



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').

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## 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**

<b>Trustees Council</b>		
<b>Ex-officio</b>		
Team Rector	Rev. David Kichenside	
Team Vicar	Vacancy	
Team Curate	Rev. Paul Robinson	
<b>Elected members</b>		
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	
<b>Co-opted members</b>		
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
<b>Parochial Church Council</b>		
<b>(In addition to the above, the following are members of the PCC)</b>		
Elected to Deanery Synod	Don Lawrence	2023-2026
Elected to Deanery Synod	Mark Salter	2023-2026
<b>Methodist Church Council</b>		
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 Wigglesworth	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 Wigglesworth	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](http://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 Kitchenside (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 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

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 Funds	Endowment Funds	Total 31/12/2024	Total 31/12/2023
		General	Designated				
		£	£	£	£	£	£
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
<b>TOTAL INCOMING RESOURCES</b>		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
<b>TOTAL RESOURCES EXPENDED</b>		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
<b>NET MOVEMENT IN FUNDS</b>		(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
<b>TOTAL FUNDS CARRIED FORWARD 31 December 2024</b>		(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**

		<b>2024 TOTAL</b>		<b>2023 TOTAL</b>	
	Notes	£	£	£	£
<b>CURRENT ASSETS</b>					
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	
		<u>38,917</u>		<u>63,651</u>	
<b>LIABILITIES:</b>					
	7				
Creditors		(2,947)		(3,888)	
<b>NET CURRENT ASSETS</b>			35,970		59,762
<b>NET ASSETS</b>			35,970		59,762
<b>FUNDS</b>					
	8				
Unrestricted : General		(435)		10,053	
Designated		35,937		49,242	
			35,502		59,295
Restricted			467		467
			<u>35,970</u>		<u>59,762</u>

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:

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	Total
		General			Designated			31/12/24	31/12/23
		Parish							
		£			£	£	£	£	£
<b>2</b>	<b>INCOMING RESOURCES</b>								
<b>2.1</b>	<b>Incoming Resources from generated funds</b>								
<b>2.1a.</b>	<b>Voluntary Income:</b>								
	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
	<b>Total:</b>	<b>58,766</b>			<b>3,000</b>			<b>61,766</b>	<b>55,933</b>
<b>2.1b.</b>	<b>Activities for generating funds:</b>								
	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
	<b>Total:</b>	<b>45,198</b>			<b>64,875</b>			<b>110,073</b>	<b>102,623</b>
<b>2.1c.</b>	<b>Investment Income:</b>								
	Interest	27			1,145			1,172	1,059
	<b>Total:</b>	<b>27</b>			<b>1,145</b>			<b>1,172</b>	<b>1,059</b>
<b>2.2</b>	<b>Other incoming resources</b>								
	Insurance Claims								
	Sanctuary								
	Parish Mission								
	Telephone								107
	Printing								
	Postage								
	Miscellaneous								1
	<b>Total:</b>								<b>108</b>
	<b>TOTAL INCOMING RESOURCES</b>	<b>103,991</b>			<b>69,021</b>			<b>173,011</b>	<b>159,723</b>

			Unrestricted Funds				Restricted Funds	Endowment Funds	Total	Total
			General Parish			Designated			31/12/24	31/12/2023
			£			£	£	£	£	£
<b>3</b>	<b>RESOURCES EXPENDED</b>									
<b>3.1</b>	<b>Cost of generating funds</b>									
<b>3.1a.</b>	<b>Cost of generating voluntary income</b>									
	Stewardship									
	<i>General Total:</i>									
<b>3.1b.</b>	<b>Fundraising &amp; trading</b>									
	Fairs/Events									
	<i>Total:</i>									
<b>3.2</b>	<b>Charitable activities</b>									
	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>		<b>110,518</b>			<b>85,658</b>			<b>196,176</b>	<b>156,366</b>
<b>3.3</b>	<b>Governance costs</b>									
	Independent Examination		568						568	662
	<i>Total:</i>		<b>568</b>						<b>568</b>	<b>662</b>
<b>3.4</b>	<b>Other resources expended</b>									
	Bank Charges		60						60	60
	<i>Total:</i>		<b>60</b>						<b>60</b>	<b>60</b>
	<b>TOTAL RESOURCES USED</b>		<b>111,146</b>			<b>85,658</b>			<b>196,804</b>	<b>157,088</b>



#### 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 &amp; 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	Movement in Funds				Balance
		1/1/2024	Incoming	Outgoing	Interest	Transfers	12/31/24
<b>UNRESTRICTED FUNDS £</b>							
<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	St William	914					914
Cornerstone Coffee Shop	St. William	5,000	64,298	(62,030)		(2,268)	5,000
Oasis	St David	102					102
Tea at 3	St. William	339	578	(180)		(400)	337
Spirit Squad	St. David	40					40
							0
<b>TOTAL UNRESTRICTED FUNDS</b>		<b>59,295</b>	<b>171,839</b>	<b>(196,804)</b>	<b>1,172</b>		<b>35,502</b>
<b>RESTRICTED FUNDS £</b>							
Children & Youth Activities (Little Angels)	St. William	253					253
Special Collections **	Parish	0	577	(577)			0
Celebrating Community Festival	Parish	214					214
<b>TOTAL RESTRICTED FUNDS</b>		<b>467</b>	<b>577</b>	<b>(577)</b>			<b>467</b>
<b>TOTAL ALL FUNDS</b>		<b>59,762</b>	<b>172,416</b>	<b>(197,381)</b>	<b>1,172</b>		<b>35,970</b>

\*\* 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.