

Holiday Bible Week

Charity Commission Report 2023

Chair's Report

Achievements and purpose

Holiday Bible Week 2023

This year was slightly different for us. To save on expenses we used Windhill 21 Primary school's classrooms and facilities. It was different using classrooms instead of tents. They were more practical, but some helpers felt it didn't have the same atmosphere as being in a tent in a field. We still had a big main tent in the school playing field and a smaller tent for HotLine, to try and keep some of the tradition going.

The theme was "Superheroes", and we certainly had fun looking at some of those in the Bible. The stories each day linked to a particular hero in the Bible and included:

Elija- Super Prayer (1 Kings 18)

Samson- Super strong (Judges 16)

Esther- Super plan (Esther)

Peter- Super power (Acts 2)

Jesus and the Disciples- Super team (The Gospels)

We had over 300 children which has increased over the previous year. For some of the children (and helpers) it was their first time at HBW, it was great to see the fun they were having.

We are grateful to God for meeting all our needs, once again. Where churches were unable to provide finance, individuals stepped in with big donations.

Planning is well underway for HBW 2024, with an exciting theme decided on and the detail being worked on as we speak.

This is my last year chairing the committee and I have the pleasure of handing over the reigns to Hugh Scott who I know will do an excellent job, assisted by the new deputy chair, Susan Ash.

David King

Chair of organising Committee

Treasurer's Report

This year we were based at Windhill 21 School, using mainly classrooms, but the main tent was located on the field

We received donations from some Churches, but not all
Donations received from Parents also
We also received a large donation from another Charity
Because of the large donation, we ended the year with a large surplus
The Accounts have been audited and signed off by David Hurley and will be submitted to the Charity commission via the Trustees

Lyn Stonebrook
HBW Treasurer

Constitution

Aims & Objectives

To promote the Christian faith and to share the gospel of the Lord Jesus Christ in the town of Bishop's Stortford and the surrounding area, primarily by providing an annual event in the summer.

We aim to achieve this in the following ways:

- By organising and running a summer club for children.
- By introducing children to Jesus and the Church.
- By building relationships between Church and the community.
- By bringing children into a caring and loving environment where they feel valued and positive relationships are formed.
- By presenting Christian teaching in a relevant way through various activities.
- By encouraging the development of social skills and Christian values.
- By providing interesting, stimulating and creative activities outside the school environment.
- By offering the opportunity to develop new skills and discover positive ways of having fun.
- By encouraging and supporting other HBW events throughout the year.
- By organising supporting events relating to this work.

Association

HBW is an Associate Member of Churches Together in Bishop's Stortford (CTBS).

Membership

HBW has no membership as such, but welcomes the support of all the churches in the locality.

Trustees

HBW is managed and administered by the Trustees. They are ultimately responsible for all decisions regarding the work of HBW.

Trustees must be in agreement with the Aims and Objectives of HBW.

A Trustee can be appointed by existing Trustees with the agreement of the committee.

Trustees must have the approval of their respective minister, and must have demonstrated involvement with Holiday Bible Week.

A trustee must resign by writing to the other Trustees and giving a minimum of 1 months' notice.

The Trustees should be formed from at least three different churches from the local area.

HBW will have a minimum of three Trustees.

A Trustee may be removed by a vote of no confidence proposed at a committee meeting

and gaining support from 80% of the members of the committee.

Committee

HBW is supported by a Committee who organise the event.

The committee is appointed by the Trustees and is accountable to the Trustees.

A person wishing to join the committee should make themselves known to the Trustees and have the approval of their minister.

A committee member may resign by writing to the Trustees and giving at least 1 months' notice.

Committee members will seek to further the aims of HBW as guided by the Trustees.

The committee will include a Chair, Vice Chair and Treasurer. Other roles and responsibilities will be allocated as required. The committee will have a minimum of five members. There is no maximum number of Committee members.

AGM

There should be a time for prayer and thanksgiving.

The AGM will be held after the financial year end.

The AGM will be advertised in local churches and is an open meeting.

The Chair will give a report of the previous year.

The Treasurer will give a report on the finances of HBW. Copies of the accounts will be available for examination.

There will be an opportunity for those present to question the Trustees and to make comments and suggestions about the ongoing work of HBW.

Finance

The Treasurer will keep the accounts for HBW and is accountable to the Trustees and Committee.

The final accounts will be agreed by the Trustees and Committee members and signed off by the Chair and Vice Chair.

The budget for HBW will be sent to all local churches and CTBS for their understanding and donations sought.

All members of the Committee have a responsibility to understand the finances of HBW.

Constitution

Amendments to the constitution can be made at committee meetings, having previously been circulated to all committee members and trustees. Amendments must be proposed and seconded, and require the agreement of 80% of all committee members. Comments from trustees must be considered when changing the constitution.

Amendments must also be proposed at the AGM. These will be considered by the Committee.

All amendments or alterations will be reported by the Chair at the AGM.

Dissolution Provision

HBW may be dissolved by a resolution passed by a majority of those present at a General Meeting convened for the purpose by the Trustees. Such a meeting will be publicised in the local churches and communicated to Churches Together Bishop's Stortford.

Any assets remaining after the settling of any debts and liabilities shall be applied towards charitable bodies, which have similar aims to those of the committee. Such charitable bodies shall be decided and approved by the committee and trustees.

Privacy Policy

This document describes the policy adopted by Holiday Bible Week (HBW) to comply with the requirements of the General Data Protection Regulation (GDPR)

Awareness

We will ensure that all committee members are aware of their responsibilities under GDPR, by discussing this at least annually in committee.

We will ensure that Tent Leaders, and others who have access, are aware of their responsibilities by reminding them both before and after the event of how to treat the data they have.

Data Register

We will maintain a register of the data we hold, describing what the data is used for, the basis for processing the data, who holds the data, who processes the data, the security controls in place and the retention period.

Privacy Notices

We display privacy notices on our application forms. We will include privacy notices on our website. Unless we have specific permission or there is a legal requirement, we will not share any data outside HBW.

Data Access, Provision and Deletion

Access to data, provision of individual data and deletion of data on request will be handled in the first instance by our secretary. Contact information will be provided in our Privacy Notice on the website. We will provide, amend or delete information within one month.

Lawful Basis

The lawful basis for processing the data will be recorded in the Data Register.

For the most important data (on Children's Registration and Adult Registration), the lawful basis is 'Legitimate Interest'.

Where Legitimate Interest is the lawful basis, we will conduct a Legitimate Interest Assessment.

The lawful basis for other categories of data will be agreed with the Data Holder, in association with the Data Protection Member.

Special Category Data

We hold Special Category Data, in that we hold Health and Special Educational Needs data for children and adults, and data on Religion for helpers.

For Health and Special Educational Needs, we will ask for specific permission to share this data with Tent Leaders and First Aiders as part of the application process. We will make it clear that this data will not be shared outside of HBW.

For Religion, we will process this data as a not-for-profit body with a religious aim, the data belonging to members, and will not disclose the data outside of HBW.

Children

We are aware that we hold data on children.

The children attending HBW are under 13, and the data we hold has been entered by their parent or carer, who will have seen the Privacy Notices associated with the data. Although the lawful basis remains Legitimate Interest, this is equivalent to the parent or carer giving their consent to our use of the data.

For young helpers aged 13-18, we process this data on the same basis as adult data. We will review the wording of the associated Privacy Notices to ensure that they are age appropriate.

In any case, we require the consent of the parent on the young helper's application.

HBW holds the information provided on the application form in order to contact you about the event, allocate children to tents, and to provide for the safety and well-being of your child (including emergency contact information).

We hold this information on the basis of our legitimate interest in it, as it would otherwise not be possible to run the event.

The information will only be used within HBW. We will not pass this information to any

other organisation without your explicit permission, unless we are required by law, or in order to enforce our terms of use. (For example, if there is a Child Protection issue). Where you have provided Health information, this will be shared with the appropriate Tent Leader and with our First Aid team. This information will not be provided outside HBW. Where you have provided information about Special Needs or Requirements, this information will be shared with the appropriate Tent leader, and with our Special Needs coordinator. This information will not be provided outside HBW. We will hold this information for up to two years.

You have the right to access the data we hold from you, the right to rectify any errors in the data, and the right to have the data erased. Note that if the data is erased before the event, it will not be possible for your child to attend the event.

You have the right to restrict our processing of the data in certain circumstances. The Information Commissioner's Office has further information on this right.

If you wish to inspect the information we hold, to rectify it or delete it, please contact our Secretary (gdpr@holidaybibleweek.co.uk) and we will make the necessary arrangements.

Helpers

HBW holds the information provided on the application form in order to contact you about the event, to ensure your suitability to help at HBW, and in order for us to allocate people to the most suitable roles. We will also use this information to contact you about HBW in future years.

We hold this information on the basis of our legitimate interest in it, as it would otherwise not be possible to run the event.

The information will only be used within HBW. We will not pass this information to any other organisation without your explicit permission, unless we are required by law, or in order to enforce our terms of use. (For example, if there is a Child Protection issue). As stated on the form, we will contact your minister for confirmation that you are suitable to help at HBW.

Where you have provided Health information, this will be shared with the appropriate Tent Leader and with our First Aid team. This information will not be provided outside HBW.

If you have indicated that you have a criminal conviction, this information will be shared only with the Committee and our Child Protection Officer, except under compulsion of law.

We will hold your information for up to five years.

You have the right to access the data we hold from you, the right to rectify any errors in the data, and the right to have the data erased. Note that if the data is erased before the event, it will not be possible for you to attend the event.

You have the right to restrict our processing of the data in certain circumstances. The Information Commissioner's Office has further information on this right.

If you wish to inspect the information we hold, to rectify it or delete it, please contact our Secretary (gdpr@holidaybibleweek.co.uk) and we will make the necessary arrangements.

Data Breaches

Data breaches are incidents that affect the confidentiality, integrity or availability of personal data.

Unauthorised access to computers belonging to committee members or tent leaders could result in a data breach. Access to the main storage (Google Drive), apart from via unauthorised access to computers, is unlikely, and may be noted and reported by Google. Other data breaches, such as the accidental sharing or deleting of data, would be noticed by those processing the data.

When a data breach is observed, this should be reported to the committee member responsible for data protection, via the secretary if appropriate.

They will review the incident and determine whether or not the data breach is likely to

result in any damage to the individuals whose data has been breached. They may involve the Chair in reaching a decision on this matter. If damage is deemed likely, they will inform the ICO within 72 hours of becoming aware of it, following the guidance on the ICO website. In any case they will prepare a report for the Committee, including the nature and timing of the breach, the individuals whose records have been breached, their assessment of the likely damage to these individuals, whether or not this was reported to the ICO, whether or not the individuals were informed of the breach, and the steps taken to mitigate the breach and to prevent recurrence.

Data Protection Member

We do not require a Data Protection Officer as defined by the ICO, as our data processing is small in scale.

We will appoint a committee member with special responsibility for Data Protection. The responsibilities of this member are:

- To maintain the Data Register.
- To check annually that our Privacy Notices are up to date and available.
- To assist in the determination of Lawful Basis, where required.
- To remind Committee and Tent Leaders about their responsibility to handle data with care, and to delete when no longer required.
- To be the point contact for any Data Breaches.
- To report annually to the Committee on GDPR, and to ensure that the committee continue to be aware of this when considering other business.

Data Protection Impact Assessments (DPIA)

We will complete a Data Protection Impact Assessment Checklist for each major category of data, to determine whether or not a DPIA is required, and will document the results of this checklist. We will complete a DPIA Checklist for any new systems. We will perform a DPIA only for systems where this is deemed necessary.

Data Protection Fee

We are exempt from paying the data protection fee, as we are a not-for-profit organisation, and hold and process the data only to provide and administer activities for individuals who are members of HBW or have regular contact with us.

Email

For small groups, such as the committee or individual tents, there is a legitimate interest in email addresses being shared, so emails may be sent to the group. Emails to parents, to all helpers, or to other large groups must be sent either to individual recipients, using the bcc function or Mailchimp in order to avoid distributing email address.

Child Protection Policy

At HBW we intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this we will:

- Exclude known abusers

- Only accept volunteers who have obtained a verified signature of recommendation from the leadership of their Christian organisation.
- Ensure all 16+ on-site HBW volunteers have had a DBS 'Enhanced Disclosure' check, renewable every three years (with 3 month leeway)
- Any criminal record will be discussed within the committee of HBW and considered on an individual basis.

Train our helpers

- To have good practice guidelines for Child Protection.
- Have a trained Child Protection Officer on site at all times.
- The Child Protection Officer will cascade training to Team Leaders, and ensure they are aware of our policy and procedures.
- Team leaders will ensure awareness of our policy and procedures and obtain a signature from each member of their team confirming their understanding of the policy.

Ensure child protection by means of good practice

- Require all adult helpers and visitors to wear name badges
- Ensure all tents have recommended adult / child ratios
- Clear boundaries round the site.
- Children under the age of 7 years to be accompanied to the toilet by an adult
- Ensure all visitors are escorted by an HBW team member
- Appoint a Special Needs coordinator
- No illegal drugs, 'legal highs' or alcohol

Respond appropriately to suspicions of abuse

- Report concerns to the HBW Child Protection Officer as soon as possible, without discussing the matter with anyone else.
- Empower the Child Protection Officer to consider whether reporting to the relevant safeguarding body.

Discipline

- Use positive rewards strategies for all children
- Never smack a child, no matter what the provocation
- Do not use any form of physical restraint, which could be interpreted as assault
- Refer to the Special Needs Coordinator if you need help with a difficult child

Administrative Information

Holiday Bible Week is registered at 39 Hurn Grove Bishops Stortford Herts CM23 5DD

Members of the Committee who served from 01/01/2023 to 31/12/23

Chair: David King
Vice Chair:
Treasurer: Lyn Stonebrook

Committee Members: Hugh Scott
Emily Robshaw
Sue Vassell
Ruth Baxter
Claire Wright
Emem Abdegbola
Sam Solway
Susan Ash
Cherl Jarvis

Trustees: Geoff Gosling (Chair of Trustees)
Claire Conquest
Hugh Scott
David King
Lyn Stonebrook
Margaret Streets
Sue Hickman

Declaration

We, the Trustees of Holiday Bible Week, declare that this is a true and accurate report of the activities of Holiday Bible Week for the year ending 31/12/2023.

Trustee – Geoff Gosling
Date 09/08/2024

Claire Conquest
Date 9/8/24

Hugh Scott
Date 09/08/24

Lyn Stonebrook
Date 9.8.24

David King
Date 09/08/24

Margaret Streets
14.08.24

Date

Sue Hickman Susan Hickman.....

Date 20-8-24..

HOLIDAY BIBLE WEEK
ACCOUNTS
REPORT OF INDEPENDENT EXAMINATION OF ACCOUNTS

26th January 2024

Independent Examiner:


David Hurley
Wickets
Wrights Green
Little Hallingbury
Essex CM22 7RH

I have examined the Accounts of Holiday Bible Week for the Financial
Year ending 31st December 2023

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

- which gives me reasonable cause to believe that in any material respects the requirements:
 - to keep the accounting records in accordance with section 130 of the 2011 Act and section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act and section 44 (1) (b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations

have not been met: or

-  to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

David Hurley

HOLIDAY BIBLE WEEK

Receipts and payments accounts

For the period from

01/01/2022

To

365/12/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
general receipts plus	20,946	0	0	20,946	23,826
Hallingbury Free Church and Interest	25,039	0	0	25,039	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total	45,985	0	0	45,985	23,826
A2 Asset and investment sales, etc.	0	0	0	0	0
Total receipts	45,985	0	0	45,985	23,826
A3 Payments					
general payments	21,702	0	0	21,702	24,535
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
Sub total	21,702	0	0	21,702	24,535
A4 Asset and investment purchases, etc.	0	0	0	0	0
Total payments	21,702	0	0	21,702	24,535
Net of receipts/(payments)	24,283	0	0	24,283	- 709
A5 Transfers between funds	0	0	0	0	0
A6 Cash funds last year end	6,168	0	0	6,168	6,877
Cash funds this year end	30,451	0	0	30,451	6,168

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds			0	0
		0	0	0

	0	0	0
Total cash funds	0	0	0
(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0
		0	0

	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		0	
		0	
		0	
		0	
		0	

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

Signature: DD Hurley Print Name: _____ Date of approval: _____

Signed by Independent Examiner: _____ DAVID D HURLEY 26th January 2024

NOTES