church congregations, every effort is made to ensure a balance of representation among elected trustees. All the work of the Councils and Committees is undertaken according to the relevant governing documents, and Parish "Policy and Practice" which was adopted in 2009.

Members of the PCC are appointed in accordance with the Church Representation Rules, and Church Officers are appointed in accordance with requirements of the Constitution and denominational regulations.

Being an LEP Registered Charity, the governance of the business of the parish is managed by two Councils working in co-operation with each other to oversee the work and ministry of the LEP and Parish.

The Trustees Council is the body of (mainly) elected representatives from the church congregations who are responsible for the legal aspects of the LEP as a charity. This body also incorporates the functions of a Methodist Church Council in any matters relating to the Methodist Church.

Recruitment and Appointment of New Trustees

Trustees are elected at the Annual Meeting of the Charity, which incorporates the Annual Parochial Church Meeting and the Annual Vestry Meeting of the Parish. Trustees are elected for a term of three years. The method of appointment of PCC members is set out in the Church Representation Rules. All regular worshippers are encouraged to register on the Electoral Roll which qualifies them to stand for election to the PCC and become a member of the Trustees Council.

The Parochial Church Council (PCC) is required by law to deal with certain matters that are particular to the Church of England.

Members of the PCC are also members of the Trustees Council and both Councils meet together for all meetings as one body called the Combined Ecumenical Council (CEC).

Induction and Training of New Trustees

All new members of the LEP are advised of their duties and responsibilities. The Diocese of Rochester offers annual training for newly elected Church Wardens and Church Council members. All trustees are required to complete Basic Awareness, Foundation Level Safeguarding, Safer Recruitment and Domestic Abuse Awareness training provided by the National Church through the Diocese of Rochester and to undertake a Disclosure and Barring Service (DBS) check.

Councils and Committees

The CEC met eight times in 2023 (January, February, March, April, June, July, September and November). A Buildings Sub-Committee was established in July with Terms of Reference to support the work of the Team Rector, Church Wardens, Church Steward, Property Steward and the CEC in the management, maintenance and development of the church buildings and grounds held in trust by the LEP. This Sub-Committee met for the first time in October (see below).

In 2023, all CEC meetings were chaired by the Incumbent. The post of Chair is formally elected annually. The Team Rector, Team Curate, Church Wardens and Deanery Synod representatives are automatically members of the CEC. All other members of the Council are elected at the Annual Meetings or co-opted by members of the CEC.

Authorised Ministers

The Clergy team nominally consists of a Team Rector (Incumbent), Team Vicar and Team Curate. Rev. David Kichenside was instituted as Team Rector in February 2023, relinquishing the post of Team Vicar which now remains vacant. Rev. David is also an authorised presbyter in the North Kent Methodist Circuit. Rev. Paul Robinson (Team Curate) has been on extended leave due to ill-health since May 2021. It is hoped he will return to complete his title post as soon as he is ready to do so. In September 2023 Anna Drew was Ordained Deacon at Rochester Cathedral and left the parish to begin a curacy at Holy Trinity Twydall.

Rev. Bryan Tolhurst (Supernumerary Methodist Minister in Full Connexion) offers regular support to the parish as an experienced leader. Other Methodist Ministers and Methodist Local Preachers from the North Kent Methodist Circuit contribute on an ad-hoc basis.

In addition a number of Licensed Lay Ministers serve the Parish. (Those aged 70 or above have Permission to Minister or Permission to Officiate according to their role.)

- Debbie Oliver (Reader and Anna Chaplain)
- Mark Salter (Reader, PTO)
- Sylvia Wrigglesworth (Reader, PTO)
- Ann Bengler (Evangelist Emeritus — Ann stepped down from ministry in July 2022)
- Mary Horwell (Evangelist, PTM)
- Bob Tarrant (Evangelist, PTM)

Related Parties

There were no related party transactions during the year.

Risk Management

The Parish is committed to keeping the risks involved in our ministry and practice under review. This includes regular inspections of buildings and health and safety assessments. All work with children, young people and vulnerable adults is subject to National Church Safeguarding Guidelines and includes risk assessments where appropriate. Financial risk management is overseen by the CEC and is reviewed regularly during the year.

The CEC remains committed to monitoring the risk of viral infectious diseases. Other than the prohibition of intinction (dipping the wafer into the wine at Holy Communion), there are currently no locally imposed rules and restrictions. The issue of attendance, the wearing of masks, hand hygiene and other measures a matter of personal choice.

Safeguarding

The CEC adopts the House of Bishops Promoting a Safer Church Safeguarding Policy on an annual basis and follows all National Church guidance in the implementation and review of good practice. As a minimum all CEC members must complete Basic Awareness, Foundation Level, Safer Recruitment and Domestic Abuse Awareness Safeguarding Training and have a current DBS certificate. Mr Mark Salter is Parish Safeguarding Officer (PSO) and Mr Dave Bassett is Safer Recruitment Advisor. In 2023, the PSO revisited the Promoting a Safer Church Action Plan which the CEC regularly keeps under review. In addition, the CEC adopted the Parish Safeguarding Dashboard in July to monitor training levels and has also drawn-up an outline Parish Safeguarding Policy.

Objectives and Activities

Objectives and Aims

The CEC which administers the LEP is committed to enabling as many people as possible to take their place within the worshipping community of Holy Trinity South Chatham. In particular, we try to enable people to live out their faith through:

- Worship and prayer — experiencing the Gospel and growing in a relationship with God, Father, Son and Holy Spirit;
- Provision of pastoral care for those within the congregation and the margins;
- Mission and outreach work in the local community;
- Maintaining the fabric of the churches of St Alban, St David and St William.

The Incumbent oversees worship with the help of Authorised Ministers and Musicians. Services of worship aim to help people express their faith through music, prayer, scripture and sacrament, inspiring them live out their faith among the people and places to which they are called.

When planning activities, we have considered the Commission's guidance on public benefit and, specifically, the supplementary guidance on charities for the advancement of religion.

Significant Activities

The LEP exists to advance the Christian faith in the ecclesiastical parish of Holy Trinity South Chatham in accordance with the principles and practices of the Church of England and the Methodist Church, specifically to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The LEP is specifically responsible for the maintenance of the church buildings of St Alban, St David and St William within the parish.

Grant Making

The CEC continues to make institutional grants at their discretion and as funds allow.

Public Benefit Statement

The Trustees of the charity confirm that they have complied with their duty under section 17(5) of the Charities Act 2011 to have regards to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the charity during the year to 31 December 2023.

In evaluating public benefit the Trustees note that the majority of activities offered across the churches are open to all irrespective of their faith or beliefs whilst also providing nurturing and teaching within the Christian faith.

Volunteers

The charity relies on individuals outside of the Council to fulfil all of its activities. It is not possible to quantify the value of the work undertaken by the volunteers. The Incumbent and Council are enormously grateful for the time and gifts offered by all our volunteers.

Achievements and Performance

The electoral role and attendance figures for the Parish are shown in the table below.

	2019	2020	2021	2022	2023
Electoral Roll	90	90	92	96	98
LEP Charity Members	97	96	96	47	48
Usual Sunday Attendance: Adults (October Count)	124	33	40	48	55
Usual Sunday Attendance: Children/Young People (October Count)	7	1	1	4	5

Notes:

- Although the electoral roll has increased since 2019, new members have not necessarily joined the LEP. This has not been reflected accurately in the past figures (2019, 2020 and 2021).
- The 2022 Usual Sunday Attendance figures have been amended to reflect the 2022 Statistics for Mission Return.

Worship

The pattern of Sunday worships continues with one joint 10am service held in one of the three church buildings on a rotating basis. Services alternate between Holy Communion and Morning Worship. A new worshipping community was established in April when we introduced a short midweek Holy Communion before the Parish Coffee Morning at St Alban's on the third Wednesday of each month.

This year special services were held on Ash Wednesday, during Holy Week and Easter, on Ascension Day and at Christmas. A Service of Remembering and Reflecting for those who had lost loved ones over the past was held at the end of October at St William's. A joint evening service with the Anglican Churches in Walderslade (n Christ the King, Princes Park and St Phillip and St James, Chatham) took place on All Saints Day at St David's.

An exciting initiative in 2023 was expanding our Music Group and generally involving more people in Sunday worship. The Group rehearse twice a month at St David's and have significantly enhanced the sung worship and deepened our spirituality.

Pastoral Care

Two of the three congregations have dedicated Pastoral Care Groups that meet once every 6 to 8 weeks to review the provision of pastoral care. This year our newly commissioned Anna Chaplain joined these teams of people. As we experience a greater closeness and overlap among what used to be three separate churches serving three distinct communities, we have started conversations about bringing these two groups together into one in the new year.

Mission and Outreach

Our relationship with Lordswood Primary and Swingate Primary, two of our local county primary schools remains strong. Monthly assemblies at Lordswood continue and special focus teaching sessions at Swingate Primary school have taken place across each year group.

Throughout the year we have supported a number of charities: Christian Aid, the Medway Foodbank — with a special collection at our Harvest Festival; both Medway Foodbank and Spadeworks as part of the 10th Anniversary of Cornerstone Coffeeshop; the Blythwood Shoebox Appeal with Christmas boxes delivered this year to Ukraine; and, the Children Society.

With the relaunch of the Parish Coffee Morning with Midweek Holy Communion at St Alban's on the third Wednesday each month, we now offer a monthly social gathering at each of the three churches with 'Coffee & Cake' at St David's on the second Friday, and 'Tea at 3' at St William's on the third Monday. Each of these events reaches a different set of people in Blue Bell Hill, Lordswood and Walderslade. In addition, Cornerstone Coffee Shop at St William's, Church, is open six days a week between 10am and 2pm (9am on Saturdays).

In terms of social media, our existing website has now been discontinued and all information migrated to A Church Near You (www.achurchnearyou.com/Holy-Trinity-South-Chatham). A number of people have made baptism enquiries through this platform and subscribed to our weekly email updates. We continue to have an online presence on Facebook and Instagram.

Deanery Synod

The Parish elects two lay members to the Rochester Deanery Synod. Both serve a three year term. They are ex-officio members of the PCC and thus provide the CEC with an important link between the Parish and the wider structures of the Church in the Diocese of Rochester and beyond. The CEC receives reports from the Deanery Synod on a regular basis.

North Kent Methodist Circuit

Sylvia Wrigglesworth serves as Church Steward. Don Lawrence has also continued the role of Property Steward for St David's. The Team Rector attends Methodist Ministers' and Staff meetings throughout the year. Both the Church Steward and Team Rector attended the Circuit Away Day already mentioned in September. They also represent Holy Trinity South Chatham at quarterly Circuit Meetings. In return, Henry Chung, Circuit Steward, attends the meeting of the CEC.

Church Buildings – Overview

The Church Wardens, Church Steward and Property Steward take the lead on day to day building and property issues. In July we established a Sub-Committee of the CEC to take a more strategic look at the maintenance and development of the three church buildings. The work of the Buildings Sub-Committee is subject to Terms of Reference agreed by the CEC and follows a Buildings Action Plan drawn up from Quinquennial Inspection Reports and any immediate or urgent needs.

Working Parties again took place in the Summer; one at each church, with volunteers helping to clean, redecorate and maintain the buildings and grounds. The CEC agreed new contracts for gas and electricity supply across all three churches in January and March 2023, respectively. Separate reports on each church are provided below.

St Alban's Building Report for 2023

This year a new fuse box has been installed in the Spencer Rooms so that all electrics are now functioning safely in the building. Storage in the Spencer Rooms is being rationalised so that a minimum of equipment is stored in the church loft. The Blue Bell Hill village Fete committee are storing their equipment in the small room of the Spencer rooms.

Whilst we continue to use the field to park cars during dry weather a better solution needs to be found for parking during wet periods as the field will not sustain cars in the wet. The church gate post has rotted through so that it would not shut properly. However, Ian from next door to the church has made a creditable repair using the adjacent post which is holding well. Sincere thanks have been conveyed to him.

During the church clean new roller blinds were fixed above all the lower windows allowing a sufficient black out if necessary. Continuing inside the building the cleaning is carried out regularly by Pauline and Dave Bowdery, which is much appreciated.

Finally we still await the results of a Quinquennial survey carried out in 2019. This is particularly pertinent as we will need to repair at least one area of the roof that has been temporarily fixed.

St David's Building Report for 2023

2023 for St David's was a year of consolidation of the Quinquennial report and general repairs arising. As part of the quinquennial findings, the main activities included – Lowering the flower bed adjacent to the Francis Hall to below (1 brick) damp course and removal of rust and partial repainting of the Chapel door with metalised paint.

Other tasks undertaken included replacement of 3 failed Emergency lighting units, and other minor repairs. Clearing the gutters seems to have largely prevented the ingress of rain to the chapel and office areas. This is a temporary solution, however, and in the future it may be necessary to have the roof thoroughly checked to identify where backed-up water leaks through.

Of continuing concern is the frequent blockages within the sewerage drains leading from the toilets. Lining the 2 sections of pipe has helped but has not solved the issue. Of concern is the type and quantity of tissue material found to be blocking the pipes, and the shallow draught nature of the drains. Removing the water saving-criteria in the cisterns has helped by increasing the volume and flow of water used. Unfortunately this has led to a need for the regular inspection on a Friday morning to ensure the drains remain clear.

St William's Building Report for 2023

A busy year with several repairs and safety improvements made. We had a few episodes of vandalism during the summer, but after our annual security maintenance visit a few improvements were suggested — mainly the pruning of greenery overhanging the cameras. We also, purchased coded padlocks for all gates. This seems to have resolved the problem.

Our annual working party in August cleaned/painted and disposed of a huge amount of broken and no longer used equipment creating much needed storage space.

The roof over the Darrall Hall which currently houses the Cornerstone Coffeeshop has been a constant problem over the past few months, especially due to the heavy rainfall. The issue was noted in the 2019 Quinquennial Inspection Report (QIR), but it has now become critical. In December, the CEC agreed to engage Nick Lee Evans, our architect, to resurface and if necessary replace the roof. Several interim repairs have been made but we await confirmation and a date when a full repair will be carried out.



Another item brought to our attention in the 2019 QIR was the need to replace the existing oil tank. With the national church zero emission target in mind, we met with the Diocesan Advisory Committee Secretary and experts from the Diocese to consider some alternative solutions in October. It transpired that the best way forward would be to continue with an existing oil-fired heating system; replacing the current oil tank, but possibly combine it with a hybrid oil/air source solution in the future. This project will commence in 2024.

Financial Review

The Parish began the year with a balance of £14,433 on the general fund. The budget set for 2023 anticipated a deficit of £12,753, mainly arising from the expected increase in the cost of gas and electricity when the contracts came up for renewal in January (gas) and March (electricity) relating to the energy crisis. In the event, the rates negotiated for the gas and electricity contracts, were lower than anticipated when the budget was set, but still represented a significant increase above the rates experienced in the previous three-year fixed-term contracts.

After all the debtors and creditors have been taken into account the Parish incurred a deficit in 2023 of £4,380, which was an improvement of £8,373 compared to the original budget deficit of £12,753. This means that the cumulative balance rolled forward into 2024 has been reduced to £10,053.

In addition, the Parish maintains a total balance of £42,847 on designated repair funds for the three church buildings. These repair funds, in the absence of any new funding, will be the main source for major repairs and urgent works., such as roofing repairs to the Cornerstone Coffee Shop area of St William's and replacing the oil tank and surround at St William's, and developments and improvements. Despite comprising specific amounts for each church, the repair fund balances may need to be treated as a parish resource as individual church needs arise.

The positive change of £8,373 in the general fund balance results from an increased level of total income of £6,011 compared to the budget. The main increases were experienced on contributions from other church groups, particularly Cornerstone Coffee Shop and increases in rental income and from the open plate at services, offset in part by reduced income from government grants for energy cost support and casual gift aid income.

Total expenditure was lower by £2,362, compared to the budget. The main reductions were represented by the lower than anticipated energy costs and from savings due to the Parish no longer having responsibility for 18 Marion Close, which the Diocese took over in November 2022. Increases were experienced on general repairs and maintenance (mainly drainage at St David's, electrical work at St Alban's, street lighting outside St William's and internet/broadband enhancements at all three churches). Careful and prayerful consideration will need to be applied to ensure that the Parish moves forward prudently.

Reserves Policy

It is the policy of the Church Council to maintain sufficient reserves to meet its' financial commitments as and when they fall due, at the same time maintaining designated funds to ensure that all necessary major repairs are carried out with due expediency.

Principal Funding Sources

The principal sources of funding continue to be planned giving, income tax refund on gift aid income, rents from regular hirers of the church buildings and open plate collections.

Ongoing Concern

The Trustees have prepared the Annual Report and Financial Statement on an ongoing concern basis. The Trustees recognise that the economic climate is still difficult, but, nevertheless, consider that the financial position of the parish is sustainable and that the ongoing concern basis is entirely appropriate.

Future Developments

Throughout 2023, the CEC have monitored the 'Stop, Start and Continue' plan developed during the Vacancy. In addition, we considered our strengths and weaknesses as part of an exercise conducted by the North Kent Methodist Circuit to review the deployment of ministerial resources across the circuit. During this process the CEC identified the following:

Our strengths

Unity across the three churches with three venues in three locations moving as one body of people

Welcome and hospitality during the week and on Sundays

Encouraging leadership

Exploring gifts and opportunities to serve

Growing number of baptisms and contact with young families

Spaces for prayer/Our prayer chain

Our weaknesses

Diminished ministerial presence with only one full-time clergy person

Fewer leaders to co-ordinate groups and activities

Fewer active volunteers for physical/practical tasks

Nothing to offer children and young people

In September the CEC held an Away Day, to look again at the activities we had stopped, started and reimagined over the past 18 months. We agreed upon four new priorities for the remainder of 2023 and beyond. These are:

- **Prayer in the community** — Build on our existing prayer provision (the Chapels, the Prayer Chain and Prayer Ministry Team), by introducing prayer boxes into the three communities where residents of the parish can submit prayer requests.
- **Children and young people** — Through our Baptism ministry, the Uniformed Groups, and work with schools, we have a lot of contact with children and young families, but nothing to offer them within the life of the Church. We need some form of regular welcome, worship and learning opportunity for families at one of the churches in the parish.

- **Discipleship** — A couple of small groups exist and discipleship is taking place, but we need to enhance this learning and grow our network of small groups possibly by running Alpha or similar introductory courses.
- **Communication and invitation** — Increase visibility of parish activities and events with more flyers and posters by encouraging the congregation to invite others.

Following the Away Day the congregation were invited to discern how they might get involved and move these priorities forward.

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by the CEC on 20 March 2024 and signed on their behalf by Rev. David Kichenside (CEC Chair).



Holy Trinity, South Chatham - St Alban, St David and St William

STATEMENT OF FINANCIAL ACTIVITIES 2023

INCOME & EXPENDITURE	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total	Total
		General	Designated			12/31/23	12/31/22
		£	£			£	£
INCOMING RESOURCES	2						
Voluntary Income	2.1a	55,933				55,933	58,843
Activities for generating funds	2.1b	43,624	58,999			102,623	81,428
Investment Income	2.1c	25	1,034			1,059	241
Other incoming resources	2.2	108				108	0
TOTAL INCOMING RESOURCES		99,691	60,032	0	0	159,723	140,512
RESOURCES EXPENDED	3						
Costs of generating voluntary income	3.1a					0	65
Fundraising trading: cost of goods sold & other costs	3.1b					0	0
Charitable activities	3.2	104,788	51,578			156,366	136,034
Governance costs	3.3	662				662	674
Other resources expended	3.4	60				60	81
TOTAL RESOURCES EXPENDED		105,510	51,578	0	0	157,088	136,854
Net incoming/(outgoing) resources before transfers		(5,819)	8,454			2,636	3,658
Transfers	4	1,439	(1,439)			0	0
NET MOVEMENT IN FUNDS		(4,380)	7,016	0	0	2,636	3,658
Total Funds Brought Forward 1 January 2023		14,433	42,226	467		57,127	53,468
TOTAL FUNDS CARRIED FORWARD 31 December 2023		10,053	49,242	467	0	59,762	57,127

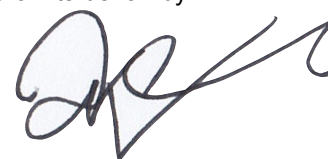


Holy Trinity, South Chatham - St Alban, St David and St William

BALANCE SHEET AS AT 31 DECEMBER 2023

		2023 TOTAL		2022 TOTAL	
Notes		£	£	£	£
CURRENT ASSETS					
Debtors	6	6,251		6,737	
Pre-payments	6	74		0	
Cash		2,595		1,353	
Current Accounts		18,084		16,799	
Deposit Accounts		36,647		35,613	
		63,651		60,503	
LIABILITIES:					
Creditors	7	(3,888)		(3,376)	
NET CURRENT ASSETS			59,762		57,127
NET ASSETS			59,762		57,127
FUNDS					
Unrestricted : General	8	10,053		14,433	
Designated		49,242		42,226	
			59,295		56,660
Restricted			467		467
			59,762		57,127

Approved by the Combined Ecumenical Council Meeting on 20 March 2024 and signed on its behalf by:



The Reverend David Kichenside (Chairman of the Trustees and Chair of the PCC)
The notes on pages 21 to 27 form part of these accounts.



Notes to the Accounts for the year ended 31 December 2023

1. Accounting Policies

The Financial Statements have been prepared in accordance with the provisions of the Statement of Recommended Practice (FRSSE) Accounting Regulations (the Regulations) and Section 145 of the Charities Act 2011 (the Act).

The financial statements include transactions, assets and liabilities for which the Trustees can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

Funds (See Note 9)

General funds represent the funds of the LEP that are not subject to any restrictions regarding their use and are available for application on the general purposes of the LEP. These include funds designated for a particular purpose by the LEP.

The purpose of any restricted funds is noted in the accounts. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund, unless a fund was set up on the understanding that any surplus would be returned to general funds.

Incoming Resources - All incoming resources are accounted for gross.

Voluntary income and capital sources:

Planned giving, collections and donations are recognised when received.

Tax refunds are recognised when the incoming resource to which they relate is received.

Grants and legacies to the LEP are accounted for when the LEP is legally entitled to the amounts due.

Activities which generate funds:

Rental income is accounted for when earned. Parochial Fees due to the LEP for weddings, funerals etc. are accounted for on an event-by-event basis. Some activities carried out by the Parish, including those run by sub-groups, make a charge to cover costs and so generate income, but their primary purpose is ministry or outreach, not generating funds.

Income from investments:

Interest is accounted for when due. Tax recoverable on such income is accrued for on the same basis.

Charitable Resources Expended

Grants:

Grants and donations are accounted for when allocated by the Trustees. The previous policy of the Trustees was to aim to give approximately 10% of all voluntary income from direct giving to various charities and causes as determined by the CEC. This policy was amended in 2016 to limit away giving to a reduced number of recipients so that the Parish could make a higher contribution to the Diocese. In order to reduce pressure on the Parish General Fund, this policy has since been amended so that the only recipients are the Medway Foodbank and Connexional Funds of the Methodist Church.

Amounts received specifically for mission and remitting to other organisations are dealt with as restricted funds, but do not form part of the end of year accounts except if a balance remains to be paid out.

Costs directly related to the work of the church:

Clergy costs are seen as costs to the whole Parish and the costs for clergy housing are shown separately:



With effect from October 2019 the Parish also has a self-supporting minister (Rev. Paul Robinson) who, serves as a curate, but no salary or housing costs are incurred by the Parish.

The LEP employs one part-time cleaner, who is not paid more than £60,000 p.a.

All wages are paid gross. The Cornerstone Coffee Shop employs four staff (all part-time) plus occasional cover. All wages are paid gross. All staff are paid at the Living Wage hourly rate.

The Diocesan Parish Share and Methodist Assessment are accounted for when payable.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Land and Buildings

The PCC and LEP Trustees own no land or buildings but have responsibility for maintenance of properties as mentioned on page 9. The Trustees receive the income when the church buildings are hired out for use. Any expenditure on maintenance or improvement is written off as incurred.

Other fixtures, fittings and office equipment:

Individual items of equipment are written off in the period in which the asset is acquired.

Investments:

The Trustees have no investments other than deposit accounts. With the exception of the Anglican Church Repair Funds, which are held at the Rochester Diocesan Board of Finance, the only other deposit account is with the Central Finance Board of the Methodist Church in respect of the repair fund for the Methodist building. Deposit Accounts are used to hold balances on all funds which are not required for immediate use.

Current Assets:

Amounts owing to the Trustees at 31 December in respect of fees, rents or other income are shown as debtors. Short-term deposits include cash held on deposit either with the Methodist Central Board of Finance (Deposit accounts), Rochester Diocesan Board of Finance deposits, or at the bank.

Rounding Errors

All values are shown correctly rounded to the nearest pound; however, the totals show the rounded sum of the *true* values, not the sum of the *rounded* values. (This means that at times the sum shown does not appear to be the sum of the values given, it is, however, the true sum.)

Reserves Policy:

Despite facing deficit budget situations for a number of years, through careful financial management and the provision of God through His people, the free reserves of the Trustees, (including funds designated for possible future repairs and varying levels of gift aid tax accumulated), have usually stayed at a level sufficient to meet between 2 and 3 months of unrestricted expenditure covering ministry and building costs. There is no policy to increase the free reserves at present, as the Trustees prefer to trust that God will continue to provide the funds required to meet the needs of the Parish, as seen in previous years. The Trustees will, however, continue to examine ways of encouraging increased giving and acceptance of responsibility by the members of the church.



		Unrestricted Funds			Restricted Funds	Endowment Funds	Total 31/12/23	Total 31/12/22
		General Parish		Designated				
		£		£		£	£	
2	INCOMING RESOURCES							
2.1	Incoming Resources from generated funds							
2.1a	Voluntary Income:							
	Planned Giving - Gift Aided	34,709				34,709	32,407	
	Other Gift Aided Giving	315				315	1,537	
	Income Tax Recoverable	9,859				9,859	9,263	
	Other Planned Giving	4,565				4,565	5,843	
	Collections at services	4,808				4,808	3,685	
	Donations & gift days	1,023				1,023	918	
	Grants-recurring							
	Grants-non recurring	654				654	5,191	
	Total:	55,933				55,933	58,843	
2.1b	Activities for generating funds:							
	Rental Income	37,963				37,963	34,774	
	Fees	3,668				3,668	3,411	
	Refreshments	1,445				1,445	434	
	Fundraising	548				548	10	
	Spirit Squad						48	
	Housewives' Fellowship		St Alban's				681	
	Lunch Club:		St. David's				20	
	Seniors' Soups		St. William's					
	Oasis		St David's					
	Men's Breakfast		St David's				30	
	Tea at 3		St William's	605		605	250	
	Comerstone Coffee Shop		St William's	58,394		58,394	41,769	
	Courses							
	Total:	43,624		58,999		102,623	81,428	
2.1c	Investment Income:							
	Interest	25		1,034		1,059	241	
	Total:	25		1,034		1,059	241	
2.2	Other incoming resources							
	Insurance Claims							
	Sanctuary							
	Parish Mission							
	Telephone	107				107		
	Printing							
	Postage							
	Miscellaneous	1				1		
	Total:	108				108		
	TOTAL INCOMING RESOURCES	99,691		60,032		159,723	140,512	



	General Parish £	Unrestricted Funds			Designated £	Restricted Funds £	Endowment Funds £	Total	Total
								31/12/23 £	31/12/22 £
3 RESOURCES EXPENDED									
3.1 Cost of generating funds									
3.1a: Cost of generating voluntary income									
Stewardship								65	
<i>General Total:</i>								65	
3.1b: Fundraising & trading									
Fairs/Events									
<i>Total:</i>									
3.2 Charitable activities									
Grants: <i>See note 5</i>									
Overseas Missions	200						200	200	
Relief & Development Agencies									
Home Missions/Church Societies	300						300	300	
Secular Societies	1474						1,474	1200	
Ministry:									
Travel Expenses	837						837	1,139	
Clergy Phones	370						370	527	
Clergy Conferences									
Clergy Computers/Equip									
Visiting Clergy									
Gifts for Speakers									
Housing: Council Tax, Water & Repairs	2,533						2,533	3,675	
Church running expenses									
Heat & Light	16,916						16,916	7,620	
Water Rates	2,756						2,756	2,393	
Insurance	3,068						3,068	3,032	
Repairs (not transfers)	8,961						8,961	13,702	
Cleaning	7,656						7,656	5,408	
Church Telephones	1,625						1,625	1,509	
Postage	301						301	434	
Printing & Stationery	1,670						1,670	1,189	
Activities:									
Weddings									
DBF element of statutory fees	2,502						2,502	2,031	
Organists/Choir/Music	792						792	784	
Sanctuary	201						201	(96)	
Books/ Worship	171						171	79	
Baptisms	66						66	86	
PA Equipment									
Courses	69						69	58	
Refreshments	549						549	6	
Junior Church/Children's/Youth									
Housewives' Fellowship								1,396	
Lunch Club - St David's									
Oasis - St David's									
Tea at 3 - St W					265		265	90	
Cornerstone Coffee Shop St W					51,313		51,313	38,562	
Spirit Squad								80	
Celebrating Community Festival									
Support Costs: Training	60						60	30	
Parish Mission									
Diocesan Parish Share	49,821						49,821	48,766	
Methodist Assessment	1,838						1,838	1,750	
Miscellaneous	53						53	85	
Total:	104,788				51,578		156,366	136,034	
3.3 Governance costs									
Independent Examination	662						662	674	
<i>Total:</i>	662						662	674	
3.4 Other resources expended									
Bank Charges	60						60	81	
<i>Total:</i>	60						60	81	
TOTAL RESOURCES USED	105,510				51,578		157,088	136,854	

4 TRANSFERS

In 2023 the following transfers have been made between funds:

		<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Notes</u>
Repair Funds	St. Alban	(1,800)	1,800		Annual contribution for 2023
Repair Funds	St. David	(600)	600		Annual contribution for 2023
Repair Funds	St. William	(3,600)	3,600		Annual contribution for 2023
Senior Soups	St William	141	(141)		Donation to General Fund
Tea at 3	St. William	210	(210)		Donation to General Fund
Comerstone Coffee Shop	St William	7,087	(7,087)		Donation to General Fund
		
		1,439	(1,439)		

5 CHARITABLE AWAY GIVING/GRANTS

	<u>General</u>	<u>Restricted</u>		<u>General</u>	<u>Restricted</u>
<i>Overseas Missions:</i>			<i>Home Missions/Church Societies:</i>		
Methodist World Mission	200		Methodist Mission in Britain	200	
			Methodist Property Fund	100	
	
	200			300	
<i>Relief & Development Agencies:</i>			<i>Secular Societies:</i>		
			Hope in the Community	1,200	
			Medway Foodbank		
			Demelza House	274	
				
				1,474	

The sum of £2,392.81 was raised for Christian Aid and was sent direct, as part of collections in May. The total includes limited house to house collections, collections at collection stations and church collections including from neighbouring churches.

An amount of £30 was paid to The Medway Winter Night Shelter and £129.97 to the Children's Society from collections at church events. In addition, £104.50, collected at the Team Rector's Licensing Service was paid to Rochester Diocese for overseas partner Dioceses. These amounts, whilst passing through the parish accounts, do not form part of the parish accounts for 2023.

6 DEBTORS

	<u>2023</u>	<u>2022</u>
Debtors for goods and services		37
Rental Income Due	3,093	2,939
Income tax recoverable	3,157	3,192
Accrued Income Council Tax Refund		569

Total Debtors:	6,251	6,737
Prepayments	74	

	6,324	6,737

7 LIABILITIES (all falling due within one year)

	<u>2023</u>	<u>2022</u>
Creditors for goods and services	662	866
Accruals	3,226	2,510

Total Creditors	3,888	3,376
Deferred Income		

	3,888	3,376



8 FUNDS

	Balance 1/1/2023	Movement in Funds				Balance 31/12/2023
		Incoming	Outgoing	Interest	Transfers	
UNRESTRICTED FUNDS £						
<i>General:</i>	14,433	99,665	(105,510)	25	1,439	10,053
<i>Designated Funds:</i>						
Repair Funds:						
St. Alban	20,699			591	1,800	23,090
St. David	435			19	600	1,054
St. William	14,680			423	3,600	18,703
Special Collections - Forest School	914					914
Seniors' Soups	141				(141)	0
Cornerstone Coffee Shop	5,007	58,394	(51,313)		(7,087)	5,000
Oasis	102					102
Tea at 3	209	605	(265)		(210)	339
Spirit Squad	40					40
TOTAL UNRESTRICTED FUNDS	56,660	158,664	(157,088)	1,059		59,295
RESTRICTED FUNDS £						
Children & Youth Activities (Little Angels) St. William	253					253
Special Collections **	0	363	(363)			0
Celebrating Community Festival	214					214
TOTAL RESTRICTED FUNDS	467	363	(363)			467
TOTAL ALL FUNDS	57,127	159,028	(157,451)	1,059		59,762

** Donations received and passed on as appropriate for specific charities and appeals.

ENDOWMENT FUNDS

The Trustees have no endowment funds.

9 PAYMENTS to CEC MEMBERS

The following payments have been made to members of the CEC as reimbursement for materials and equipment purchased by them on behalf of the Parish:

Jean Bassett	£60	Don Lawrence	£132
Bary Howell	£30	Pat Long	£1,201
Reverend David Kichenside	£303	Mark Salter	£50

No other payments of any kind, other than Ministers' expenses, have been made to any member of the CEC.

10 STAFF COSTS

		2023	2022
Wages and salaries	Church Cleaners	£5,863	£5,014
Wages and salaries	Cornerstone Coffee Shop	£27,913	£21,436

During the year the CEC employed one part-time cleaner who covered two of the parishes three churches, and a total of five staff (four for the whole year and one for part of the year) at the Cornerstone Coffee Shop (all part-time). All parish employees are paid at the Living Wage hourly rate.

11 PRIOR YEAR ADJUSTMENTS

No adjustments have been made to the accounts declared in previous years.



Independent Examiner's Report to the Trustees of Holy Trinity South Chatham

I report on the accounts for the year ended 31 December 2023 as set out on pages 19 to 26.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission (Under Section 145(5)(b) of the 2011 Act and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare financial accounts, which accord with the accounting records and to comply with the requirements of the 2011 Acthave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Natalie Harrison ACA FCCA CTA TEP
Beak Kemmenoe (Accountants)
1-3 Manor Road Chatham
Kent, ME4 6AE

Date 16/04/2024



HOLY TRINITY SOUTH CHATHAM

England & Wales - Charity number 1135416

Accounts



HOLY TRINITY SOUTH CHATHAM

A partnership between the Church of England and the Methodist Church

Annual Report and Financial Statements

of

Holy Trinity South Chatham
Local Ecumenical Partnership
(Registered Charity No. 1135416)

and

The Parochial Church Council of
Holy Trinity South Chatham

for the year ended **31 December 2022**

*One church of St Alban, St David and St William
serving Blue Bell Hill, Lordswood and Walderslade*

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The Local Ecumenical Partnership (the 'LEP') presents this Annual Report with the Financial Statements of the charity for the year ended 31 December 2022. The LEP has adopted the provisions of the Statement of Recommended Practice for Accounting and Reporting by Charities (FRSSE) issued in 2015 together with the Church Accounting Regulations 2006 (the 'Regulations') and Section 145 of the Charities Act 2011 (the '2011 Act').

Reference and Administrative Details

Holy Trinity South Chatham is an LEP (Church of England & Methodist) and Registered Charity No. 1135416.

The Parish is within the Church of England Diocese of Rochester and the North Kent Circuit of the Methodist Church, and the focal area of ministry is recognised as being the Church of England Ecclesiastical Parish of Holy Trinity South Chatham.

The LEP manages three church buildings situated in different communities: St Alban's, Robin Hood Lane, Blue Bell Hill; St David's, Newton Close, Lordswood; and St William's, Walderslade Village Centre. The LEP Sharing Agreement created an LEP where we are a single worshipping community rather than separate denominations. Worship and Outreach are seen as united activities. In terms of ownership of premises, the St David's building is owned by the Methodist Church and the other two buildings are owned by the Diocese of Rochester.

Formal address for correspondence and Charity Registration is that of the Chair of Trustees and the Incumbent of the Parish (26 Mayford Road, Chatham, ME5 8SZ).

It has been a significant year in the life of the parish with the retirement of the previous Incumbent on 31 July 2022. Prior to this, the 2022 Annual Meetings took place on Sunday 15 May 2022 at St William's, Walderslade during an act of Worship.

The list of Trustees as at October 2022 is shown in Table 1 (below). A complete list of administrative posts is shown in Table 2 (below).

A bank account is held with CAF Bank Ltd. (25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ). The Parish also has two repair fund deposit accounts one with the Diocese of Rochester and one deposit account with the Central Finance Board of the Methodist Church.

The Independent Examiner is Natalie Harrison ACA FCCA CTA TEP, Beak Kemmenoe, Chartered Accountants, 1-3 Manor Road, Chatham, Kent ME4 6AE.

Table 1 Combined Ecumenical Council as at October 2022

Trustees Council		
Ex-officio		
Team Rector	Vacancy	
Team Vicar	Rev. David Kichenside	
Team Curate	Rev. Paul Robinson	
Elected members		
St Alban's	Pauline Bowdery	2020-2023
	Jon Hicks	2022-2025
	Karl Simmons	2022-2025
	Vacancy	
St David's	Jeanette Lawrence	2020-2023
	Debbie Oliver	2022-2025
	Barbara Till	2022-2025
	Vacancy	
St William's	Ina Hanford	2021-2024
	Jean Bassett	2021-2024
	Vera Jones	2021-2024
	Vacancy	
Co-opted members		
Church Warden St Alban's	Mark Salter	2022-2023
Church Warden St William's	Pat Long	2022-2023
Pro-Warden St David's	Barry Horwell	2022-2023
Church Steward St David's	Sylvia Wrigglesworth	2022-2023
Treasurer	Brian Daniels	2022-2023
Secretary	Jean Bassett	2022-2023
Methodist Supernumerary	Rev Bryan Tolhurst	2022-2023
Parochial Church Council		
(In addition to the above, the following are members of the PCC)		
Elected to Deanery Synod	Don Lawrence	2020-2023
Elected to Deanery Synod	Mark Salter	2020-2023
Methodist Church Council		
Circuit Steward	Henry Chung	2022-2023
Property Steward	Don Lawrence	2020-2023

The complete list of administrative posts within the Parish is listed below along with the person fulfilling that role and the term of that appointment.

Table 2 Full Parish Administrative Team

Position/Role	Name	Type	Period	End of Term
Team Rector	Vacancy	Permanent	N/A	
Team Vicar	David Kichenside	Permanent	N/A	
Team Curate	Paul Robinson	Permanent	N/A	
Chair of Trustees	Pauline Bowdery	Fixed - Voluntary	1 year	(resigned October 2022)
Vice Chair of Trustees	David Kichenside	Fixed - Voluntary	1 year	May 2023
Chair of PCC	Vacancy	Permanent	N/A	
Parish Secretary	Jean Bassett	Fixed - Voluntary	1 year	May 2023
Parish Treasurer	Brian Daniels	Fixed - Voluntary	1 year	August 2023
Gift Aid Officer	Pauline Bowdery	Voluntary	N/A	
Parish Safeguarding Officer	Mark Salter	Voluntary	N/A	
Safer Recruitment Officer	Dave Bassett	Voluntary	N/A	
Bookings Officer	Credwyn Tolhurst	Voluntary	N/A	
Church Wardens:				
St Alban's	Mark Salter	Fixed - Voluntary	1 year	May 2023
St William's	Pat Long	Fixed - Voluntary	1 year	May 2023
Pro Church Warden (St David's)	Barry Horwell	Fixed - Voluntary	1 year	May 2023
Assistant Wardens:				
St Alban's	Vacancy	Fixed - Voluntary	1 year	
St David's	Vacancy	Fixed - Voluntary	1 year	
St William's	Vacancy	Fixed - Voluntary	1 year	
Church Stewards				
St Alban's	Vacancy	Fixed - Voluntary	4 years	
St David's	Sylvia Wrigglesworth	Fixed - Voluntary	4 years	May 2026
St William's	Vacancy	Fixed - Voluntary	4 years	
Assistant Stewards:				
St Alban's	Vacancy	Fixed - Voluntary	4 years	
St David's	Vacancy	Fixed - Voluntary	4 years	
St William's	Vacancy	Fixed - Voluntary	4 years	
Property Steward	Don Lawrence	Voluntary	N/A	
Deanery Synod Representative	Don Lawrence	Fixed - Voluntary	3 years	April 2023
Deanery Synod Representative	Mark Salter	Fixed - Voluntary	3 years	April 2023

Structure, Governance and Management

Following registration as a charity in March 2010, the LEP adopted a new Constitution approved by the Charity Commission and Churches Together in England based upon the model for LEPs introduced in 2009. The Trustees and Parochial Church Council work together to manage the affairs of the Parish.

Whilst the Constitution does not specify representation from the three church congregations, every effort is made to ensure a balance of representation among elected trustees. All the work of the Councils and Committees is undertaken according to the relevant governing documents, and Parish "Policy and Practice" which was adopted in 2009.

Members of the PCC are appointed in accordance with the Church Representation Rules, and Church Officers are appointed in accordance with requirements of the Constitution and denominational regulations.

Being an LEP Registered Charity, the governance of the business of the parish is managed by two Councils working in co-operation with each other to oversee the work and ministry of the LEP and Parish.

The Trustees Council is the body of (mainly) elected representatives from the church congregations who are responsible for the legal aspects of the LEP as a charity. This body also incorporates the functions of a Methodist Church Council in any matters relating to the Methodist Church.

Recruitment and Appointment of New Trustees

Trustees are elected at the Annual Meeting of the Charity, which incorporates the Annual Parochial Church Meeting and the Annual Vestry Meeting of the Parish. Trustees are elected for a term of three years. The method of appointment of PCC members is set out in the Church Representation Rules. All regular worshippers are encouraged to register on the Electoral Roll which qualifies them to stand for election to the PCC and become a member of the Trustees Council.

The Parochial Church Council (PCC) is required by law to deal with certain matters that are particular to the Church of England.

Members of the PCC are also members of the Trustees Council and both Councils meet together for all meetings as one body called the Combined Ecumenical Council (CEC).

Induction and Training of New Trustees

All new members of the LEP are mentored by serving members and advised of their duties and responsibilities. The Diocese of Rochester offers annual training for newly elected Church Wardens and Church Council members. All trustees are required to complete Basic Awareness and Foundation Level Safeguarding training provided by the National Church through the Diocese of Rochester and to undertake a Disclosure and Barring Service (DBS) check.

The Councils

The CEC meets monthly (except in August, December and the month of the Annual Meetings). In 2022, Council meetings were chaired by the Incumbent until May due to her imminent retirement, by Mrs Pauline Bowdery, until she resigned from the post for personal reasons in October, and thereafter by the Team Vicar. The post of Chair is formally elected annually. The Team Vicar, Team Curate, Church Wardens and Deanery Synod representatives are automatically members of the CEC. All other members of the Council are elected.

Authorised Ministers

The Clergy team nominally consists of a Team Rector (Incumbent), Team Vicar and Team Curate. The Parish went into Vacancy following the retirement of the Team Rector (Incumbent) in July 2022. Rev. Paul Robinson (Team Curate) has been on extended leave due to ill-health since May 2021. Bishops' Council agreed that the Team Vicar take over as Rev. Paul's Training Incumbent in place of the Team Rector. It is hoped that Rev. Paul will return to complete his title post as a part-time self supporting minister as soon as he is ready to do so. In April 2021, Diocesan Ordinand, Anna Drew, joined the parish in the third year of her training. The Parish has benefited from her gifts in communication; preaching, leading 'All Age' worship and delivering teaching sessions at Swingate Primary school.

Rev. Bryan Tolhurst (Supernumerary Methodist Minister in Full Connexion) offers regular support to the parish as an experienced leader. Other Methodist Ministers and Methodist Local Preachers from the North Kent Methodist Circuit contribute on an ad-hoc basis.

In addition to this a number of Licensed Lay Ministers serve the Parish. (Those aged 70 or above have Permission to Minister or Permission to Officiate according to their role.)

- Debbie Oliver (Reader)
- Mark Salter (Reader, PTO)
- Sylvia Wrigglesworth (Reader, PTO)
- Ann Bengier (Evangelist Emeritus — Ann stepped down from ministry in July 2022)
- Mary Horwell (Evangelist, PTM)
- Bob Tarrant (Evangelist, PTM)

Related Parties

There were no related party transactions during the year.

Risk Management

The Parish is committed to keeping the risks involved in our ministry and practice under review. This includes regular inspections of buildings and health and safety assessments. All work with children, young people and vulnerable adults is subject to National Church Safeguarding Guidelines and includes risk assessments where appropriate. Financial risk management is overseen by the CEC and is reviewed regularly during the year.

With the removal of COVID restrictions under UK law and the changes in National Church guidelines in 2022, the CEC took the decision to remove locally imposed rules and

restrictions from June onwards and to make the issue of attendance, the wearing of masks, hand hygiene and other measures a matter of personal choice. However, the CEC remains committed to monitoring the situation and managing the risk of viral infectious diseases.

Safeguarding

The CEC adopts the House of Bishops Promoting a Safer Church Safeguarding Policy on an annual basis and follows all National Church guidance in the implementation and review of good practice. As a minimum all CEC members must complete Basic Awareness and Foundation Level Safeguarding Training and have a current DBS certificate. Mr Mark Salter is Parish Safeguarding Officer (PSO) and Mr Dave Bassett is Safer Recruitment Advisor. In 2022, the PSO drafted a Safeguarding Action Plan for the Parish which the CEC now reviews at every meeting.

Objectives and Activities

Objectives and Aims

The CEC which administers the LEP is committed to enabling as many people as possible to worship and take their place within the life of the worshipping community.

The CEC oversees worship and considers how best to make services accessible to the widest number of people across the Parish. Our services aim to help all put faith into practice through music, prayer, scripture and sacrament.

When planning activities, we have considered the Commission's guidance on public benefit and, specifically, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.
- To facilitate this work it is important that we maintain the fabric of the churches of St Alban, St David and St William.

Significant Activities

The LEP exists to advance the Christian faith in the ecclesiastical parish of Holy Trinity South Chatham in accordance with the principles and practices of the Church of England and the Methodist Church, specifically to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The LEP is specifically responsible for the maintenance of the church buildings of St Alban, St David and St William within the Parish.

Grant Making

The CEC continues to make institutional grants at their discretion and as funds allow.

Public Benefit Statement

The Trustees of the charity confirm that they have complied with their duty under section 17(5) of the Charities Act 2011 to have regards to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the charity during the year to 31 December 2022.

In evaluating public benefit the Trustees note that the majority of activities offered across the churches are open to all irrespective of their faith or beliefs whilst also providing nurturing and teaching within the Christian faith.

Volunteers

The charity relies on individuals outside of the Council to fulfil all of its activities. It is not possible to quantify the value of the work undertaken by the volunteers.

Achievements and Performance

The electoral role and attendance figures for the Parish are shown in the table below.

	2018	2019	2020	2021	2022
Electoral Roll	159	90	90	92	96
LEP Charity Members	99	97	96	96	47
Usual Sunday Attendance: Adults (October Count)	103	124	33	40	60
Usual Sunday Attendance: Children/Young People (October Count)	8	7	1	1	4

Notes:

- The Electoral Roll was completely revised in 2019. Due to changes in circumstance, a significant number of former members chose not to apply to be added to the new roll.
- Although the electoral roll has increased since 2019, new members have not necessarily joined the LEP. This has not been reflected accurately in the past figures (2019, 2020 and 2021).
- For significant periods in 2020 and 2021 the churches were closed for public worship and the Usual Sunday Attendance (October Count) reflects a simplified pattern of Sunday worship (see below).

Worship

In 2022, the post-COVID pattern of Sunday worship continued, with one joint 10am Sunday service held in one of the three church buildings on rotating basis. Since the summer these services have alternated between Holy Communion and Morning Worship.

Our weekly midweek Morning Prayer service on Youtube was suspended at Easter, due to lack of demand, but we have reintroduced the monthly Midweek Communion at Woodlands Court, a local centre of sheltered accommodation. Special services were held on Ash Wednesday, during Holy Week, at Easter and Christmas, as well as to mark the retirement of the previous Incumbent, and to commemorate Her Late Majesty the Queen Elizabeth II.

Overall, while some former regular members of the worshipping community have yet to fully re-engaged with the new pattern of joint services, the parish has benefitted greatly from a sense of togetherness and the pooling of resources and expertise from all three congregations. Rather than three separate churches serving three distinct communities, it now feels like we are one body serving the whole parish.

Outreach

As COVID restrictions were lifted in the UK, and with a Vacancy on the horizon, the Parish met with the Archdeaconry Growth Enabler to evaluate what activities needed to 'Stop, Start and Continue' or be reintroduced in the months ahead. This exercise has been a catalyst in planning for future outreach activity. The following significant proposals emerged:

Stop

- COVID protections to be made voluntary from Pentecost (June 2022);
- 'Village Ministry' to end when the Parish Evangelist (PTM) retires;
- Parish Magazine no longer appropriate/practical to produce in its existing form;

Start

- Better sharing of administrative tasks among the congregation;
- Personal approach to recruiting new volunteers;
- Explore the possibility of training and appointing an Anna Chaplain to work among those with Dementia/Alzheimers in the parish;
- New activities working with children and families;
- Certain special seasonal events to be reintroduced (for example, Carols & Mincepies at St David's);
- St David's and St William's Chapels to re-open during the week.

Continue

- Rationalisation of management and leadership across the parish;
- Fortnightly Newsletter to become monthly;
- Current pattern of Sunday services across the parish;
- Coffee and Cake at St David's (re-introduced in 2021) as the primary hospitality activity, but also explore restarting the Parish Coffee Morning at St Alban's;
- Rethink and reintroduce: Ladies Ministry and Men's Ministry;
- Parish Prayer Chain with one of the Parish Evangelists (PTM) as the co-ordinator;
- Weekly email and other social media communication;

With the sad death of Her Late Majesty the Queen, the parish followed Church of England protocol and opened St Alban's Church, and St David's and St William's Chapels during the period of national mourning. Books of Condolence were available for the community to sign and pay tribute, and a special Commemoration Service was held at St David's on the eve of the funeral. From then onwards, the Parish re-opened the Chapels to the community on an ongoing basis as spaces for prayer and reflection.

In addition to the above, our work with two of the local county primary schools has resumed with a series of monthly assemblies at Lordswood Primary and special focus teaching sessions at Swingate Primary. Visits have been made by the Blue Bell Hill Pre-School to St Alban's, Swingate Primary to St David's (including the Year 3 Christingle Service and Choir to 'Coffee & Cake') and Buttercups Pre-School and Walderslade Primary to St William's.

Alongside the very successful 'Coffee & Cake' mornings at St David's, St William's re-introduced afternoon 'Tea at 3' gatherings and there has been a steadily growing interest from the community. The Parish also continues to effectively build connections with the community through the Cornerstone Coffee Shop at St William's, Church.

In terms of social media, the parish continues to communicate through the parish website (currently under redevelopment). New people have subscribed to our weekly email updates and others have asked to join our Facebook page. A Parish Instagram account was also launched in 2022 with some level of interest.

Deanery Synod

The parish elects two lay members to the Rochester Deanery Synod both serve a three year term. They are ex-officio members of the PCC and thus provide the CEC with an important link between the parish and the wider structures of the Church in the Diocese of Rochester and beyond.

North Kent Methodist Circuit

Miss Sylvia Wrigglesworth was elected as Church Steward in 2022 and is now serving a four-year term. The Team Rector and Team Vicar continued to attend Methodist Ministers' and Staff meetings throughout the year. A member of Clergy also represents the parish, alongside the Church Steward at the quarterly Circuit Meetings. In return, Henry Chung, Circuit Steward, has attended the CEC to inform the parish about developments in the wider Circuit. Don Lawrence has also continued the role of Property Steward for St David's.

Church Buildings – Overview

The Church Wardens, Church Steward and Property Steward continue to take the lead on building and property maintenance, reporting to the CEC as appropriate. Their individual contributions remain invaluable. In the summer, a 'building audit' was carried out at each of the three sites. These audits were followed by three separate work days organised by the Wardens and Stewards. Volunteers joined the working parties from across the parish and significant improvements were made in terms of cleaning, redecoration and maintenance. As 2022 ended, attention turned to the renewal of gas and electricity contracts. We anticipate a significant increase in these costs when the contracts are renewed in January and March 2023. From November onwards, a new Broadband and

Telephone contract was entered into, potentially enabling Wifi access in all three buildings. Separate reports on each church are provided below.

St Alban's Building Report for 2022

This year only minor repairs and arrangements have been made at St Alban's Church, but they have significantly helped the smooth running of activities that take place throughout the week. A contract for cutting the grass has been awarded to Landscape Services who will carry out 9 cuts throughout the year. The noticeboard now has polyurethane windows that do not become 'misted' with age. Due to a change in use of church hiring the storage in the church and vestry and cupboard space has been rearranged. We now have the potential for Wifi access in the building. A new timer in the entrance porch has been connected to the outside light to accommodate sight for unlocking and locking the main door in dark evening.

Inside the building the cleaning continues to be carried out by Pauline and Dave Bowdery each week, many thanks. Finally we still await the results of a Quinquennial survey carried out by the Diocesan surveyor in 2019. This is particularly pertinent as we will need to repair at least one area of the roof very soon.

St David's Building Report for 2022

St David's Quinquennial took place in April 2022. Overall, the Church building was found to be in a reasonably decent condition. The prime identified defect was the condition of the parapet brickwork forming the walls of the Francis Hall. A contract was placed and the remediation work completed during the autumn half term. A register of Quinquennial recommendations has been put together to rectify identified issues.

General maintenance, lighting tubes, emergency lighting "plumbing" issues etc continue as required. A working party took place in the summer to improve the appearance of the building which included cleaning brass, polishing, touching up paintwork, weeding and generally sprucing around wherever needed. Thanks to all who took part.

A new provision for WiFi access has been installed following an initiative from the Methodist North Kent Circuit. It is anticipated that the facility will be activated in 2023.

Problems still recur with the Sewerage drain that empties out from the toilet block. 2022 again saw the need for an extreme drain clear out. Serious consideration needs to be given to lining the Drain pipework if there are further occurrences.

St William's Building Report for 2022

A number of repairs and improvements have been made to the St William's church building over the past 12 months. A new wireless monitor was installed to gauge oil levels in the external tank with the switch in the church office. The water heater in the Ladies toilets was replaced alongside several light-switches and difficult to access ceiling bulbs. The CCTV system was serviced, but we have yet to reconnect the voice warning alarm. One of the external Fire Doors received temporary repair, but this will need to be replaced in the near future.

In addition, the parish entered into an annual contract with a pest control company to prevent rodent infestations. We disposed of various large bulky items that were broken

and no longer in use, such as the old organ and photocopier. The Archdeacon has also granted a written notice to install a memorial bench in memory of a deceased parishioner in the grounds of the church.

Financial Review

The year 2022 has, after the problems encountered with the COVID pandemic over the past two years, in many respects seen a return to some sort of normality.

The Parish began the year with a surplus balance of £6,490 on the general fund. After all the debtors and creditors have been taken into account the Parish incurred a surplus in 2022 of £7,943, which was an improvement of £10,725 compared to the original budget deficit of £2,782. This means that the cumulative surplus rolled forward into 2023 is £14,433.

In addition, the parish maintains a total balance of £35,813 on designated repair funds for the three church buildings. This is after incurring a cost of £9,000 in respect of repairs to the roof at St David's Church. These repair funds, in the absence of any new funding, will be the main source for major repairs, developments and improvements. Despite comprising specific amounts for each church, this may need to be treated as a parish resource as individual church needs arise.

The positive change of £10,725 in the general fund balance results from an increased level of total income of £11,086 compared to the budget. The main increases were experienced on grant income received from the Diocese of Rochester in respect of Energy Costs Support Grant (£4,601) and Warm Spaces Grant (£290); and contributions from Other Church Groups (£4,486). The latter, although welcome, is tinged with some sadness as it represents, with the exception of the contribution from the Cornerstone Coffee Shop, which continues to thrive, balances on activities which have either ceased, or failed to restart following the pandemic. The higher-than expected cumulative balance carried forward will help considerably to offset the anticipated significant increases in the cost of gas and electricity to be incurred as the current three-year contracts all expire in 2023 – gas in early January and electricity towards the end of March. ***N.B. New two-year contracts for gas have been agreed and based on consumption in 2022. This could see increased expenditure of £3,700, an increase of 386%.***

Total expenditure was higher by £361, but included savings on clergy expenses and clergy houses following the retirement, in July, of the team Rector. Savings were also incurred on heat and light, mainly as a result of only one supply of heating oil being ordered in 2022 instead of the normal two. Increases were experienced on general repairs and maintenance (mainly boiler repairs and pest control at St William's) and printing and stationery, including an under-provision for the cost of copy charges for the parish printer and an under-provision generally.

Careful and prayerful consideration will need to be applied to ensure that the parish prudently moves forward.

Reserves Policy

It is the policy of the Church Council to maintain sufficient reserves to meet its' financial commitments as and when they fall due, at the same time maintaining designated funds to ensure that all necessary major repairs are carried out with due expediency.

Principal Funding Sources

The principal sources of funding continue to be planned giving, income tax refund on gift aid income, rents from regular hirers of the church buildings, fundraising and open plate collections.

Future Developments

On 27 November 2022, it was announced that the Bishop of Rochester had appointed Rev. David Kichenside to the role of Team Rector with a licensing date set for 8 February 2023. A new Incumbent always signals change within the life of a parish, although in this instance, with Rev. David having served as Team Vicar for the past eight years there will be some continuity in what has gone before. The initial work done by the parish with the Archdeaconry Growth Enabler on reviewing existing activities in May will remain foundational as plans for mission develop in the coming months.

As an LEP the parish of Holy Trinity South Chatham is subject to review by the sponsoring bodies (The Church of England and the Methodist Church) on behalf of Churches Together in Kent. The sponsoring bodies agreed not to carry out a formal review of the LEP in 2017 and this decision has not been revisited since.

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by the CEC on 22 March 2023 and signed on their behalf by Rev. David Kichenside (CEC Chair.)



Independent Examiner's Report to the Trustees of Holy Trinity South Chatham

I report on the accounts for the year ended 31 December 2022 as set out on pages 17 to 26.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission (Under Section 145(5)(b) of the 2011 Act and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare financial accounts, which accord with the accounting records and to comply with the requirements of the 2011 Acthave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Natalie Harrison ACA FCCA CTA TEP

Beak Kemmenoe (Accountants)

1-3 Manor Road Chatham

Kent, ME4 6AE

Date 18/04/2023

Holy Trinity, South Chatham - St Alban, St David and St William

STATEMENT OF FINANCIAL ACTIVITIES 2022

INCOME & EXPENDITURE	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total	Total
		General	Designated			31/12/2022	31/12/2021
		£	£	£	£	£	£
INCOMING RESOURCES	2						
Voluntary Income	2.1a	58,543	300	0	0	58,843	49,323
Activities for generating funds	2.1b	38,629	42,799	0	0	81,428	53,323
Investment Income	2.1c	11	230	0	0	241	44
Other incoming resources	2.2	0	0	0	0	0	0
TOTAL INCOMING RESOURCES		97,183	43,329	0	0	140,512	102,691
RESOURCES EXPENDED	3						
Costs of generating voluntary income	3.1a	65	0	0	0	65	59
Fundraising trading: cost of goods sold & other costs	3.1b	0	0	0	0	0	0
Charitable activities	3.2	86,905	49,129	0	0	136,034	118,832
Governance costs	3.3	674	0	0	0	674	540
Other resources expended	3.4	81	0	0	0	81	102
TOTAL RESOURCES EXPENDED		87,726	49,129	0	0	136,854	119,534
Net incoming/(outgoing) resources before transfers		9,458	(5,799)	0	0	3,658	(16,843)
Transfers	4	(1,514)	1,514	0	0	0	0
NET MOVEMENT IN FUNDS		7,943	(4,285)	0	0	3,658	(16,843)
Total Funds Brought Forward 1 January 2022		6,490	46,511	467	0	53,468	70,311
TOTAL FUNDS CARRIED FORWARD 31 December 2022		14,433	42,226	467	0	57,127	53,469

Holy Trinity, South Chatham - St Alban, St David and St. William

BALANCE SHEET AS AT 31 DECEMBER 2022

	Notes	2022 TOTAL		2021 TOTAL	
		£	£	£	£
CURRENT ASSETS					
Debtors	6	6,737		5,120	
Pre-payments	6	0		0	
Cash		1,353		2,119	
Current Accounts		16,799		11,010	
Deposit Accounts		35,613		38,283	
Aylesford Parish Council		0		0	
		60,503		56,532	
LIABILITIES:					
Creditors	7	(3,376)		(3,063)	
NET CURRENT ASSETS			57,127		53,469
NET ASSETS			57,127		53,469
FUNDS					
Unrestricted	8				
: General		14,433		6,490	
Designated		42,226		46,511	
			56,660		53,002
Restricted			467		467
			57,127		53,469

Approved by the Combined Ecumenical Council Meeting on **22 March 2023** and signed on its behalf by:

The Reverend David Kichenside (Chairman of the Trustees and Chair of the PCC)



The notes on pages 19 to 26 form part of these accounts.

Notes to the Accounts for the year ended 31 December 2022

1. Accounting Policies

The Financial Statements have been prepared in accordance with the provisions of the Statement of Recommended Practice (FRSSE) Accounting Regulations (the Regulations) and Section 145 of the Charities Act 2011 (the Act).

The financial statements include transactions, assets and liabilities for which the Trustees can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

Funds (See Note 9)

General funds represent the funds of the LEP that are not subject to any restrictions regarding their use and are available for application on the general purposes of the LEP. These include funds designated for a particular purpose by the LEP.

The purpose of any restricted funds is noted in the accounts. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund, unless a fund was set up on the understanding that any surplus would be returned to general funds.

Incoming Resources - All incoming resources are accounted for gross.

Voluntary income and capital sources:

Planned giving, collections and donations are recognised when received.

Tax refunds are recognised when the incoming resource to which they relate is received.

Grants and legacies to the LEP are accounted for when the LEP is legally entitled to the amounts due.

Activities which generate funds:

Rental income is accounted for when earned. Parochial Fees due to the LEP for weddings, funerals, etc., are accounted for on an event-by-event basis. Some activities carried out by the Parish, including those run by sub-groups, make a charge to cover costs and so generate income, but their primary purpose is ministry or outreach, not generating funds.

Income from investments:

Interest is accounted for when due. Tax recoverable on such income is accrued for on the same basis.

Charitable Resources Expended

Grants:

Grants and donations are accounted for when allocated by the Trustees. The previous policy of the Trustees was to aim to give approximately 10% of all voluntary income from direct giving to various charities and causes as determined by the CEC. This policy was amended in 2016 to limit away giving to a reduced number of recipients so that the parish could make a higher contribution to the Diocese. In order to reduce pressure on the parish General Fund, this policy has since been amended so that the only recipients are the Medway Foodbank and Connexional Funds of the Methodist Church.

Amounts received specifically for mission and remitting to other organisations are dealt with as restricted funds, but do not form part of the end of year accounts except if a balance remains to be paid out.

Costs directly related to the work of the church:

Clergy costs are seen as costs to the whole Parish and the costs for clergy housing are shown separately:

Team Rector
Team Vicar

Rev. Elaine Cranmer
Rev. David Kichenside

18 Marion Close
26 Mayford Road

With effect from October 2019 the parish also has a self-supporting minister (Rev. Paul Robinson) who, serves the parish as a curate, but no salary or housing costs are incurred by the parish.

The LEP employs one part-time cleaner, who is not paid more than £60,000 p.a. The costs of the cleaner's wages and the cost of cleaning materials are shown for each church. Wages are paid gross.

The Cornerstone Coffee Shop employs four staff (all part-time) plus occasional cover. All wages are paid gross.

All staff are paid at the Living Wage hourly rate.

The Diocesan Parish Share and Methodist Assessment are accounted for when payable.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Land and Buildings

The PCC and LEP Trustees own no land or buildings but have responsibility for maintenance of properties as mentioned on page 8. The Trustees receive the income when the church buildings are hired out for use. Any expenditure on maintenance or improvement is written off as incurred.

Other fixtures, fittings and office equipment:

Individual items of equipment are written off in the period in which the asset is acquired.

Investments:

The Trustees have no investments other than deposit accounts. With the exception of the Anglican Church Repair Funds, which are held at the Rochester Diocesan Board of Finance, the only other deposit account is with the Central Finance Board of the Methodist Church in respect of the repair fund for the Methodist building. Deposit Accounts are used to hold balances on all funds which are not required for immediate use.

Current Assets:

Amounts owing to the Trustees at 31 December in respect of fees, rents or other income are shown as debtors.

Short-term deposits include cash held on deposit either with the Methodist Central Board of Finance (Deposit accounts), Rochester Diocesan Board of Finance deposits, or at the bank.

Rounding Errors

All values are shown correctly rounded to the nearest pound; however, the totals show the rounded sum of the *true* values, not the sum of the *rounded* values. (This means that at times the sum shown does not appear to be the sum of the values given, it is, however, the true sum.)

Reserves Policy:

Despite facing deficit budget situations for a number of years, through careful financial management and the provision of God through His people, the free reserves of the Trustees, (including funds designated for possible future repairs and varying levels of gift aid tax accumulated), have usually stayed at a level sufficient to meet between 2 and 3 months of unrestricted expenditure covering ministry and building costs. There is no policy

to increase the free reserves at present, as the Trustees prefer to trust that God will continue to provide the funds required to meet the needs of the Parish, as seen in previous years. The Trustees will, however, continue to examine ways of encouraging increased giving and acceptance of responsibility by the members of the church.

		Unrestricted Funds					Restricted Funds	Endowment Funds	Total	Total
		General	General	General	General	Designated			31/12/22	31/12/21
		Parish	St Alban	St David	St William					
		£	£	£	£	£			£	£
2	INCOMING RESOURCES									
2.1	Incoming Resources from generated funds									
2.1a	Voluntary Income:									
	Planned Giving - Gift Aided	780	8,779	16,702	6,146			32,407	31,955	
	Other Gift Aided Giving	0	292	780	465		0	1,537	591	
	Income Tax Recoverable	9,263	0	0	0	0	0	9,263	8,411	
	Other Planned Giving	0	4,516	970	357			5,843	5,655	
	Collections at services	30	918	1,392	1,344		0	3,685	2,206	
	Donations & gift days	418	140	0	60	300		918	505	
	Grants-recurring		0	0			0	0		
	Grants-non recurring	5,191		0	0	0		5,191		
	Total:	15,682	14,644	19,845	8,372	300	0	58,843	49,323	
2.1b	Activities for generating funds:							0		
	Rental Income		1,332	12,937	20,505			34,774	27,380	
	Fees	3,411						3,411	4,558	
	Magazine advertising							0		
	Magazine sales	0						0	50	
	Refreshments	0	0	434	0		0	434	77	
	Special Events	0					0	0	0	
	Fundraising	0	10	0	0	0	0	10	291	
	Waste Paper	0						0		
	Spirit Squad			0		48	0	48	54	
	Baby Messy Church		St David's			0	0	0		
	Housewives' Fellowship		St Alban's			681	0	681		
	Lunch Club:		St. David's			20	0	20		
	Seniors' Soups		St. William's			0	0	0		
	Children's & Youth (Messy/Sporty Church)		St. William's/St Alban's			0	0	0		
	Oasis		St David's			0	0	0		
	Men's Breakfast		St David's			30	0	30		
	Tea at 3		St William's			250	0	250		
	Cornerstone Coffee Shop		St William's			41,769	0	41,769	20,913	
	Away Weekend						0	0		
	Celebrating Community Festival						0	0		
	Wesselling fund						0	0		
	Courses	0						0	0	
	Total:	3,411	1,342	13,371	20,505	42,799	0	81,428	53,323	
2.1c	Investment Income:							0		
	Interest	11				230	0	241	44	
	Total:	11	0	0	0	230	0	241	44	
2.2	Other incoming resources							0		
	Insurance Claims		0	0	0			0		
	Sanctuary			0				0		
	Parish Mission	0						0		
	Telephone	0	0	0	0			0		
	Printing	0	0	0	0			0		
	Postage	0						0		
	Miscellaneous	0	0	0	0		0	0		
	Total:	0	0	0	0	0	0	0	0	
								0		
	TOTAL INCOMING RESOURCES	19,103	15,987	33,216	28,877	43,329	0	140,512	102,691	

		Unrestricted Funds					Restricted Funds	Endowment Funds	Total	Total
		General	General	General	General	Designated			31/12/22	31/12/21
		Parish	St Alban	St David	St William				£	£
3	RESOURCES EXPENDED									
3.1	Cost of generating funds									
3.1a.	Cost of generating voluntary income									
	Stewardship	65						65	59	
	General Total:	65	0	0	0	0	0	65	59	
3.1b.	Fundraising & trading							0		
	Fairs/Events	0			0	0	0	0		
	Total:	0	0	0	0	0	0	0	0	
3.2	Charitable activities							0		
	Grants:							0		
	Overseas Missions	200					0	200	200	
	Relief & Development Agencies	0					0	0		
	Home Missions/Church Societies	300					0	300	300	
	Secular Societies	1200						1,200	1200	
	Ministry:							0		
	Travel Expenses	1,139	0	0	0			1,139	886	
	Clergy Phones	527	0	0	0			527	671	
	Clergy Conferences	0	0	0	0			0	59	
	Clergy Computers/Equip	0	0	0	0	0		0		
	Visiting Clergy	0						0		
	Gifts for Speakers	0						0		
	Housing:									
	Council Tax, Water & Repairs	3,675			0			3,675	3,904	
	Gas and Electricity	0						0		
	Church running expenses							0		
	Heat & Light		475	1,873	5,272			7,620	8,185	
	Water Rates		319	474	1,599			2,393	1,783	
	Insurance		838	988	1,206			3,032	2,886	
	Repairs (not transfers)	0	769	1,003	2,930	9,000	0	13,702	9,762	
	Cleaning	161	13	1,925	3,309			5,408	2,682	
	Church Telephones	0	349	359	801			1,509	1,490	
	Postage	434	0	0	0			434	504	
	Printing & Stationery	1,189	0	0	0		0	1,189	590	
	Activities:							0		
	Weddings							0		
	DBF element of statutory fees	2,031						2,031	3,049	
	Organists/Choir/Music		263	305	216			784	750	
	Sanctuary	106	0	(66)	(136)			(96)	47	
	Books/ Worship	79	0	0	0		0	79	71	
	Baptisms	86	0	0	0			86	109	
	PA Equipment		0	0	0	0		0		
	Magazine	0						0	47	
	Courses	58						58	79	
	Refreshments	6	0	0	0		0	6	12	
	Special Events	0	0	0	0		0	0		
	Junior Church/Children's/Youth	0	0	0	0	0	0	0	271	
	Baby Messy Church St D			0			0	0		
	Seniors' Soups St W						0	0		
	Messy/Sporty Church St W/St A				0		0	0		
	Housewives' Fellowship					1,396	0	1,396	758	
	Lunch Club - St David's					0	0	0	150	
	Oasis - St David's					0	0	0		
	Men's Breakfast - St David's					0	0	0		
	Tea at 3 - St W					90	0	90		
	Cornerstone Coffee Shop St W					38,562	0	38,562	20,094	
	Wesselling Fund						0	0		
	Away Weekend	0						0		
	Spirit Squad					80	0	80	57	
	Celebrating Community Festival						0	0		

		Unrestricted Funds					Restricted Funds	Endowment Funds	Total 31/12/22	Total 31/12/21
		General Parish	General St Alban	General St David	General St William	Designated				
		£	£	£	£	£				
Support Costs:	Training	30						30	30	
	Parish Mission	0						0		
	Diocesan Parish Share	48,766						48,766	56,261	
	Methodist Assessment	1,750						1,750	1,750	
	Miscellaneous	5	0	0	80	0		85	196	
	Total:	61,742	3,027	6,860	15,277	49,129	0	0	136,034	118,832
3.3	Governance costs									
	Independent Examination	674						674	540	
	Total:	674	0	0	0	0	0	674	540	
3.4	Other resources expended									
	St William's Development						0	0		
	St. David's Building						0	0		
	St Alban's Improvement							0		
	Bank Charges	81					0	81	102	
	Total:	81	0	0	0	0	0	81	102	
	TOTAL RESOURCES USED	62,562	3,027	6,860	15,277	49,129	0	0	136,854	119,534
4	TRANSFERS									
	In 2022 the following transfers have been made between funds:									
		<u>General</u>		<u>Designated</u>		<u>Restricted</u>		<u>Notes</u>		
	Repair Funds	St. Alban	(1,800)	1,800				Annual contribution for 2022		
	Repair Funds	St. David	(600)	600				Annual contribution for 2022		
	Repair Funds	St. William	(3,600)	3,600				Annual contribution for 2022		
	Oasis	St. David						Donation to General Fund		
	St David's Lunch Club	St David	41	(41)				Donation to General Fund		
	St Alban's Fellowship	St. Alban	775	(775)				Donation to General Fund		
	Men's Breakfast	St David	265	(265)				Donation to General Fund		
	Baby Messy Church	St David	205	(205)				Donation to General Fund		
	Cornerstone Coffee Shop	St William	3,200	(3,200)				Donation to General Fund		
			(1,514)	1,514		0				
5	CHARITABLE AWAY GIVING/GRANTS									
		<u>General</u>	<u>Restricted</u>					<u>General</u>	<u>Restricted</u>	
	<i>Overseas Missions:</i>									
	Methodist World Mission	200						Methodist Mission in Britain	200	
								Methodist Property Fund	100	
			0							
		200	0					300	0	
	<i>Relief & Development Agencies:</i>									
			0							
		0						1,200	0	
	The sum of £3,034.94 was raised for Christian Aid and was sent direct, as part of collections in May. The total includes limited house to house collections, collections at collection stations and church collections including from neighbouring churches.									
	An amount of £48.64 was raised from the Crib Service over the Christmas period on behalf of The Medway Winter Night Shelter. This does not form part of the parish accounts and will be paid over to the Medway Winter Night Shelter in early 2023 together with any further funds received in early 2023.									

6 DEBTORS				2022			2021			
	Debtors for goods and services			37			219			
	Rental Income Due			2,939			2,290			
	Income tax recoverable			3,192			2,611			
	Accrued Income Council Tax Refund			569			0			
			Total Debtors:		6,737			5,120		
			Prepayments					0		
					6,737			5,120		
7 LIABILITIES (all falling due within one year)				2022			2021			
	Creditors for goods and services			866			556			
	Accruals			2,510			2,507			
			Total Creditors		3,376			3,063		
			Deferred Income		0			0		
					3,376			3,063		
8 FUNDS				Movement in Funds						
			Balance						Balance	
			1/1/2022	Incoming	Outgoing	Interest	Transfers		31/12/2022	
UNRESTRICTED FUNDS £										
	<i>General:</i>		6,490	97,172	(87,726)	11	(1,514)		14,433	
			0						0	
	<i>Designated Funds:</i>		0						0	
	Repair Funds:	St. Alban	18,606	200	0	93	1,800		20,699	
		St. David	8,654	100	(9,000)	81	600		435	
		St. William	11,023	0	0	57	3,600		14,680	
	Special Collections - Forest School	St William	914						914	
	Lunch Club	St. David	20	20	0		(41)		0	
	Children & Youth Activities (Messy/Sporty Church)	St. William/ St Alban	0	0	0				0	
	Baby Messy Church	St David	205	0	0		(205)		0	
	Seniors' Soups	St. William	141	0	0				141	
	Housewives' Fellowship	St. Alban	1,490	681	(1,396)		(775)		0	
	Cornerstone Coffee Shop	St. William	5,000	41,769	(38,562)		(3,200)		5,007	
	Parish Weekend	Parish	0						0	
	Wesselling Fund	Parish	0						0	
	Oasis	St David	102	0	0		0		102	
	Tea at 3	St. William	49	250	(90)		0		209	
	Men's Breakfast	St David	235	30	0		(265)		0	
	Spirit Squad	St. David	72	48	(80)				40	
					0	0	0		0	
TOTAL UNRESTRICTED FUNDS			0	53,001	0	140,271	(136,854)	241	0	56,660
RESTRICTED FUNDS £										
	Children & Youth Activities (Little Angels)	St. William	253	0	0	0	0		253	
	Special Collections **	Parish	0	819	(819)	0	0		0	
	Celebrating Community Festival	Parish	214	0	0	0	0		214	
TOTAL RESTRICTED FUNDS			0	467	0	819	(819)	0	0	467
TOTAL ALL FUNDS			53,469	141,090	(137,673)	241	0	0	57,127	
** Donations received and passed on as appropriate for specific charities and appeals.										
ENDOWMENT FUNDS			The Trustees have no endowment funds.							

9 PAYMENTS to CEC MEMBERS											
The following payments have been made to members of the CEC as reimbursement for materials and equipment purchased by them on behalf of the Parish:											
	Pauline Bowdery	£13		Don Lawrence		£272					
	Reverend Elaine Cranmer	£212		Pat Long		£260					
	Reverend David Kichenside	£438		Mark Salter		£414					
No other payments of any kind, other than Ministers' expenses, have been made to any member of the CEC.											
10 STAFF COSTS											
		<u>2022</u>		<u>2021</u>							
Wages and salaries	Church Cleaners	£5,014		£2,101							
Wages and salaries	Cornerstone Coffee Shop	£21,436		£11,570							
During the year the CEC employed one part-time cleaner who covered two of the parishes three churches, and a total of six staff (four for the whole year and two for different parts of the year) at the Cornerstone Coffee Shop (all part-time). All parish employees are paid at the Living Wage hourly rate.											
11 PRIOR YEAR ADJUSTMENTS											
No adjustments have been made to the accounts declared in previous years.											

HOLY TRINITY SOUTH CHATHAM

England & Wales - Charity number 1135416

Accounts



Holy Trinity South Chatham
*(A Church of England and Methodist Church Local Ecumenical Partnership
serving the communities of Bluebell Hill, Lordswood and Walderslade)*

Churches of
St. Alban, St. David & St. William

Annual Report and Financial Statement

of

Holy Trinity South Chatham LEP
(Registered Charity no. 1135416)

and

The Parochial Church Council of
Holy Trinity South Chatham

for the year ended 31 December 2021

"Here to offer Christ in every home"

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The LEP present their report with the financial statements of the charity for the year ended 31 December 2021. The LEP have adopted the provisions of the Statement of Recommended Practice (FRSEE) Accounting and Reporting by Charities issued in January 2015, together with the Church Accounting Regulations 2006 (the Regulations) and Section 145 of the Charities Act 2011 (the 2011 Act)

Reference and Administrative Details

Holy Trinity South Chatham is a Local Ecumenical Partnership (Church of England & Methodist) and Registered Charity No: 1135416.

The Parish is within the Diocese of Rochester and also part of the North Kent Circuit of the Methodist Church, and the focal area of ministry is recognised as being the Church of England Ecclesiastical Parish of Holy Trinity South Chatham.

The LEP has three churches situated in different areas of the parish: St Alban's, Robin Hood Lane, Blue Bell Hill; St. David's, Newton Close, Lordswood; and St. William's, Walderslade Village Centre. The LEP Sharing Agreement created an LEP where we are a single worshipping community rather than separate denominations, and so worship and events are seen as united activities. In terms of ownership of premises, St David's is owned by the Methodist Church and the other two church buildings are owned by the Church of England Diocese of Rochester.

Formal address for correspondence and Charity Registration is that of the Chair of Trustees and the Team Rector (The Rectory, 18 Marion Close, Chatham ME5 9QA).

This has been an unusual year in the life of the parish and due to the Covid 19 pandemic Despite this the 2021 annual meetings were able to be held during a church service in May 2021.. The list of Trustees as at October 2021 is shown in Table 1 below.

The complete list of administrative posts within the Parish is shown in Table 2 below.

Bank accounts are held with HSBC (1-5 Week Street, Maidstone, Kent ME14 1QW and CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ. The parish also has two repair fund deposit accounts with the Diocese of Rochester and seven deposit accounts with the Central Finance Board of the Methodist Church

The Independent Examiner is Natalie Harrison ACA FCCA CTA TEP, Beak Kemmenoe, Chartered Accountants, 1-3 Manor Road, Chatham. Kent ME4 6AE

Table 1 Combined Ecumenical Council – as at October 2020

Trustees Council		
Ex-officio		
Team Rector	Rev Elaine Cranmer	
Team Vicar	Rev David Kichenside	
Team Curate	Rev. Paul Robinson	
Elected members		
St.Alban's	Jon Hicks	2019 - 2022
	Karl Simmons	2019 - 2022
	Pauline Bowdery	2020 - 2023
	Vacancy	
St.David's	Bob Tarrant	2019 - 2022
	Jeanette Lawrence	2020 - 2023
	Vacancy	
	Vacancy	
St.William's	Ina Hanford	2021 - 2024
	Jean Bassett	2021 - 2024
	Vera Jones	2021 - 2024
	Pat Long	2020 - 2023
Co-opted members		
Warden St Alban's	Mark Salter	2021 - 2022
Warden St David's	Sylvia Wrigglesworth	2021 - 2022
Pro Warden St William's	Pat Long	2021 - 2022
Treasurer	Vacancy	
Secretary	Jean Bassett	2021 - 2022
Young person's rep	Vacancy	
Methodist Supernumerary	Rev Bryan Tolhurst	<u>2021 - 2022</u>
Parochial Church Council		
In addition to those above, the following are members of the PCC		
Elected to Deanery Synod	Don Lawrence	2020 - 2023
Elected to Deanery Synod	Mark Salter	2020 - 2023
Methodist Church Council		
Circuit Steward	Henry Chung	2021 - 2022

The complete list of administrative posts within the Parish is listed below, along with the person fulfilling that role and the term of that appointment.

Table 2 Full Parish Administrative Team

Position	Name	Type	Period	End of Term
Team Rector and Chair of the PCC	Elaine Cranmer	Permanent	N/A	N/A
Team Vicar	David Kichenside	Permanent	N/A	N/A
Team Curate	Paul Robinson	Permanent	N/A	N/A
Chair of Trustees	Elaine Cranmer	Fixed - voluntary	1 year	May 2022
Chair of PCC	Elaine Cranmer	Permanent	N/A	N/A
Parish Secretary	Jean Bassett	Fixed - voluntary		
Parish Treasurer	Vacancy	Fixed - voluntary		
Gift Aid Officer	Pauline Bowdery	Voluntary	N/A	N/A
Bookings Officer	Credwyn Tolhurst	Voluntary	N/A	N/A
Parish Safeguarding Officer	Mark Salter	Voluntary	N/A	
Safer Recruitment Officer	Dave Bassett	Voluntary	N/A	
Church Warden	Mark Salter (St. Alban's)	Fixed - voluntary	1 year	May 2022
Church Warden	Sylvia Wrigglesworth (St. David's)	Fixed - voluntary	1 year	May 2022
Pro Church Warden	Pat Long	Fixed - voluntary	1 year	May 2022
Assistant Wardens at St. Alban's St. David's St. William's	Vacancy Vacancy Vacancy	Fixed - voluntary	1 year	May 2022
St. Alban's Steward	Vacancy	Fixed - voluntary	4 years	
St. David's Steward	Vacancy	Fixed - voluntary	4 years	
St. William's Steward	Vacancy	Fixed - voluntary	4 years	
St. Alban's Assistant Steward	Vacancy	Fixed - voluntary	4 years	
St. David's Assistant Steward	Vacancy	Fixed - voluntary	4 years	
St. William's Assistant Steward	Vacancy	Fixed - voluntary	4 years	
Property Steward: St. David's	Don Lawrence	Voluntary		
Deanery Synod Representative	Don Lawrence	Fixed - voluntary	3 years	April 2023
Deanery Synod Representative	Mark Salter	Fixed - voluntary	3 years	April 2023

Structure, Governance and Management

Following registration as a charity in March 2010, the LEP adopted a new Constitution approved by the Charity Commission and Churches Together in England, based upon the new model for LEPs introduced in 2009. The Trustees and Parochial Church Council work together to manage the affairs of the Parish.

Whilst the Constitution does not specify representation from particular churches, every effort is made to ensure a balance of representatives among the elected trustees. All the work of the Councils and Committees is undertaken according to the relevant governing documents, and Parish "Policy and Practice" which was adopted in 2009.

Members of the PCC are appointed in accordance with the Church Representation Rules, and all Church Officers are appointed in accordance with requirements of the Constitution and appropriate denominational regulations.

Being an LEP Registered Charity, the governance of the business of the parish is managed by two Councils working in co-operation with each other to oversee the work and ministry of the LEP and parish:

The Trustees Council is the body of (mainly) elected representatives from the churches who are responsible for the legal aspects of the LEP as a charity. This body also incorporates the functions of a Methodist Church Council in any matters relating to the Methodist Church.

Recruitment and Appointment of New Trustees

Trustees are elected at the Annual meeting of the Charity, which incorporates the Annual Parochial Church Meeting and Annual Vestry Meeting of the Parish. Trustees are elected for a term of three years. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC and to become a member of the Trustees Council.

The Parochial Church Council (PCC) is required by law to deal with certain matters that are particular to the Church of England.

Members of the PCC are also members of the Trustees Council and both Councils meet together for all meetings as one body called the Combined Ecumenical Council (CEC).

Induction and Training of New Trustees

All new members of the LEP are properly mentored by serving members and are advised of their duties and responsibilities. The Diocese of Rochester offers training annually for newly elected wardens and church council members. All trustees are required to complete basic Safeguarding training as provided by the Diocese and to undertake a DBS check.

The Councils

The Combined Ecumenical Council (CEC) meets approximately bi-monthly. The Council is assisted by a number of Committees, with specific roles as necessary. The Team Rector chaired the meetings and the chair is formally elected annually. The Team Vicar, Curate, Church Wardens and Deanery Synod representatives are automatically members of the CEC. All other members of the council are elected. Prior to Lockdown in March 2020 the Council met in person, initially subsequent business was dealt with electronically and during the year a number of meetings of the Council were held via Zoom.

Church Management Groups

St. Alban's, St. David's and St. William's each have an Advisory Group, which meet to discuss local issues, and report to the CEC. Whilst these groups have no constitutional authority or budget, they are key to the effective delivery of ministry for each of the church communities, and in supporting and advising the clergy about issues. The groups have not met since the initial Lockdown in March 2020.

Authorised Ministers

The clergy team (Team Rector and Team Vicar) saw the arrival of the Rev. Paul Robinson in September 2019, he is serving his title post (curacy) as a part-time self-supporting minister across the parish. Due to illness Rev. Paul has stepped back from his ministry since May 2021. Rev. Bryan Tolhurst (Supernumerary Methodist minister in Full Connexion) also offers support to the parish. Ministry is supported by a number of Licensed Lay Ministers (those aged 70 years or above have Permission to Minister or Permission to Officiate according to their role.)

- Debbie Oliver (Reader)
- Mark Salter (Reader, PTO)
- Sylvia Wrigglesworth (Reader, PTO)
- Ann Bengier (Evangelist, PTM)
- Mary Horwell (Evangelist, PTM)
- Bob Tarrant (Evangelist, PTM)

Related Parties

There were no related party transactions during the year.

Risk Management

The Parish regularly review a range of areas of ministry and practice regarding "risk", including regular inspections of buildings and health and safety assessments. All work with children, young people and vulnerable adults is subject to the Safeguarding guidelines and policy issued by the Diocese of Rochester and includes risk assessments where appropriate. Financial risk management is overseen by the CEC and is reviewed regularly during the year.

In 2020 the CEC appointed Don Lawrence as 'Person of Contact' and to be its representative in liaising with the various user groups regarding risk assessments and action plans when using the church premises following the national lockdown and during subsequent restrictions. This included outside hirers, church organisations and the worshipping community. The CEC is extremely grateful for the tremendous amount of work this entailed in keeping the premises Covid secure and the users safe.

Safeguarding

The CEC has followed Diocesan guidance in the implementation and review of good practice, ensuring that CEC members and employees have completed appropriate training and received DBS clearance as necessary. The parish has a lead Safeguarding Officer, Mark Salter, and Safer Recruitment advisor, Dave Bassett, who monitor compliance across parish activities. The CEC receives regular updates at its meetings and has adopted the House of Bishops' Safeguarding Guidelines. The CEC annually reviews the Parish Safeguarding policy following the Annual Meetings.

Objectives and Activities

Objectives and Aims

The Combined Ecumenical Council (CEC), which administers the LEP, is committed to enabling as many people as possible to worship at our churches and to become part of our parish community.

The CEC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.
- To facilitate this work it is important that we maintain the fabric of the churches of St. Alban, St. David and St. William.

Significant Activities

The Local Ecumenical Partnership (LEP) exists to advance the Christian faith in the ecclesiastical parish of Holy Trinity South Chatham in accordance with the principles and practices of the Church of England and the Methodist Church, specifically to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The LEP is specifically responsible for the maintenance of the churches of St. Alban, St. David and St. William within the Parish.

Grant Making

The CEC continues to make institutional grants at their discretion and as funds allow.

Public Benefit Statement

The trustees of the charity confirm that they have complied with their duty under section 17(5) of the Charities Act 2011 to have regards to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the charity during the year to 31st December 2021.

In evaluating public benefit the trustees note that the majority of activities offered across the churches are open to all irrespective of their faith or beliefs whilst also providing nurturing and teaching within the Christian faith.

Volunteers

The charity relies on individuals outside of the Council to fulfil all of its activities. It is not possible to quantify the value of the work undertaken by the volunteers.

Achievements and Performance

The electoral roll and attendance figures for the Parish are shown in the table below.

	2017	2018	2019	2020	2021
Electoral Roll	162	159	90	90	92
LEP Charity Members	103	99	97	96	96
Usual attendance across the three churches, counted in Oct (Adults)	72	103	124	33*	40*
Usual attendance across the three churches, counted in Oct (Children / Young People)	5	8	7	1	1

Notes:

- The Electoral Roll was completely revised during 2019, with changing circumstances a significant number of former members chose not to apply for inclusion on the new Roll.
- For significant periods during 2020 and 2021 the churches were closed for public worship (having received the Bishop's Dispensation) and the October count * reflects only one service, rather than three, held each Sunday under Covid protocols.

Worship

The traditional pattern of at least one service held in each of the three churches each Sunday was again disrupted during 2021. Throughout the period of closure a weekly online service was streamed every Thursday morning and the congregation were signposted to broadcast and stream Sunday worship, particularly those of the North Kent Methodist Circuit. Worship within the churches re-commenced on Palm Sunday and it was again agreed that there should be only one parish service each Sunday morning using each of the church buildings in turn. All recommended measures were taken to ensure the safety of worshippers and particular thanks need to go to Mr Don Lawrence who acted as our designated person of contact reviewing risk assessments throughout the year.

Outreach

Outreach activities have been significantly curtailed during 2021, including work within the local schools, ministry to young families and the varied social/hospitality activities within each of the churches (Lunches, Coffee Mornings, Sales, Teas, etc.) The fortnightly Newsletter continued throughout the year and has been circulated by post and email throughout the year. A regular pattern of online social events continued until the summer of 2021 although these generally support members of the existing congregations.

As part of the implementation of the Diocesan Called Together report and the Growing Together initiative the parish began initial conversations with the Archdeaconry Growth

Enabler at the beginning of the year but this work was stalled during lockdown and subsequent restrictions. Conversations will resume in 2022.

The Parish continues to support Cornerstone Coffee Shop, established within St. William's Church in 2013 to encourage engagement with the wider community. This activity has also been affected by the pandemic, being closed for much of the year. The CEC recognised the efforts required by the Cornerstone team to re-open safely in September and it was disappointing that closure was again required at the beginning of December.

Throughout 2021 the parish Facebook was used to share information – ensuring that our own page is kept up to date and sharing with other local groups and pages. Thursday morning streamed worship continues throughout 2021 with publicity via the parish and circuit Facebook pages and websites. The 2021 Christmas services were held in the churches

Deanery Synod

The parish now elects two lay members to the Rochester Deanery Synod. They are ex-officio members of the PCC and thus provide the CEC with an important link between the parish and the wider structures of the church in the Diocese of Rochester. Due to the pandemic the Synod only met on two occasions during 2021 – by Zoom in May and at St. Stephen's in October..

North Kent Methodist Circuit

Although there were no candidates for election as Stewards from the churches in 2020 the Team Rector and Team Vicar have regularly attended Methodist Staff meetings during the year and a member of the clergy has usually represented the parish at each Circuit Meeting. Throughout 2021 Circuit Meetings were held on Zoom. Don Lawrence has continued the role of Property Steward for St. David's Church and attends the relevant Circuit meetings.

Church Buildings

Don Lawrence continued in his role as the CEC's designated 'Person of Contact.' Throughout the year he has advised on action plans, risk assessments and protocols necessary for the safe re-opening of our premises and continues to do so. The CEC is extremely grateful for his ongoing diligence in this role.

Worship resumed on Palm Sunday 2021 and the parish adopted a pattern of holding one service every Sunday, initially this alternated between the St. David's and St. William's but in August 2021 a three weekly cycle including St. Alban's began following the completion of the floor repairs. Usage of the buildings by community groups gradually increased during the year although a number of activities have not yet resumed largely due to increasing levels of Covid in the latter months of 2021.

St Alban's Building Report for 2021

The major building improvement that has been carried out this year is the reinstatement of the church floor. As the CEC had previously planned to only meet in one of the churches each week for public worship the building was free for the builder to carry out the improvement.

This building work entailed removing the floor, board by board, so that the wood could be reused and a waterproof membrane laid to prevent water egress. The cost of this was met from the annual grant awarded by Aylesford Parish Council. In 2021 changes in policy now

mean that such a grant is no longer available to the parish, which is likely to have implications in meeting the costs of grass cutting.

After the work church members and some of the church hirers carried out considerable cleaning to prepare the church for worship and use.

The Parish is still awaiting the Quinquennial report from the Diocesan architect as his advice was sought regarding the floor and the general state of the building. However now that the floor has been rectified there has been no further issue with rising damp.

St David's Building Report for 2021

In general St David's is in reasonably good condition. A number of minor repair jobs have been needed this year to the church building as a whole –

- A new water boiler has been installed in the Kitchen
- Following a safety report by the Play School, one of the Trees at back of Church plot needed attention resulting in removal of one main trunk
- Other minor repairs, including replacement of Lighting tubes and some light switches, 2 Emergency lights replaced.
- Problems are recurring with the Sewerage drain that empties out from the toilet block. March 2020 again saw the need for an extreme drain clear out.

St David's Quinquennial is due in 2022. Although building interior is in decent condition, it is anticipated that major works will be required to some of the exterior building walls. Specifically, the Francis Hall where there is evident work needed to the brickwork and coping stones.

St William's Building Report for 2021

This last year we have had some issues with the oil heating system and this has resulted in several visits from the maintenance contractor to replace burnt out wiring and flush the tank through. We now have a transmitter fitted in the church office to monitor the oil supply, which should solve the main issue of oil levels and thus preventing unnecessary call outs.

The outside street lighting (our property) around the church has now been renewed and provides added security for everyone using the church.

A new lock has been fitted to the main church door and all relevant church users/ organisations have been issued with new keys.

Several small repairs such as a new water heater for the ladies toilet, light switches, replacement lighting tubes have all been carried out. The CCTV system has been serviced and upgraded but the audible warning still awaits repair.

Financial Review

The year 2021, like the year 2020, has presented the parish with significant financial issues as a result of the Covid-19 pandemic. With church buildings being closed for part of the year, with an adverse impact on potential income.

The impact has, however, been abated to some degree by a continued positive and generous response from the congregation to the Parish Finance Appeal. There have been several additional one-off contributions and a number of members have contributed by cheque or direct to bank transfer the equivalent of their weekly/monthly giving despite not being able to attend church services. In addition, there have been savings from the reduced cost of running and maintaining (heat, light, water and cleaning) the three church buildings during the periods of closure. The Pre-Schools, the main users of two of the church buildings, have incurred their own cleaning costs in order to ensure the safety of their children, their carers and staff.

The Parish began the year with a deficit balance of £1,537 on the general fund. After all the debtors and creditors have been taken into account, the Parish would have finished the year with a general fund deficit of £17,950, resulting in a cumulative general fund deficit of £19,487 at the end of the year to be carried forward to 2022. The deficit in the year of £17,950 was an improvement of £1,264 compared to the original deficit of £19,214 forecast in the budget.

In order to address the increasing deficit on the General Fund, the church council, in December, agreed, and ratified at its meeting in January 2022, to the proposal to redesignate a net total of £25,977 from designated funds, originally collected and set aside for developments/improvements for the three church buildings. This also involved closing three deposit accounts with the Central Finance Board (CFB) of the Methodist Church and transferring the balances, totalling £7,294, on those funds to the parish current account to assist with the cash flow. The difference of £18,683 on the development/improvement funds was already retained in the parish current account, rather than placed on deposit, to avoid the current account going overdrawn.

The parish still maintains a total balance of £38,283 on designated repair funds for the three church buildings. This, in the absence of any new funding, will be the main source for major repairs, developments and improvements. Despite comprising specific amounts for each church, this may need to be treated as a parish resource as individual church needs arise.

The change of £1,264 in the general fund deficit, before the redesignation of funds, results from a reduced level of total income of £4,989 compared to the budget. The main reductions were experienced on rent income (£5,009), fundraising (£2,969) and open-plate collections (£1,356). These reductions were partly offset by an increase in planned giving (£4,440) as a result of the Parish Finance Appeal.

The loss of income was more than offset by reduced expenditure of £6,253 compared to the budget, which is mainly the result of a reduction of £4,109 on the cost of the church buildings, particularly cleaning with a reduction of £7,217, offset in part by increased expenditure on general repairs and maintenance of £2,585. The latter arising from repairs to the streetlighting and CCTV system at St William's.

The ongoing impact of the pandemic will give rise to continued uncertainty and challenges into 2022. Careful and prayerful consideration will need to be applied to ensure that the parish prudently moves forward.

The current account held with the HSBC bank was closed in November as it was no longer used and to avoid the introduction of monthly bank charges for operating the account. The balance on the fund (£803) was transferred to the main parish bank account with CAF Bank.

Reserves Policy

It is the policy of the Church Council to maintain sufficient reserves to meet its' financial commitments as and when they fall due, at the same time maintaining designated funds to ensure that all necessary major repairs are carried out with due expediency.

Principal Funding Sources

The principal sources of funding continue to be planned giving, income tax refund on gift aid income, and, if circumstances permit, rents from regular hirers of the church buildings, fundraising and open plate collections.

Future Developments

As a Local Ecumenical Partnership the parish of Holy Trinity is subject to review by its sponsoring bodies (The Church of England and the Methodist Church) on behalf of Churches Together in Kent. The sponsoring bodies agreed not to carry out a formal review of the LEP in 2017 and have not re-visited this decision to date.

It is difficult to foresee the short and long term implications of responding to the pandemic as the parish moves into 2022. There will clearly be opportunities to review patterns that have been lost during 2020 and 2021 but also to build on new opportunities that have been found. The parish is currently working alongside the Archdeaconry Growth Enabler (Rev. Dylan Turner) to explore future plans and strategies although this work has been delayed by the pandemic.

Statement of Trustees Responsibilities

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by the CEC on 26th April 2022 and signed on their behalf by Rev. Elaine Cranmer (CEC chair.)

A handwritten signature in cursive script, reading "Elaine Cranmer", is written over a horizontal line. The signature is fluid and includes a small flourish at the end.

Independent Examiner's Report to the Trustees of Holy Trinity South Chatham

I report on the accounts for the year ended 31 December 2021 as set out on pages 16 to 22.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission (Under Section 145(5)(b) of the 2011 Act and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare financial accounts, which accord with the accounting records and to comply with the requirements of the 2011 Act

have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Natalie Harrison ACA FCCA CTA TEP

Date

Beak Kemmenoe (Accountants)

1-3 Manor Road Chatham

Kent

ME4 6AE

Holy Trinity, South Chatham - St. Alban, St. David and St. William

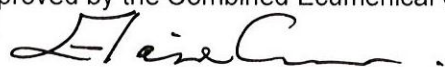
STATEMENT OF FINANCIAL ACTIVITIES 2021

INCOME & EXPENDITURE	Notes	Unrestricted Funds		Restricted	Endowment	Total	Total
		General	Designated	Funds	Funds	31/12/2021	31/12/2020
		£	£	£	£	£	£
INCOMING RESOURCES	2						
Voluntary Income	2.1a	49,203	120	0	0	49,323	58,190
Activities for generating funds	2.1b	32,356	20,967	0	0	53,323	43,081
Investment Income	2.1c	0	44	0	0	44	195
Other incoming resources	2.2	0	0	0	0	0	322
TOTAL INCOMING RESOURCES		81,559	21,131	0	0	102,691	101,787
RESOURCES EXPENDED	3						
Costs of generating voluntary income	3.1a	59	0	0	0	59	58
Fundraising trading: cost of goods sold & other costs	3.1b	0	0	0	0	0	194
Charitable activities	3.2	93,628	25,204	0	0	118,832	109,007
Governance costs	3.3	540	0	0	0	540	540
Other resources expended	3.4	102	0	0	0	102	65
TOTAL RESOURCES EXPENDED		94,329	25,204	0	0	119,534	109,864
Net incoming/(outgoing) resources before transfers		(12,770)	(4,073)	0	0	(16,843)	(8,077)
Transfers	4	20,796	(17,434)	(3,363)	0	0	0
NET MOVEMENT IN FUNDS		8,027	(21,507)	(3,363)	0	(16,843)	(8,077)
Total Funds Brought Forward January 2021	1	(1,537)	68,018	3,830	0	70,311	78,389
TOTAL FUNDS CARRIED FORWARD 31 December 2021		6,490	46,511	467	0	53,469	70,311

Holy Trinity, South Chatham - St. Alban, St. David and St. William
BALANCE SHEET AS AT 31 DECEMBER 2021

	Notes	2021 TOTAL		2020 TOTAL	
		£	£	£	£
CURRENT ASSETS					
Debtors	6	5,120		4,185	
Pre-payments	6	0		33	
Cash		2,119		3,285	
Current Accounts		11,010		13,547	
Deposit Accounts		38,283		47,643	
Aylesford Parish Council		0		3,363	
		56,532		72,056	
LIABILITIES:	7				
Creditors		(3,063)		(1,744)	
NET CURRENT ASSETS			53,469		70,311
NET ASSETS			53,469		70,311
FUNDS	8				
Unrestricted : General		6,490		(1,537)	
Designated		46,511		68,018 *	
			53,001		66,482
Restricted			467		3,830
			53,469		70,311

Approved by the Combined Ecumenical Council Meeting on 29th March 2022 and signed on its behalf
 by:



The Reverend Elaine Cranmer (Chairman of the Trustees and Chair of the PCC)

The notes on pages 18 to 23 form part of these accounts.

Notes to the Accounts for the year ended 31 December 2021

1. Accounting Policies

The Financial Statements have been prepared in accordance with the provisions of the Statement of Recommended Practice (FRSEE) Accounting Regulations (the Regulations) and Section 145 of the Charities Act 2011 (the Act).

The financial statements include transactions, assets and liabilities for which the Trustees can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

Funds (See Note 9)

General funds represent the funds of the LEP that are not subject to any restrictions regarding their use and are available for application on the general purposes of the LEP. These include funds designated for a particular purpose by the LEP.

The purpose of any restricted funds is noted in the accounts. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund, unless a fund was set up on the understanding that any surplus would be returned to general funds.

Incoming Resources - All incoming resources are accounted for gross.

Voluntary income and capital sources:

Planned giving, collections and donations are recognised when received.

Tax refunds are recognised when the incoming resource to which they relate is received.

Grants and legacies to the LEP are accounted for when the LEP is legally entitled to the amounts due.

Activities which generate funds:

Rental income is accounted for when earned. Parochial Fees due to the LEP for weddings, funerals etc. are accounted for on an event-by-event basis. Some activities carried out by the Parish, including those run by sub-groups, make a charge to cover costs and so generate income, but their primary purpose is ministry or outreach, not generating funds.

Income from investments:

Interest is accounted for when due. Tax recoverable on such income is accrued for on the same basis.

Charitable Resources Expended

Grants:

Grants and donations are accounted for when allocated by the Trustees. The previous policy of the Trustees was to aim to give approximately 10% of all voluntary income from direct giving to various charities and causes as determined by the CEC. This policy was amended in 2016 to limit away giving to a reduced number of recipients so that the parish could make a higher contribution to the Diocese. In order to reduce pressure on the parish General Fund, this policy has since been amended so that the only recipients are the Medway Foodbank and Connexional Funds of the Methodist Church.

Amounts received specifically for mission and remitting to other organisations are dealt with as restricted funds, but do not form part of the end of year accounts except if a balance remains to be paid out.

Costs directly related to the work of the church:

Clergy costs are seen as costs to the whole Parish and the costs for clergy housing are shown separately:

Team Rector	Rev. Elaine Cranmer	18 Marion Close
Team Vicar	Rev. David Kichenside	26 Mayford Road

With effect from October 2019 the parish also has a self-supporting minister (Rev. Paul Robinson) who, serves the parish as a part time self-supporting curate, but no salary or housing costs are incurred by the parish.

The LEP employs one part-time cleaner, who is not paid more than £60,000 p.a.

The costs of cleaners' wages and the cost of cleaning materials are shown for each church. All wages are paid gross.

The Cornerstone Coffee Shop employs five staff (all part-time). All wages are paid gross. It is parish policy that all staff are paid at the Living Wage hourly rate.

The Diocesan Parish Share and Methodist Assessment are accounted for when payable.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Land and Buildings

The PCC and LEP Trustees own no land or buildings but have responsibility for maintenance of properties as mentioned on pages 10-11. The Trustees receive the income when the church buildings are hired out for use. Any expenditure on maintenance or improvement is written off as incurred.

Other fixtures, fittings and office equipment:

Individual items of equipment are written off in the period in which the asset is acquired.

Investments:

The Trustees have no investments other than deposit accounts. With the exception of the Anglican Church Repair Funds, which are held at the Rochester Diocesan Board of Finance, all other deposit accounts are with the Central Finance Board of the Methodist Church. Deposit Accounts are used to hold balances on all funds which are not required for immediate use.

Current Assets:

Amounts owing to the Trustees at 31 December in respect of fees, rents or other income are shown as debtors.

Short-term deposits include cash held on deposit either with the Methodist Central Board of Finance (Deposit accounts), Rochester Diocesan Board of Finance deposits, or at the banks.

Rounding Errors

All values are shown correctly rounded to the nearest pound; however, the totals show the rounded sum of the true values, not the sum of the rounded values. (This means that at times the sum shown does not appear to be the sum of the values given, it is, however, the true sum.)

Reserves Policy:

Despite facing deficit budget situations for a number of years, through careful financial management and the provision of God through His people, the free reserves of the Trustees, (including funds designated for possible future repairs and varying levels of gift aid tax accumulated), have usually stayed at a level sufficient to meet between 2 and 3 months of unrestricted expenditure covering ministry and building costs. There is no policy to increase the free reserves at present, as the Trustees prefer to trust that God will continue to provide the funds required to meet the needs of the Parish, as seen in previous years.

The Trustees will, however, continue to examine ways of encouraging increased giving and acceptance of responsibility by the members of the church.

	Unrestricted Funds					Restricted Funds	Endowment Funds	Total 31/12/21	Total 31/12/20
	General Parish	General St Alban	General St David	General St William	Designated				
	£	£	£	£	£	£	£	£	
2 INCOMING RESOURCES									
2.1 Incoming Resources from generated funds									
2.1a. Voluntary Income:									
Planned Giving - Gift Aided	1,360	8,032	16,169	6,394			31,955	37,883	
Other Gift Aided Giving		70	506	15			591	400	
Income Tax Recoverable	8,411						8,411	10,198	
Other Planned Giving		3,530	1,523	602			5,655	5,888	
Collections at services	16	313	893	983			2,206	2,131	
Donations & gift days	277	9	50	50	120		505	564	
Grants-recurring								375	
Grants-non recurring								750	
Total:	10,065	11,954	19,140	8,045	120		49,323	58,190	
2.1b. Activities for generating funds:									
Rental Income		318	11,194	15,869			27,380	22,477	
Fees	4,558						4,558	3,686	
Magazine advertising								55	
Magazine sales	50						50	506	
Refreshments			77				77	143	
Special Events									
Fundraising				291			291	1,032	
Waste Paper									
Spirit Squad						54	54	210	
Baby Messy Church			St David's					37	
Housewives' Fellowship			St Alban's					134	
Lunch Club:			St. David's					197	
Seniors' Soups			St. William's					102	
Children's & Youth (Messy/Sporty Chur			St. William's/St Alban's						
Oasis			St David's					300	
Men's Breakfast			St David's					108	
Tea at 3			St William's					75	
Cornerstone Coffee Shop			St William's			20,913	20,913	14,020	
Away Weekend									
Celebrating Community Festival									
Wesselling fund									
Courses									
Total:	4,608	318	11,271	16,160	20,967		53,323	43,081	
2.1c. Investment Income:									
Interest						44	44	195	
Total:						44	44	195	
2.2 Other incoming resources									
Insurance Claims									
Sanctuary									
Parish Mission									
Telephone									
Printing								97	
Postage									
Miscellaneous								225	
Total:								322	
TOTAL INCOMING RESOURCES	14,672	12,272	30,411	24,205	21,131		102,691	101,787	

	Unrestricted Funds					Restricted Funds	Endowment Funds	Total 31/12/21	Total 31/12/20
	General Parish	General St Alban	General St David	General St William	Designated				
	£	£	£	£	£	£	£	£	
3 RESOURCES EXPENDED									
3.1 Cost of generating funds									
3.1a. Cost of generating voluntary income									
Stewardship	59							59	58
General Total:	59							59	58
3.1b. Fundraising & trading									
Fairs/Events									194
Total:									194
3.2 Charitable activities									
Grants: <i>See note 5</i>									
Overseas Missions	200							200	200
Relief & Development Agencies									
Home Missions/Church Societies	300							300	300
Secular Societies	1200							1,200	1200
Ministry:									
Travel Expenses	886							886	1,046
Clergy Phones	671							671	648
Clergy Conferences	59							59	10
Clergy Computers/Equip									
Visiting Clergy									
Gifts for Speakers									
Housing: Council Tax, Water & Repairs	3,904							3,904	4,817
Gas and Electricity									
Church running expenses									
Heat & Light		220	1,842	6,124				8,185	4,874
Water Rates		76	438	1,269				1,783	1,466
Insurance		794	943	1,148				2,886	2,845
Repairs (not transfers)		961	1,691	3,174	3,936			9,762	4,546
Cleaning	218		1,244	1,219				2,682	4,716
Church Telephones		302	349	839				1,490	1,550
Postage	504							504	497
Printing & Stationery	590							590	2,958
Activities:									
Weddings									
DBF element of statutory fees	3,049							3,049	2,688
Organists/Choir/Music		252	207	292				750	739
Sanctuary	47							47	24
Books/ Worship	71							71	166
Baptisms	109							109	
PA Equipment									
Magazine	47							47	46
Courses	79							79	17
Refreshments	12							12	7
Special Events									
Junior Church/Children's/Youth	62				210			271	165
Baby Messy Church St D									22
Seniors' Soups St W									67
Messy/Sporty Church St W/St A									6
Housewives' Fellowship					758			758	62
Lunch Club - St David's					150			150	188
Oasis - St David's									77
Men's Breakfast - St David's									65
Tea at 3 - St W									46
Cornerstone Coffee Shop St W					20,094			20,094	13,535
Wesselling Fund									
Away Weekend									
Spirit Squad					57			57	198
Celebrating Community Festival									

	Unrestricted Funds					Restricted Funds	Endowment Funds	Total 31/12/21	Total 31/12/20
	General Parish	General St Alban	General St David	General St William	Designated				
	£	£	£	£	£	£	£	£	£
Support Costs: Training	30							30	30
Parish Mission									
Diocesan Parish Share	56,261							56,261	57,258
Methodist Assessment	1,750							1,750	1,750
Miscellaneous	101			95				196	180
Total:	70,150	2,605	6,713	14,160	25,204			118,832	109,007
3.3 Governance costs									
Independent Examination	540							540	540
Total:	540							540	540
3.4 Other resources expended									
St William's Development									
St. David's Building									
St Alban's Improvement									
Bank Charges	102							102	65
Total:	102							102	65
TOTAL RESOURCES USED	70,851	2,605	6,713	14,160	25,204			119,534	109,864

4 TRANSFERS

In 2020 the following transfers have been made between funds:

		<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Notes</u>
Repair Funds	St. Alban	(1,800)	1,800		Annual contribution for 2021
Repair Funds	St. David	(600)	600		Annual contribution for 2021
Repair Funds	St. William	(3,600)	3,600		Annual contribution for 2021
Oasis	St. David				Donation to General Fund
St David's Lunch Club	St David				Donation to General Fund
St David's Improvement Fund	St. David	26,103	(26,103)		Donation to General Fund
St William' Development Fund	St William	(10,301)	10,301		Donation to General Fund
Housewives Fellowship	St. Alban				Donation to General Fund
St Alban's Development Fund	St. Alban	10,174	(10,174)		Donation to General Fund
St Alban's Development Fund	St. Alban		3,363		Grant from Aylesford Parish Council
Aylesford Parish Council	St. Alban			(3,363)	Donation to St Alban's Devel Fund
Cornerstone Coffee Shop	St William	820	(820)		Donation to General Fund
		20,796	(17,434)	(3,363)	

5 CHARITABLE AWAY GIVING/GRANTS

	<u>General</u>	<u>Restricted</u>	<u>General</u>	<u>Restricted</u>
<i>Overseas Missions:</i>			<i>Home Missions/Church Societies:</i>	
Methodist World Mission	200		Methodist Mission in Britain	200
			Methodist Property Fund	100
	200			300
<i>Relief & Development Agencies:</i>			<i>Secular Societies:</i>	
			Hope in the Community	1,200
			Medway Foodbank	
				1,200

The sum of £2,617.35 was raised for Christian Aid and was sent direct, as part of collections in May. The total includes limited house to house collections, collections at collection stations and church collections including from neighbouring churches.

An amount of £318.67 was raised from retiring collections at church services over the Christmas period on behalf of The Children's Society. This includes £168.57 in cash, which has been banked in the parish account and sent to the Children's Society. The other £150 was from receipts made payable to the Children's Society and these have also been sent.

6 DEBTORS

	<u>2021</u>	<u>2020</u>
Debtors for goods and services	219	
Rental Income Due	2,290	1,692
Income tax recoverable	2,611	2,493
Accrued Income		
Total Debtors:	5,120	4,185
Prepayments		
	5,120	4,185

7 LIABILITIES (all falling due within one year)

	<u>2021</u>	<u>2020</u>
Creditors for goods and services	556	794
Accruals	2,507	951
Total Creditors	3,063	1,744
Deferred Income		
	3,063	1,744

8 FUNDS

	Balance 1/1/2021	Movement in Funds				Balance 31/12/2021
		Incoming	Outgoing	Interest	Transfers	
UNRESTRICTED FUNDS £						
<i>General:</i>	(1,537)	81,559	(94,329)		20,796	6,490
<i>Designated Funds:</i>						
Repair Funds:						
St. Alban	16,777			29	1,800	18,606
St. David	8,053			1	600	8,654
St. William	7,410			13	3,600	11,023
Special Collections - Forest School	914					914
St. Alban's Development Fund	10,627	120	(3,936)	1	(6,812)	0
Lunch Club	170		(150)			20
Children & Youth Activities (Messy/Sporty Church)						0
Baby Messy Church	205					205
Seniors' Soups	141					141
Housewives' Fellowship	2,248		(758)			1,490
St. William's Development Fund	(10,301)				10,301	0
St. David's Improvement Fund	26,103			0	(26,103)	0
Cornerstone Coffee Shop	5,000	20,913	(20,094)		(820)	5,000
Parish Weekend	0					0
Wesselling Fund	0					0
Oasis	102					102
Tea at 3	49					49
Men's Breakfast	235					235
Spirit Squad	285	54	(267)			72
TOTAL UNRESTRICTED FUNDS	66,482	102,647	(119,534)	44	3,363	53,001
RESTRICTED FUNDS £						
St.A Maintenance - Aylesford P.Counci	3,363				-3363	
Children & Youth Activities (Little Angel	253					253
Special Collections **	0	169	(169)			0
Celebrating Community Festival	214					214
TOTAL RESTRICTED FUNDS	3,830	169	(169)		(3,363)	467
TOTAL ALL FUNDS	70,311	102,815	(119,702)	44		53,469

** Donations received and passed on as appropriate for specific charities and appeals.

ENDOWMENT FUNDS

The Trustees have no endowment funds.

9 PAYMENTS to CEC MEMBERS

The following payments have been made to members of the CEC as reimbursement for materials and equipment purchased by them on behalf of the Parish:

Reverend Elaine Cranmer	£812	Don Lawrence	£191
Reverend David Kichenside	£235	Sylvia Wrigglesworth	£927

No other payments of any kind, other than Ministers' expenses, have been made to any member of the CEC.

10 STAFF COSTS

		<u>2021</u>	<u>2020</u>
Wages and salaries	Church Cleaners	£2,101	£3,664
Wages and salaries	Cornerstone Coffee Shop	£11,570	£7,496

During the year the CEC employed one part-time cleaner who covered two of the parishes three churches, and a total of eight staff (two for the whole year and six for different parts of the year) at the Cornerstone Coffee Shop (all part-time). All parish employees are paid at the Living Wage hourly rate.

11 PRIOR YEAR ADJUSTMENTS

No adjustments have been made to the accounts declared in previous years.

HOLY TRINITY SOUTH CHATHAM

England & Wales - Charity number 1135416

Accounts



Holy Trinity South Chatham
*(A Church of England and Methodist Church Local Ecumenical Partnership
serving the communities of Bluebell Hill, Lordswood and Walderslade)*

Churches of
St. Alban, St. David & St. William

Annual Report and Financial Statement

of

Holy Trinity South Chatham LEP
(Registered Charity no. 1135416)

and

The Parochial Church Council of
Holy Trinity South Chatham

for the year ended 31 December 2020

"Here to offer Christ in every home"

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The LEP present their report with the financial statements of the charity for the year ended 31 December 2020. The LEP have adopted the provisions of the Statement of Recommended Practice (FRSEE) Accounting and Reporting by Charities issued in January 2015, together with the Church Accounting Regulations 2006 (the Regulations) and Section 145 of the Charities Act 2011 (the 2011 Act)

Reference and Administrative Details

Holy Trinity South Chatham is a Local Ecumenical Partnership (Church of England & Methodist) and Registered Charity No: 1135416.

The Parish is within the Diocese of Rochester and also part of the North Kent Circuit of the Methodist Church, and the focal area of ministry is recognised as being the Church of England Ecclesiastical Parish of Holy Trinity South Chatham.

The LEP has three churches situated in different areas of the parish: St Alban's, Robin Hood Lane, Blue Bell Hill; St. David's, Newton Close, Lordswood; and St. William's, Walderslade Village Centre. The LEP Sharing Agreement created an LEP where we are a single worshipping community rather than separate denominations, and so worship and events are seen as united activities. In terms of ownership of premises, St David's is owned by the Methodist Church and the other two church buildings are owned by the Church of England Diocese of Rochester.

Formal address for correspondence and Charity Registration is that of the Chair of Trustees and the Team Rector (The Rectory, 18 Marion Close, Chatham ME5 9QA).

This has been an unusual year in the life of the parish and due to the Covid 19 pandemic the 2020 annual meetings were delayed and took place on 18th October 2020. The list of Trustees as at October 2020 is shown in Table 1 below.

The complete list of administrative posts within the Parish is shown in Table 2 below.

Bank accounts are held with HSBC (1-5 Week Street, Maidstone, Kent ME14 1QW and CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ. The parish also has two repair fund deposit accounts with the Diocese of Rochester and seven deposit accounts with the Central Finance Board of the Methodist Church

The Independent Examiner is Natalie Harrison ACA FCCA CTA TEP, Beak Kemmenoe, Chartered Accountants, 1-3 Manor Road, Chatham. Kent ME4 6AE

Table 1 Combined Ecumenical Council – as at October 2020

Trustees Council		
Ex-officio		
Team Rector	Rev Elaine Cranmer	
Team Vicar	Rev David Kichenside	
Team Curate	Rev. Paul Robinson	
Elected members		
St.Alban's	Jon Hicks	2019 - 2022
	Karl Simmons	2019 - 2022
	Pauline Bowdery	2020 - 2023
	Vacancy	
St.David's	Bob Tarrant	2019 - 2022
	Jeanette Lawrence	2020 - 2023
	Vacancy	
	Vacancy	
St.William's	Ina Hanford	2020 - 2023
	Jean Bassett	2018 - 2021
	Vera Jones	2018 - 2021
	Pat Long	2020 - 2023
Co-opted members		
Pro-Warden St Alban's	Vacancy	
Warden St David's	Sylvia Wrigglesworth	2020 - 2021
Warden St William's	Vacancy	
Treasurer	Vacancy	
Secretary	Jean Bassett	2020 - 2021
Young person's rep	Vacancy	
Parochial Church Council		
In addition to those above, the following are members of the PCC		
Elected to Deanery Synod	Don Lawrence	2020 - 2023
Elected to Deanery Synod	Mark Salter	2020 - 2023

The complete list of administrative posts within the Parish is listed below, along with the person fulfilling that role and the term of that appointment.

Table 2 Full Parish Administrative Team

Position	Name	Type	Period	End of Term
Team Rector and Chair of the PCC	Elaine Cranmer	Permanent	N/A	N/A
Team Vicar	David Kichenside	Permanent	N/A	N/A
Team Curate	Paul Robinson	Permanent	N/A	N/A
Chair of Trustees	Elaine Cranmer	Fixed - voluntary	1 year	May 2021
Chair of PCC	Elaine Cranmer	Permanent	N/A	N/A
Parish Secretary	Jean Bassett	Fixed - voluntary		
Parish Treasurer	Vacancy	Fixed - voluntary		
Gift Aid Officer	Pauline Bowdery	Voluntary	N/A	N/A
Bookings Officer	Credwyn Tolhurst	Voluntary	N/A	N/A
Parish Safeguarding Officer	Mark Salter	Voluntary	N/A	
Safer Recruitment Officer	Dave Bassett	Voluntary	N/A	
Church Warden	Vacancy			
Church Warden	Sylvia Wigglesworth (St. David's)	Fixed - voluntary	1 year	May 2021
Pro Church Warden	Vacancy			
Assistant Wardens at St. Alban's St. David's St. William's	Vacancy Vacancy Pat Long	Fixed - voluntary	1 year	May 2021
St. Alban's Steward	Vacancy	Fixed - voluntary	4 years	
St. David's Steward	Vacancy	Fixed - voluntary	4 years	
St. William's Steward	Vacancy	Fixed - voluntary	4 years	
St. Alban's Assistant Steward	Vacancy	Fixed - voluntary	4 years	
St. David's Assistant Steward	Vacancy	Fixed - voluntary	4 years	
St. William's Assistant Steward	Vacancy	Fixed - voluntary	4 years	
Property Steward: St. David's	Don Lawrence	Voluntary		
Deanery Synod Representative	Don Lawrence	Fixed - voluntary	3 years	April 2023
Deanery Synod Representative	Mark Salter	Fixed - voluntary	3 years	April 2023

Structure, Governance and Management

Following registration as a charity in March 2010, the LEP adopted a new Constitution approved by the Charity Commission and Churches Together in England, based upon the new model for LEPs introduced in 2009. The Trustees and Parochial Church Council work together to manage the affairs of the Parish.

Whilst the Constitution does not specify representation from particular churches, every effort is made to ensure a balance of representatives among the elected trustees. All the work of the Councils and Committees is undertaken according to the relevant governing documents, and Parish "Policy and Practice" which was adopted in 2009.

Members of the PCC are appointed in accordance with the Church Representation Rules, and all Church Officers are appointed in accordance with requirements of the Constitution and appropriate denominational regulations.

Being an LEP Registered Charity, the governance of the business of the parish is managed by two Councils working in co-operation with each other to oversee the work and ministry of the LEP and parish:

The Trustees Council is the body of (mainly) elected representatives from the churches who are responsible for the legal aspects of the LEP as a charity. This body also incorporates the functions of a Methodist Church Council in any matters relating to the Methodist Church.

Recruitment and Appointment of New Trustees

Trustees are elected at the Annual meeting of the Charity, which incorporates the Annual Parochial Church Meeting and Annual Vestry Meeting of the Parish. Trustees are elected for a term of three years. The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC and to become a member of the Trustees Council.

The Parochial Church Council (PCC) is required by law to deal with certain matters that are particular to the Church of England.

Members of the PCC are also members of the Trustees Council and both Councils meet together for all meetings as one body called the Combined Ecumenical Council (CEC).

Induction and Training of New Trustees

All new members of the LEP are properly mentored by serving members and are advised of their duties and responsibilities. The Diocese of Rochester offers training annually for newly elected wardens and church council members. All trustees are required to complete basic Safeguarding training as provided by the Diocese and to undertake a DBS check.

The Councils

The Combined Ecumenical Council (CEC) meets approximately bi-monthly. The Council is assisted by a number of Committees, with specific roles as necessary. The Team Rector chaired the meetings and the chair is formally elected annually. The Team Vicar, Curate, Church Wardens and Deanery Synod representatives are automatically members of the CEC. All other members of the council are elected. Prior to Lockdown in March 2020 the Council met in person, initially subsequent business was dealt with electronically and in November a meeting of the Council was held via Zoom.

Church Management Groups

St. Alban's, St. David's and St. William's each have an Advisory Group, which meet to discuss local issues, and report to the CEC. Whilst these groups have no constitutional authority or budget, they are key to the effective delivery of ministry for each of the church communities, and in supporting and advising the clergy about issues.

Authorised Ministers

The clergy team (Team Rector and Team Vicar) saw the arrival of the Rev. Paul Robinson in September 2019, he is serving his title post (curacy) as a part-time self-supporting minister across the parish. Rev. Bryan Tolhurst (Supernumary Methodist minister in Full Connexion) also offers support to the parish. Ministry is supported by a number of Licensed Lay Ministers (those aged 70 years or above have Permission to Minister or Permission to Officiate according to their role.)

- Debbie Oliver (Reader)
- Mark Salter (Reader, PTO)
- Sylvia Wrigglesworth (Reader, PTO)
- Ann Bengler (Evangelist, PTM)
- Mary Horwell (Evangelist, PTM)
- Bob Tarrant (Evangelist, PTM)

Related Parties

There were no related party transactions during the year.

Risk Management

The Parish regularly review a range of areas of ministry and practice regarding "risk", including regular inspections of buildings and health and safety assessments. All work with children, young people and vulnerable adults is subject to the Safeguarding guidelines and policy issued by the Diocese of Rochester and includes risk assessments where appropriate. Financial risk management is overseen by the CEC and is reviewed regularly during the year.

In 2020 the CEC appointed Don Lawrence as 'Person of Contact' and to be its representative in liaising with the various user groups regarding risk assessments and action plans when using the church premises following the national lockdown and during subsequent restrictions. This included outside hirers, church organisations and the worshipping community. The CEC is extremely grateful for the tremendous amount of work this entailed in keeping the premises Covid secure and the users safe.

Safeguarding

The CEC has followed Diocesan guidance in the implementation and review of good practice, ensuring that CEC members have completed appropriate training and received DBS clearance. The parish has a lead Safeguarding Officer, Mark Salter, and Safer Recruitment advisor, Dave Bassett, who monitor compliance across parish activities. The CEC receives regular updates at its meetings.

Objectives and Activities

Objectives and Aims

The Combined Ecumenical Council (CEC), which administers the LEP, is committed to enabling as many people as possible to worship at our churches and to become part of our parish community.

The CEC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.
- To facilitate this work it is important that we maintain the fabric of the churches of St. Alban, St. David and St. William.

Significant Activities

The Local Ecumenical Partnership (LEP) exists to advance the Christian faith in the ecclesiastical parish of Holy Trinity South Chatham in accordance with the principles and practices of the Church of England and the Methodist Church, specifically to promote the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The LEP is specifically responsible for the maintenance of the churches of St. Alban, St. David and St. William within the Parish.

Grant Making

The CEC continues to make institutional grants at their discretion and as funds allow.

Public Benefit Statement

The trustees of the charity confirm that they have complied with their duty under section 17(5) of the Charities Act 2011 to have regards to the Charity Commission's guidance on public benefit and that the public benefit requirement has informed the activities of the charity during the year to 31st December 2020.

In evaluating public benefit the trustees note that the majority of activities offered across the churches are open to all irrespective of their faith or beliefs whilst also providing nurturing and teaching within the Christian faith.

Volunteers

The charity relies on individuals outside of the Council to fulfil all of its activities. It is not possible to quantify the value of the work undertaken by the volunteers.

Achievements and Performance

The electoral role and attendance figures for the Parish are shown in the table below.

	2016	2017	2018	2019	2020
Electoral Roll	164	162	159	90	90
LEP Charity Members	101	103	99	97	96
Usual attendance across the three churches, counted in Oct (Adults)	87	72	103	124	33*
Usual attendance across the three churches, counted in Oct (Children / Young People)	5	5	8	7	1

Notes:

- These numbers do not include Baby and Toddler Messy, Messy Church - 'fresh expressions' of church. Messy Church was suspended in January 2020 although Easter activities were still anticipated but could not take place in 2020.
- The Electoral Roll was completely revised during 2019, with changing circumstances a significant number of former members chose not to apply for inclusion on the new Roll.
- For significant periods during 2020 the churches were closed for public worship and the October count * reflects only one service, rather than three, held each Sunday under Covid protocols.

Worship

The traditional pattern of at least one service held in each of the three churches each Sunday was suspended when the national Lockdown was imposed in March 2020. From 19th July through to 1st November one service was held for the parish each Sunday, visiting each church in turn. Whilst the year began with a United Service to renew our Covenant such services could not subsequently be held although we did manage to celebrate the ordination of the curate as priest with a special service in September. During May a Thursday morning online streamed service was introduced and has continued to be live streamed via YouTube every week. On Christmas morning a parish service was offered via Zoom and was attended by almost forty people. Whilst the buildings have been unavailable for corporate worship links have been shared for broadcast and online services, particularly those of the North Kent Methodist Church.

Outreach

Outreach activities have been significantly curtailed during 2020, including work within the local schools, ministry to young families and the varied social/hospitality activities within each of the churches (Lunches, Coffee Mornings, Sales, Teas, etc.) A fortnightly Newsletter started in April 2020 and has been circulated by post and email throughout the year. A regular pattern of online social events has been implemented during 2020 although these generally support members of the existing congregations.

As part of the implementation of the Diocesan Called Together report and the Growing Together initiative the parish began initial conversations with the Archdeaconry Growth Enabler at the beginning of the year but this work was stalled during lockdown and subsequent restrictions. Conversations will resume in 2021.

The Parish continues to support Cornerstone Coffee Shop, established within St. William's Church in 2013 to encourage engagement with the wider community. This activity has also been affected by the pandemic, being closed for much of the year. The CEC recognised the efforts required by the Cornerstone team to re-open safely in September and it was disappointing that closure was again required at the beginning of December.

2020 has seen an increased use of Facebook to share information about the parish – ensuring that our own page is kept up to date and sharing with other local groups and pages. The 2020 Crib service was broadcast live on Facebook.

Deanery Synod

The parish now elects two lay members to the Rochester Deanery Synod. They are ex-officio members of the PCC and thus provide the CEC with an important link between the parish and the wider structures of the church in the Diocese of Rochester. Due to the pandemic the Synod only met on two occasions during 2020 – in person in February and via Zoom in December.

North Kent Methodist Circuit

Although there were no candidates for election as Stewards from the churches in 2020 the Team Rector and Team Vicar have regularly attended Methodist Staff meetings during the year and a member of the clergy has usually represented the parish at each Circuit Meeting. Don Lawrence has continued the role of Property Steward for St. David's Church and attends the relevant Circuit meetings.

Church Buildings – overview

2020 has presented many additional challenges to the maintenance of buildings on all three sites. The initial lockdown in March 2020 meant the closure of all buildings not only for worship but for use by Pre-Schools and all other activities. Regular checks were made of the buildings throughout this period in accordance with advice from the insurance company. With the easing of that Lockdown and the resumption of early years provision Don Lawrence was appointed by the CEC as its 'Person of Contact.' Throughout the year he has advised on action plans, risk assessments and protocols necessary for the safe re-opening of our premises and continues to do so. The CEC is extremely grateful for his ongoing diligence in this role.

Worship resumed in July 2020 but in November with increasing rates of Covid infections across Kent and Medway the CEC agreed to seek dispensation from the Bishop of Rochester to suspend worship once again. Small electrical appliance safety testing was carried out in all buildings just prior to this.

St Alban's Building Report for 2020

In October 2020 the floor of the church again showed signs of severe damp which caused the floor boards to rise along the entire length and down the centre of the main worship area toward the north side of the building. Shortly after this the building was closed due to the Coronavirus pandemic. So from late March 2020 the building was only entered by a very few for cleaning and maintenance; thanks to Pauline and Dave Bowdery.

A local carpenter was asked to look at the floor but it was clear that major attention was necessary to prevent the floor from soaking up water. Currently there is no membrane between the earth and the wood of the floor. In fact the floor sits on the earth in most places.

As the church was awaiting the Quinquennial report from the Diocesan architect his advice was sought. He suggested that the floor wood be retained as it is substantial and in a good state (when dried) but that the floor needed to be on a series of battens. For this to occur the ground beneath the floor needs to be lowered some 100 mm. A number of pilot holes were drilled to ascertain the depth of the loose earth under the floor and if there was a concrete base beneath that. Holes were duly drilled and it was established that the loose earth was 100mm deep on a concrete base. The plan is now to remove the flooring and the top 100mm of loose earth to position battening and waterproof membrane before replacing the original floor. Aylesford Parish Council have been approached with a request to use the unclaimed portion of the annual grant for this work.

The grounds continue to be maintained by church members throughout the year and Landscape Services cut the grass; Caroline Burford checks that this latter work has been carried out. St Alban's congregation keep the church building and grounds in good order. Additional daffodils were planted during 2020. The parish is grateful to Aylesford Council for the Annual grant that is held for the St. Alban's each year for the upkeep and improvement of the church building and grounds.

St David's Building Report for 2020

Though in general St David's is in reasonably good condition a number of minor repair jobs have been needed this year to internal church fabric - mainly water based! These included refixing sinks, repairing leaks in both sinks and the urinal, as well as a historic one in a storage cupboard, plus repairs to the valves on several radiators. Outside, a broken manhole cover needed replacing as indicated in the last quinquennial.

Unfortunately there is a larger problem which will soon need attending to. Though the ingress of water to the chapel and office area was temporarily halted due to clearing the roof gulleys of leaves and other debris there is a more serious issue underlying this, and it will become necessary to check that section of the roof to find the weak spot where the water is coming through.

Many thanks to Don Lawrence who has coped with all these issues single-handedly whilst access to the building has been restricted though Covid.

St William's Building Report for 2020

During 2020 a full electrical inspection of the church was completed, this has identified several areas for upgrading the current installation. There have been several minor repairs carried out (e.g. leaking roof over the small hall) and throughout the initial lockdown regular checks were made of the building whilst no activities were permitted.

The church organ was assessed as being beyond repair at the start of the year and we are grateful to the family of the late Mike Radley for the donation of a similar model.

Financial Review

The year 2020 has presented the parish with significant financial issues as a result of the Covid-19 pandemic. With church buildings being closed for large parts of the year, potentially over 50% of anticipated income would no longer be forthcoming.

The potential impact has, however, been abated to some degree by a very positive and generous response from the congregation to the Parish Finance Appeal. There have been several additional one-off contributions and a number of members have contributed by cheque or bank transfer the equivalent of their weekly/monthly giving. In addition, there have been savings from the reduced cost of running and maintaining the three church buildings during the periods of closure.

The Parish began the year with a balance of £11,587 on the general fund. After all the debtors and creditors have been taken into account, the Parish finished the year with a general fund deficit of £13,124. This deficit results in a cumulative general fund deficit of £1,537 at the end of the year carried forward to 2021.

The deficit of £13,124 incurred in 2020 represents a change of £8,236 from the deficit budget set for the year of £4,888. The change results from a reduced level of total income of £24,138 compared to the budget. The reductions were experienced on rent income (£17,824), fundraising (£3,892), open plate collections (£2,468) and contributions from church groups (£1,318). These reductions were partly offset by an increase in planned giving (£3,035) as a result of the Parish Finance Appeal.

The loss of income was partially offset by reduced expenditure of £15,902 compared to the budget, which is mainly the result of a reduction of £15,425 on the cost of the church buildings.

The ongoing impact of the pandemic will give rise to continued uncertainty and challenges into 2021. Careful and prayerful consideration will need to be applied to ensure that the parish prudently moves forward.

Reserves Policy

It is the policy of the Church Council to maintain sufficient reserves to meet its financial commitments as and when they fall due, at the same time maintaining designated funds to ensure that all necessary major repairs are carried out with due expediency.

Principal Funding Sources

The principal sources of funding continue to be planned giving, income tax refund on gift aid income, rents from regular hirers of the church buildings, fees (mostly funerals) and open plate collections.

Future Developments

As a Local Ecumenical Partnership the parish of Holy Trinity is subject to review by its sponsoring bodies (The Church of England and the Methodist Church) on behalf of Churches Together in Kent. The sponsoring bodies agreed not to carry out a formal review of the LEP in 2017 and have not re-visited this decision to date.

It is difficult to foresee the short and long term implications of responding to the pandemic as the parish moves into 2021. There will clearly be opportunities to review patterns that have been lost during 2020 but also to build on new opportunities that have been found.

Statement of Trustees Responsibilities

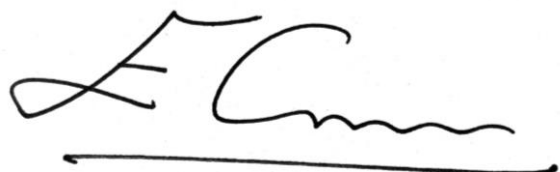
The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed require the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by the CEC on 13th April 2021 and signed on their behalf by Rev. Elaine Cranmer (CEC chair.)

A handwritten signature in black ink, appearing to read 'Elaine Cranmer', with a horizontal line underneath it.

Independent Examiner's Report to the Trustees of Holy Trinity South Chatham

I report on the accounts for the year ended 31 December 2020 as set out on pages 14 to 22.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission (Under Section 145(5)(b) of the 2011 Act and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare financial accounts, which accord with the accounting records and to comply with the requirements of the 2011 Acthave not been met, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Natalie Harrison ACA FCCA CTA TEP

Date

Beak Kemmenoe (Accountants)

1-3 Manor Road Chatham

Kent

ME4 6AE

Holy Trinity, South Chatham - St. Alban, St. David and St. William

STATEMENT OF FINANCIAL ACTIVITIES 2020


INCOME & EXPENDITURE	Notes	Unrestricted Funds		Restricted Funds	Endowment Funds	Total 31/12/2020	Total 31/12/2019
		General	Designated				
		£	£	£	£	£	£
INCOMING RESOURCES	2						
Voluntary Income	2.1a	57,054	760	375	0	58,190	76,877
Activities for generating funds	2.1b	27,899	15,182	0	0	43,081	96,666
Investment Income	2.1c	1	194	0	0	195	449
Other incoming resources	2.2	322	0	0	0	322	0
TOTAL INCOMING RESOURCES		85,276	16,136	375	0	101,787	173,992
RESOURCES EXPENDED	3						
Costs of generating voluntary income	3.1a	58	0	0	0	58	67
Fundraising trading: cost of goods sold & other costs	3.1b	194	0	0	0	194	550
Charitable activities	3.2	93,724	14,265	1,017	0	109,007	243,651
Governance costs	3.3	540	0	0	0	540	576
Other resources expended	3.4	65	0	0	0	65	55
TOTAL RESOURCES EXPENDED		94,582	14,265	1,017	0	109,864	244,899
Net incoming/(outgoing) resources before transfers		(9,306)	1,871	(642)	0	(8,077)	(70,907)
Transfers	4	(3,818)	3,818	0	0	0	0
NET MOVEMENT IN FUNDS		(13,124)	5,689	(642)	0	(8,077)	(70,907)
Total Funds Brought Forward 1 January 2020		11,587	62,330	4,472	0	78,389	149,296
TOTAL FUNDS CARRIED FORWARD 31 December 2020		(1,537)	68,018	3,830	0	70,311	78,389

Holy Trinity, South Chatham - St. Alban, St. David and St. William

BALANCE SHEET AS AT 31 DECEMBER 2020

	Notes	2020 TOTAL		2019 TOTAL	
		£	£	£	£
		CURRENT ASSETS			
Debtors	6	4,185		15,156	
Pre-payments	6	33		762	
Cash		3,285		3,932	
Current Accounts		13,547		15,790	
Deposit Accounts		47,643		41,448	
Aylesford Parish Council		3,363		4,005	
		<u>72,056</u>		<u>81,092</u>	
LIABILITIES:					
Creditors	7	(1,744)		(2,703)	
NET CURRENT ASSETS					
			70,311		78,389
NET ASSETS					
			70,311		78,389
FUNDS					
Unrestricted : General	8	(1,537)		11,587	
Designated		68,018		62,330 *	
			66,482		73,917
Restricted			3,830		4,472
			<u>70,311</u>		<u>78,389</u>

Approved by the Combined Ecumenical Council meeting on 13th April 2021 and signed on its behalf by



The Reverend Elaine Cranmer (Chair of the Trustees and PCC Chair)

The notes on pages 17-24 form part of these accounts.

Notes to the Accounts for the year ended 31 December 2020

1. Accounting Policies

The Financial Statements have been prepared in accordance with the provisions of the Statement of Recommended Practice (FRSEE) Accounting Regulations (the Regulations) and Section 145 of the Charities Act 2011 (the Act).

The financial statements include transactions, assets and liabilities for which the Trustees can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body nor those that are informal gatherings of church members.

Funds (See Note 9)

General funds represent the funds of the LEP that are not subject to any restrictions regarding their use and are available for application on the general purposes of the LEP. These include funds designated for a particular purpose by the LEP.

The purpose of any restricted funds is noted in the accounts. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund, unless a fund was set up on the understanding that any surplus would be returned to general funds.

Incoming Resources - All incoming resources are accounted for gross.

Voluntary income and capital sources:

Planned giving, collections and donations are recognised when received.

Tax refunds are recognised when the incoming resource to which they relate is received.

Grants and legacies to the LEP are accounted for when the LEP is legally entitled to the amounts due.

Activities which generate funds:

Rental income is accounted for when earned. Parochial Fees due to the LEP for weddings, funerals etc. are accounted for on an event-by-event basis. Some activities carried out by the Parish, including those run by sub-groups, make a charge to cover costs and so generate income, but their primary purpose is ministry or outreach, not generating funds.

Income from investments:

Interest is accounted for when due. Tax recoverable on such income is accrued for on the same basis.

Charitable Resources Expended

Grants:

Grants and donations are accounted for when allocated by the Trustees. The Trustees aim to give approximately 10% of all voluntary income from direct giving to various charities and causes as determined by the CEC. This policy was amended in 2016 to limit away giving to a reduced number of recipients so that the parish could make a higher contribution to the Diocese. Amounts received specifically for mission and remitting to other organisations are dealt with as restricted funds, but do not form part of the end of year accounts except if a balance remains to be paid out.

Costs directly related to the work of the church:

Clergy costs are seen as costs to the whole Parish and the costs for clergy housing are shown separately:

Team Rector
Team Vicar

Rev. Elaine Cranmer
Rev. David Kichenside

18 Marion Close
26 Mayford Road

With effect from October 2019 the parish also has a self-supporting minister (Rev. Paul Robinson) who, serves the parish as a curate, but no salary or housing costs are incurred by the parish.

The LEP employs two part-time cleaners, none of whom are paid more than £60,000 p.a. The costs of cleaners' wages and the cost of cleaning materials are shown for each church. All wages are paid gross.

The Cornerstone Coffee Shop employs up to seven staff (all part-time). All wages are paid gross.

All staff are paid at the Living Wage hourly rate.

The Diocesan Parish Share and Methodist Assessment are accounted for when payable and any amounts unpaid at 31 December are shown as creditors on the Balance Sheet.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

Land and Buildings

The PCC and LEP Trustees own no land or buildings but have responsibility for maintenance of properties as mentioned on page 8. The Trustees receive the income when the church buildings are hired out for use. Any expenditure on maintenance or improvement is written off as incurred.

Other fixtures, fittings and office equipment:

Individual items of equipment with a purchase price of £1,000 or less are written off in the period in which the asset is acquired, with plant and equipment purchased at a value of over £1,000 being capitalised on acquisition and depreciated at 50% p.a. for items costing less than £2,000 and at 25% p.a. for items costing £2,000 or more, on a straight-line basis.

Investments:

The Trustees have no investments other than deposit accounts. With the exception of the Anglican Church Repair Funds, which are held at the Rochester Diocesan Board of Finance, all other deposit accounts are with the Central Finance Board of the Methodist Church. Deposit Accounts are used to hold balances on all funds which are not required for immediate use.

Current Assets:

Amounts owing to the Trustees at 31 December in respect of fees, rents or other income are shown as debtors.

Short-term deposits include cash held on deposit either with the Methodist Central Board of Finance (Deposit accounts), Rochester Diocesan Board of Finance deposits, or at the banks.

Rounding Errors

All values are shown correctly rounded to the nearest pound; however, the totals show the rounded sum of the *true* values, not the sum of the *rounded* values. (This means that at times the sum shown does not appear to be the sum of the values given, it is, however, the true sum.)

Reserves Policy:

Despite facing deficit budget situations for a number of years, through careful financial management and the provision of God through His people, the free reserves of the Trustees, (including funds designated for possible future repairs and varying levels of gift aid tax accumulated), have usually stayed at a level sufficient to meet between 2 and 3 months' unrestricted expenditure covering ministry and building costs. There is no policy to

increase the free reserves at present, as the Trustees prefer to trust that God will continue to provide the funds required to meet the needs of the Parish, as seen in previous years. The Trustees will, however, continue to examine ways of encouraging increased giving and acceptance of responsibility by the members of the church.

		Unrestricted Funds					Restricted Funds	Endowment Funds	Total 31/12/20	Total 31/12/19
		General Parish	General St Alban	General St David	General St William	Designated				
		£	£	£	£	£	£	£	£	
2	INCOMING RESOURCES									
2.1	Incoming Resources from generated funds									
2.1a	Voluntary Income:									
	Planned Giving - Gift Aided	1,116	9,935	19,266	7,567			37,883	35,099	
	Other Gift Aided Giving		235	49	116			400	1,201	
	Income Tax Recoverable	10,198						10,198	10,935	
	Other Planned Giving	64	4,284	1,106	434			5,888	4,974	
	Collections at services		684	625	822			2,131	4,615	
	Donations & gift days	207	162	175	10	10		564	4,553	
	Grants-recurring						375	375	2,000	
	Grants-non recurring					750		750	13,500	
	Total	11,585	15,299	21,221	8,949	760	375	58,190	76,877	
2.1b	Activities for generating funds:									
	Rental Income		269	8,626	13,582			22,477	42,855	
	Fees	3,686						3,686	5,240	
	Magazine advertising	55						55	476	
	Magazine sales	506						506	566	
	Refreshments		39	40	64			143	524	
	Special Events									
	Fundraising		76	460	496			1,032	5,954	
	Waste Paper								45	
	Spirit Squad					210		210	275	
	Baby Messy Church			St David's		37		37	183	
	Housewives' Fellowship			St Alban's		134		134	1,237	
	Lunch Club:			St. David's		197		197	1,226	
	Seniors' Soups			St. William's		102		102	369	
	Children's & Youth (Messy/Sporty Church)			St. William's/St Alban's					232	
	Oasis			St David's		300		300	1,576	
	Men's Breakfast			St David's		108		108	484	
	Tea at 3			St William's		75		75	281	
	Comerstone Coffee Shop			St William's		14,020		14,020	35,144	
	Away Weekend									
	Celebrating Community Festival									
	Wesselling fund									
	Courses									
	Total	4,247	384	9,126	14,142	15,182		43,081	96,666	
2.1c	Investment Income:									
	Interest		1			194		195	449	
	Total	1				194		195	449	
2.2	Other incoming resources									
	Insurance Claims									
	Sanctuary									
	Parish Mission									
	Telephone									
	Printing	97						97		
	Postage									
	Miscellaneous	225						225		
	Total	322						322		
	TOTAL INCOMING RESOURCES	16,155	15,683	30,347	23,091	16,136	375	101,787	173,992	

	Unrestricted Funds					Designated	Restricted Funds	Endowment Funds	Total 31/12/20	Total 31/12/19
	General Parish	General St Alban	General St David	General St William						
	£	£	£	£	£	£	£	£	£	
3 RESOURCES EXPENDED										
3.1 Cost of generating funds										
3.1.a Cost of generating voluntary income										
Stewardship	58							58	67	
General Total:	58							58	67	
3.1.b Fundraising & trading										
Fairs/Events	194							194	550	
Total	194							194	550	
3.2 Charitable activities										
Grants: <i>See note 5</i>										
Overseas Missions	200							200	200	
Relief & Development Agencies									26	
Home Missions/Church Societies	300							300	300	
Secular Societies	1200							1,200	1538	
Ministry:										
Travel Expenses	1,046							1,046	2,159	
Clergy Phones	648							648	644	
Clergy Conferences	10							10		
Clergy Computers/Equip									35	
Visiting Clergy										
Gifts for Speakers									32	
Housing: Council Tax, Water & Repairs	4,817							4,817	4,629	
Gas and Electricity										
Church running expenses										
Heat & Light		419	1,456	2,999				4,874	7,788	
Water Rates		98	319	1,049				1,466	1,761	
Insurance		793	923	1,129				2,845	2,851	
Repairs (not transfers)		361	1,645	1,523		1,017		4,546	104,192	
Cleaning	367	438	1,991	1,920				4,716	12,939	
Church Telephones		280	386	884				1,550	1,557	
Postage	497							497	37	
Printing & Stationery	2,958							2,958	1,456	
Activities:										
Weddings										
DBF element of statutory fees	2,688							2,688		
Organists/Choir/Music		244	201	294				739	746	
Sanctuary	24							24	317	
Books/ Worship	166							166	188	
Baptisms									101	
PA Equipment										
Magazine	46							46	445	
Courses	17							17	20	
Refreshments	7							7	53	
Spedal Events										
Junior Church/Children's/Youth	165							165	60	
Baby Messy Church St D						22		22	101	
Seniors' Soups St W						67		67	357	
Messy/Sporty Church St W/St A						6		6	586	
Housewives' Fellowship						62		62	931	
Lunch Club - St David's						188		188	1,076	
Oasis - St David's						77		77	430	
Men's Breakfast - St David's						65		65	378	
Tea at 3 - St W						46		46	219	
Cornerstone Coffee Shop St W						13,535		13,535	33,684	
Wesselling Fund										
Away Weekend										
Spirit Squad						198		198	270	
Celebrating Community Festival										

	Unrestricted Funds					Restricted Funds	Endowment Funds	Total 31/12/20	Total 31/12/19
	General Parish	General St Alban	General St David	General St William	Designated				
	£	£	£	£	£	£	£	£	£
Support Costs: Training	30							30	30
Parish Mission									318
Diocesan Parish Share	57,258							57,258	59,235
Methodist Assessment	1,750							1,750	1,912
Miscellaneous	180							180	50
Total	74,374	2,632	6,920	9,798	14,265	1,017		109,007	243,651
3.3 Governance costs									
Independent Examination	540							540	576
Total	540							540	576
3.4 Other resources expended									
St William's Development									
St. David's Building									
St Alban's Improvement									
Bank Charges	65							65	55
Total	65							65	55
TOTAL RESOURCES USED	75,231	2,632	6,920	9,798	14,265	1,017		109,864	244,899

4 TRANSFERS

In 2020 the following transfers have been made between funds:

		<u>General</u>	<u>Designated</u>	<u>Restricted</u>	<u>Notes</u>
Repair Funds	St. Alban	(1,800)	1,800		Annual contribution for 2020
Repair Funds	St. David	(600)	600		Annual contribution for 2020
Repair Funds	St. William	(3,600)	3,600		Annual contribution for 2020
Oasis	St. David	250	(250)		Donation to General Fund
St David's Lunch Club	St David				Donation to General Fund
St David's Improvement Fund	St. David				Donation from Oasis
St William' Development Fund	St William				Transfer from St William's Repair Fund
Housewives Fellowship	St. Alban				Donation to General Fund
Men's Breakfast	St David				Donation to General Fund
"Tea at 3"	St William	50	(50)		Donation to General Fund
Comerstone Coffee Shop	St William	1,882	(1,882)		Donation to General Fund
		<u>(3,818)</u>	<u>3,818</u>		

5 CHARITABLE AWAY GIVING/GRANTS

	<u>General</u>	<u>Restricted</u>		<u>General</u>	<u>Restricted</u>
<i>Overseas Missions:</i>			<i>Home Missions/Church Societies:</i>		
Methodist World Mission	200		Methodist Mission in Britain	200	
			Methodist Property Fund	100	
	<u>200</u>			<u>300</u>	
<i>Relief & Development Agencies:</i>			<i>Secular Societies:</i>		
			Hope in the Community	1,200	
			Medway Foodbank		
				<u>1,200</u>	

The Christian Aid collection activity in May did not take place in 2020 as a result of the Coronavirus19 pandemic

Similarly, no activities took place for special collections on behalf of other charities or organisations.

6 DEBTORS

	<u>2020</u>	<u>2019</u>
Debtors for goods and services		
Rental Income Due	1,692	2,768
Income tax recoverable	2,493	12,262
Accrued Income		125
Total Debtors:	4,185	15,156
Prepayments	33	762
	4,218	15,917

7 LIABILITIES (all falling due within one year)

	<u>2020</u>	<u>2019</u>
Creditors for goods and services	794	556
Accruals	951	2,147
Total Creditors	1,744	2,703
Deferred Income		
	1,744	2,703

8 FUNDS

	Balance 1/1/2020	Movement in Funds				Balance 31/12/2020
		Incoming	Outgoing	Interest	Transfers	
UNRESTRICTED FUNDS £						
<i>General:</i>	11,587	85,275	(94,582)	1	(3,818)	(1,537)
<i>Designated Funds:</i>						
Repair Funds:						
St. Alban	14,931			45	1,800	16,777
St. David	7,408			45	600	8,053
St. William	3,798			12	3,600	7,410
Special Collections - Forest School	914					914
St. Alban's Development Fund	10,587			40		10,627
Lunch Club	161	197	(188)			170
Children & Youth Activities (Messy/Sporty Church)	(4)	10	(6)			0
Baby Messy Church	190	37	(22)			205
Seniors' Soups	106	102	(67)			141
Housewives' Fellowship	2,176	134	(62)			2,248
St. William's Development Fund	(10,802)	500		1		(10,301)
St. David's Improvement Fund	26,052			51		26,103
Comerstone Coffee Shop	6,397	14,020	(13,535)		(1,882)	5,000
Parish Weekend	0					0
Wesselling Fund	0					0
Oasis	129	300	(77)		(250)	102
Tea at 3	70	75	(46)		(50)	49
Men's Breakfast	192	108	(65)			235
Spirit Squad	24	460	(198)			285
TOTAL UNRESTRICTED FUNDS	73,917	101,217	(108,847)	195	(0)	66,482
RESTRICTED FUNDS £						
St.A Maintenance - Aylesford P.Council	4,005	375	(1,017)			3,363
Children & Youth Activities (Little Angels)	253					253
Special Collections **	0					0
Celebrating Community Festival	214					214
TOTAL RESTRICTED FUNDS	4,472	375	(1,017)			3,830
TOTAL ALL FUNDS	78,389	101,592	(109,864)	195	(0)	70,311

** Donations received and passed on as appropriate for specific charities and appeals.

ENDOWMENT FUNDS

The Trustees have no endowment funds.

9 PAYMENTS to CEC MEMBERS

The following payments have been made to members of the CEC as reimbursement for materials and equipment purchased by them on behalf of the Parish:

Reverend Elaine Cranmer	£555	Mark Salter	£48
Reverend David Kichenside	£215	Michael Topliss	£231
Don Lawrence	£50	Sylvia Wiggkesworth	£794

No other payments of any kind, other than Ministers' expenses, have been made to any member of the CEC.

10 STAFF COSTS

		<u>2020</u>	<u>2019</u>
Wages and salaries	Church Cleaners	£3,664	£11,555
Wages and salaries	Comerstone Coffee Shop	£7,496	£21,041

During the year the CEC employed two cleaners (both part-time, one of whom covered two of the parishes three churches), and a total of seven staff (three for the whole year and four for different parts of the year) at the Comerstone Coffee Shop (all part-time). All parish employees are paid at the Living Wage hourly rate.

11 PRIOR YEAR ADJUSTMENTS

No adjustments have been made to the accounts declared in previous years.
