



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*

Contents

Reference and Administrative Details	4
Structure, Governance and Management	7
Recruitment and Appointment of New Trustees	7
Induction of Training of New Trustees	7
The Councils	8
Authorised Ministers	8
Related Parties	8
Risk Management	8
Safeguarding	9
Objectives and Activities	9
Objectives and Aims	9
Significant Activities	9
Grant Making	9
Public Benefit Statement	10
Volunteers	10
Achievements and Performance	10
Electoral Roll	10
Worship	10
Outreach	11
Deanery Synod	12
North Kent Methodist Circuit	12
Church Buildings Overview	12
St Alban's Building Report 2022	12
St David's Building Report 2022	13
St William's Building Report 2022	13
Financial Review	13
Future Developments	14
Statement of Trustees Responsibilities	14
Independent Examiners' Report	16
Statement Of Financial Activities	17

Balance Sheet	18
Notes to the Accounts for the year ended 31 December 2022	19 - 25

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 Wigglesworth	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 Benger (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

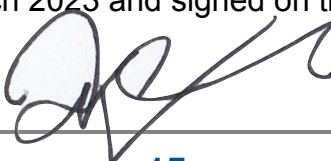
The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 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

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						
		8				
	Unrestricted	: 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	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	0	81,428	53,323
2.1c.	Investment Income:									0	
	Interest		11				230	0		241	44
	Total:		11	0	0	0	230	0	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
										0	
	TOTAL INCOMING RESOURCES		19,103	15,987	33,216	28,877	43,329	0	0	140,512	102,691

		Unrestricted Funds					Restricted Funds	Endowment Funds	Total	
		General	General	General	General	Designated			31/12/22	Total
		Parish	St Alban	St David	St William				31/12/21	31/12/21
		£	£	£	£	£	£	£	£	£
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	0	65	59
3.1b.	Fundraising & trading								0	
	Fairs/Events	0			0	0	0		0	
	Total:	0	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		0	
	Seniors' Soups St W					0	0		0	
	Messy/Sporty Church St W/St A				0	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	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	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>					<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			
						Medway Foodbank				
			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					<u>2022</u>			<u>2021</u>		
	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)					<u>2022</u>			<u>2021</u>		
	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	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.											