



# **ANNUAL REPORT OF THE CHURCH COUNCIL (TRUSTEES' ANNUAL REPORT) FOR THE YEAR 2023**



**CAMBOURNE CHURCH**

JEAVONS LANE, CAMBOURNE, CAMBRIDGE, CB23 6AF  
CHARITY NO: 1149312



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# LEGAL AND ADMINISTRATIVE - STRUCTURE, GOVERNANCE AND MANAGEMENT

Cambourne Church is a Local Ecumenical Partnership. This means that it is:

- the Anglican Parish Church of Cambourne in the Bourn Deanery of Ely Diocese,
- the Cambourne Baptist Church and member of the Eastern Baptist Association,
- the Cambourne Methodist Church in the Circuit of Cambridge, District of East Anglia,
- the Cambourne United Reformed Church in the Eastern Synod.

Administratively and legally, Cambourne Church receives support and oversight from Cambridgeshire Ecumenical Council as its Sponsoring Body and is accountable to the Partner churches/denominations through its Sponsoring Body. The Sponsoring Body appoints the Minister and indicates the membership and terms of reference of a Local Advisory Group.

Cambourne Church Council consists of 2 legal bodies, the Parochial Church Council (PCC) and the Ecumenical Church Council (ECC). The method of appointment for Parochial and Ecumenical Church Council (PCC & ECC) members is set out in the Church Representation Rules and Cambourne Church's Governing Documents that were adopted in 2011. The ECC consists of the Minister(s), Church Warden(s) and 8 church members. Members serve for a period of 1 to 3 years. Elections are held annually at the Annual General Meeting.

The Church Council meets monthly and Church Meetings take place three times a year. Church Council members are the charity trustees, responsible for making decisions on all matters of general concern and importance to the church including deciding on how funds are to be spent.

Copies of Cambourne Church's governing documents and this annual report may be obtained from the Church Office Team.

## Minister

Revd Bill Miller (since September 2019)

## Banks

HSBC, 5 High Street, St Neots, Huntingdon, Cambs.

CCLA – The Central Board of Finance of Church of England Deposit Fund



## Church Council & PCC Members during 2023

### Ex- officio

Minister                      Revd Bill Miller (from end September 2019)

### Church Warden (Elected annually at the AGM)

Jon Slater



### Elected Trustees (7 in total)

Nigel Taylor              (Elected for 1st term AGM 2023; Term ends AGM 2026)  
Pam Thornton            Secretary of council - appointed annually by council from among the trustees  
                                    (Elected for 1st term AGM 2023; Term ends AGM 2026)  
Martin Lee                Treasurer - appointed annually by council from among the trustees  
                                    (Elected for 3rd term AGM 2022; Term ends AGM 2025.)  
Julie Whitbread         (Elected for 2nd term AGM 2021; Term ends AGM 2024)  
Tony Williams            Chair of Council – appointed annually by council from among the trustees  
                                    (Elected for 2nd term AGM 2021; Term ends AGM 2024)

Alison Butler            (Elected for 2nd term AGM 2020; Term ended AGM 2023)  
Lucy Thompson         (Elected for 2nd term AGM 2020; Term ended AGM 2023)  
Catherine Price         (Elected for 1st term AGM 2020; Term ended AGM 2023)  
Jonathan Buwert        (Elected for 1st term AGM 2023; resigned May 2023)

### Co-opted Trustees

Catherine Price (from June 2023)

### Non-trustee council member

Clare Cronin (from June 2023)

- Members who complete their three-year term are eligible to stand for a new term of office.
- The 2 Church Warden positions are elected on an annual basis.
- The total number of positions on the Church Council is 12.
- When there is a minister and or assistant minister these become additional ex-officio members
- At the AGM in March 2024 there will be 2 Church Warden positions.
- 4 vacancies for church council members/trustees come round at the AGM 2024.

### Partner Church Representatives during 2023:

Anglican (Deanery Synod)    Hannah Heasley, Nigel Taylor  
Methodist                        Ross McEwan, Vacancy  
URC                                Mary Bingham  
Baptist                            Kerrion Miller

## **Safeguarding during 2023:**

Safeguarding Officer: Alison Butler (From April 2014)

## **Members of the wider Cambourne Local Advisory Group during 2023 in addition to representatives of Cambourne Church Council (Ross McEwan, Martin Lee, Bill Miller)**

Ven. Alex Hughes	Church of England Representative – Chair
Revd Dr Geoffrey Cook	Roman Catholic Representative
Martin Lee	Church Council Representative
Revd Janet Tollington	United Reformed Church Representative
Jon Slater	Church Council Representative
Revd Bill Miller	Ex Officio as Minister of Cambourne Church
Revd Gale Richards	Baptist Representative
Revd Colin Watkins	Methodist Representative
[ Served by Revd Diane Kenaston (Cambridgeshire Ecumenical Council) – Secretary ]	

## **Church Staff as of December 2023**

Minister	Revd Bill Miller (full-time)
Ministry Team Leader for Children & Young People	Clare Cronin (full-time)
Administrators	Jacqui Huckle (12.5 hrs/wk)
	Hannah Heasley (12.5 hrs/wk)
Church and Offices Cleaner	Cilla Mills (12 hrs/wk term, 6 hrs/wk school holidays)

## **The Vine School Governing Body as of December 2023**

Foundation Governors:	Dan Rainbow (Chair)
	Hannah Hearn
	Anne Rees
	3 Vacancies
Parent Governors:	Maurice Hopper
	Nusrat Hassan
	Rob Metcalfe
Staff Governor:	Jo Stewart
Local Authority Governor:	Vacancy
Associate Member:	None
Clerk to the Governors:	Lynn Hilling
Ex-officio:	Peter Hynes (Headteacher)
	Revd Bill Miller (Cambourne parish)
	Steve Acklam (Methodist)



# OBJECTIVES AND ACTIVITIES

Cambourne Church is committed to being a Christian community which is open, prayerful and loving which serves Cambourne with the good news of the gospel and where disciples of Jesus Christ are made. In this commitment, we feel upheld and led by the Spirit of God who is present in all our activities, and to whom we seek to be attentive.

All are welcome at church services and activities. Membership of Cambourne Church is limited to those who have been baptised into the faith. Membership involves a mutual commitment between members and church leadership and a sharing in the life of the church. (See the membership leaflet for further detail.)

It has been the objective of the Church Council to facilitate all those involved with Cambourne Church to live out our six core GOSPEL values, deepening faith and encouraging wider community engagement:



We belong to a Christian community where these values are key...



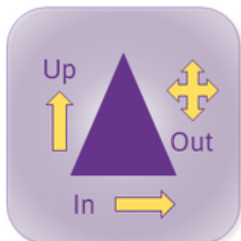
It all starts with the

*Gospel*

*Openness* means life-long learning & humility

*Service* of others makes a difference

Peace & direction flow from *Prayer*



We are called to *Engage* with God's world

We believe that *Love* changes people & situations

A partnership of the Church of England, Baptist Union, United Reformed Church and Methodist Church.

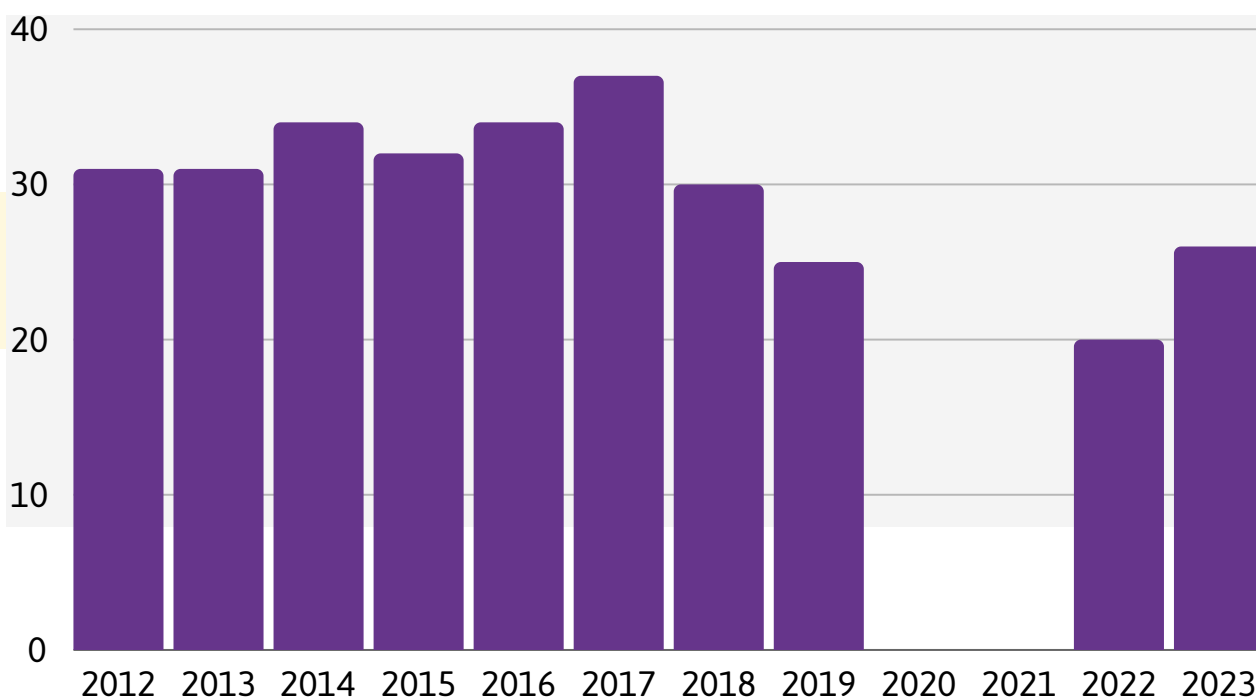
# CORE STATISTICS

## Attendance

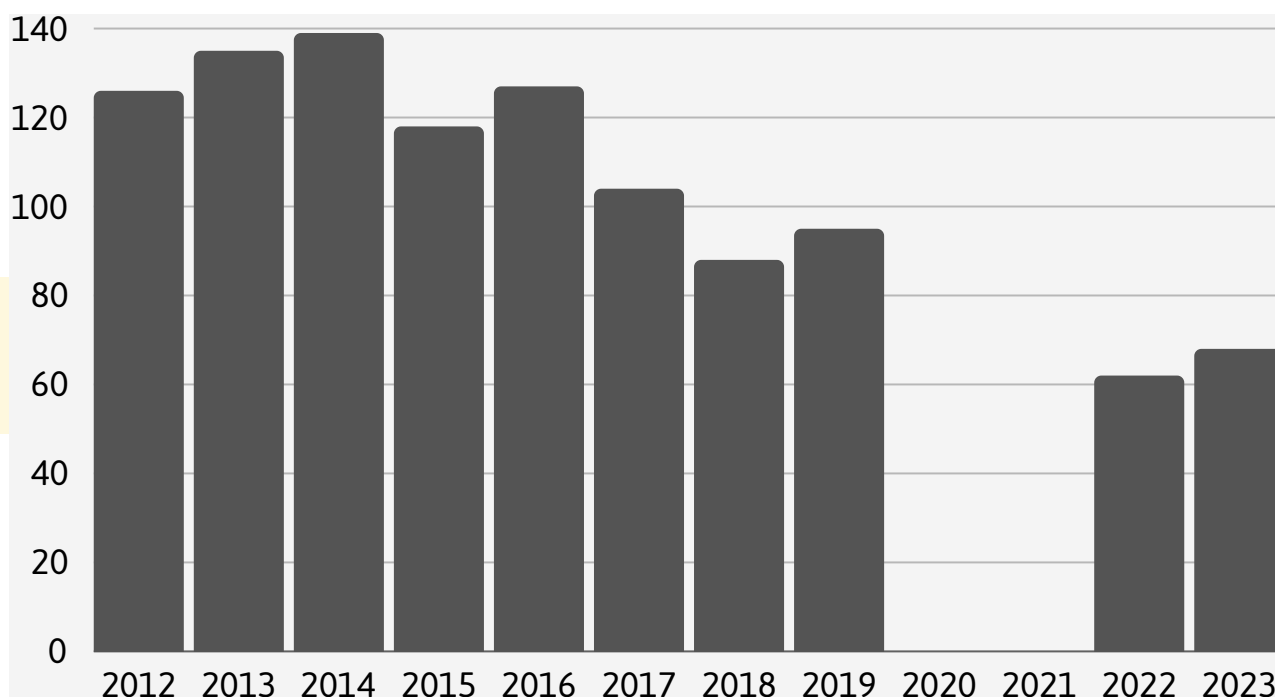
The graphs below show the average attendance at the 9.30am and 11am services from 2012 up to and including 2023.

Attendance charts have not been included for 2021 as normal services were only permitted in the church building for small parts of each year due to the Coronavirus pandemic.

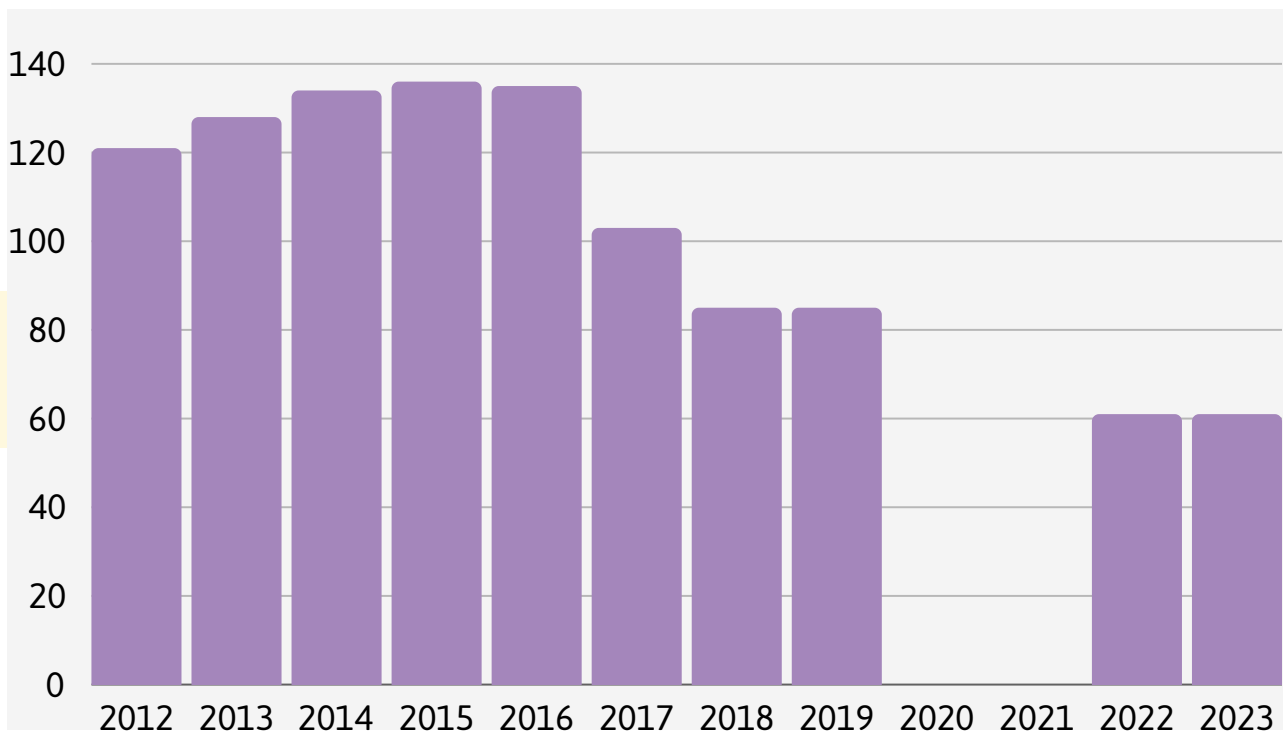
9.30am services



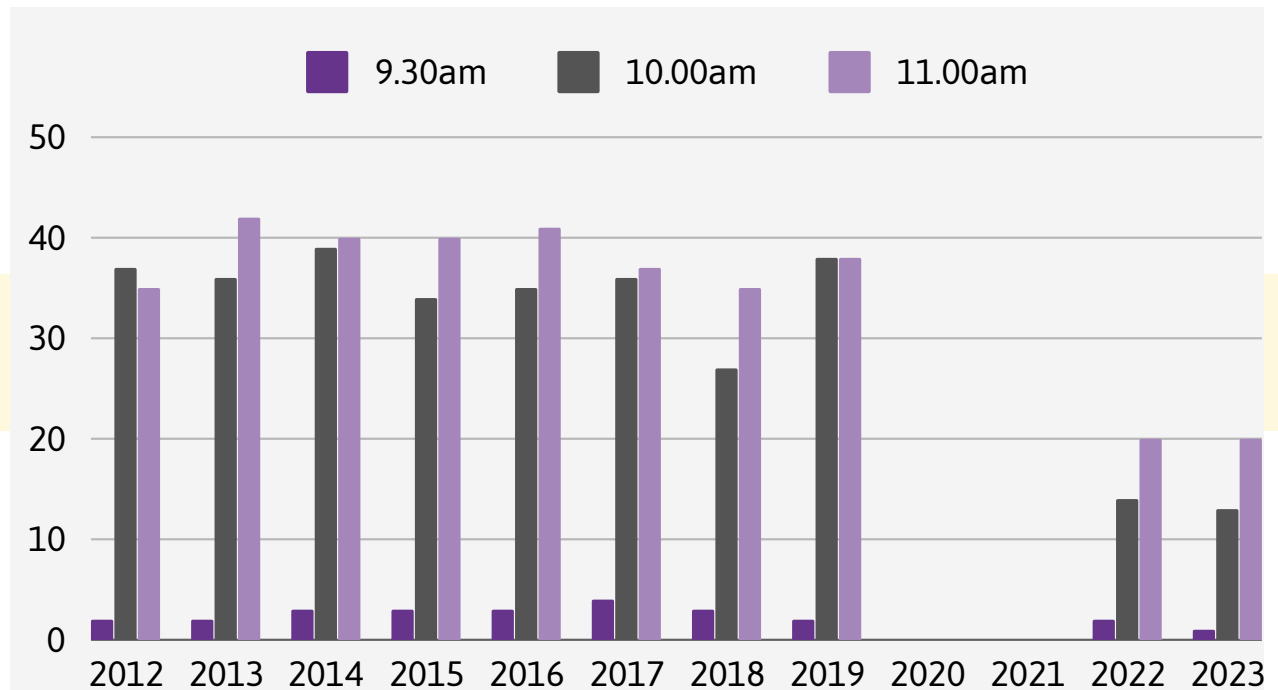
10.00am services



11.00am services



Under 16 attendance

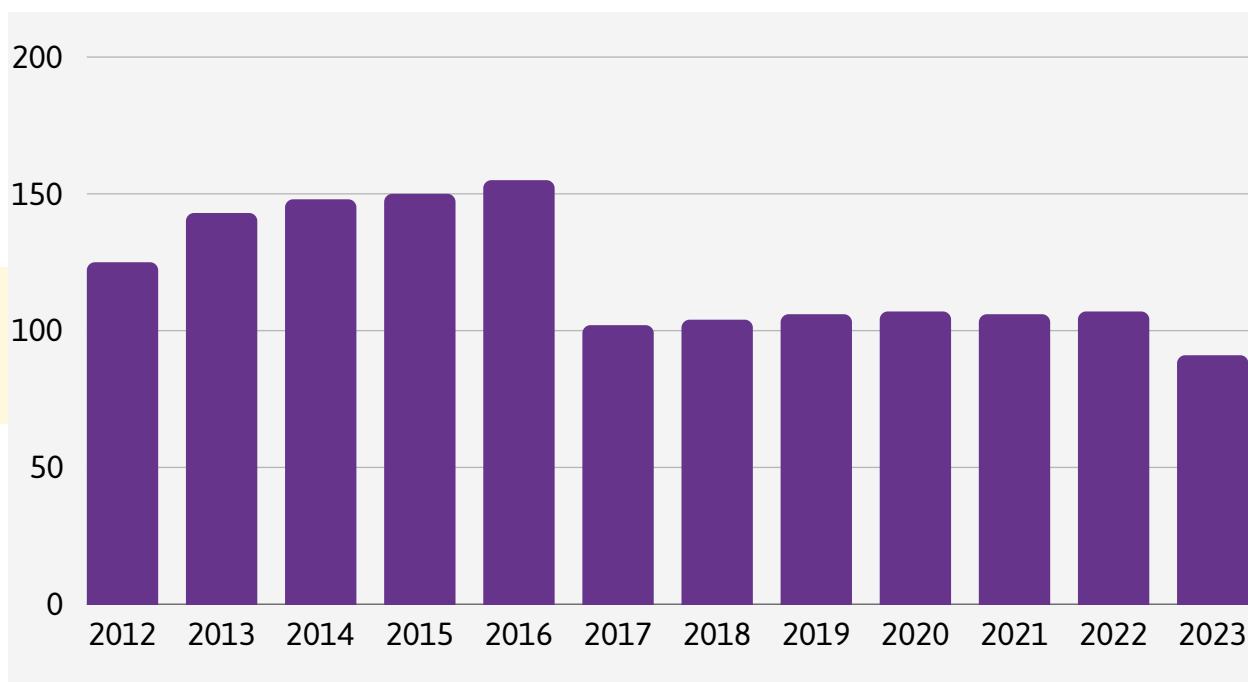




## Membership

Church membership currently stands at 91 (December 2023). This compares to 107 at December 2022. A membership audit was carried out in 2023.

In addition to being a Church Fellowship, Cambourne Church is also a Registered Charity and as such the Trustees (Church Council) are required by law to maintain an up-to-date list of the Membership.

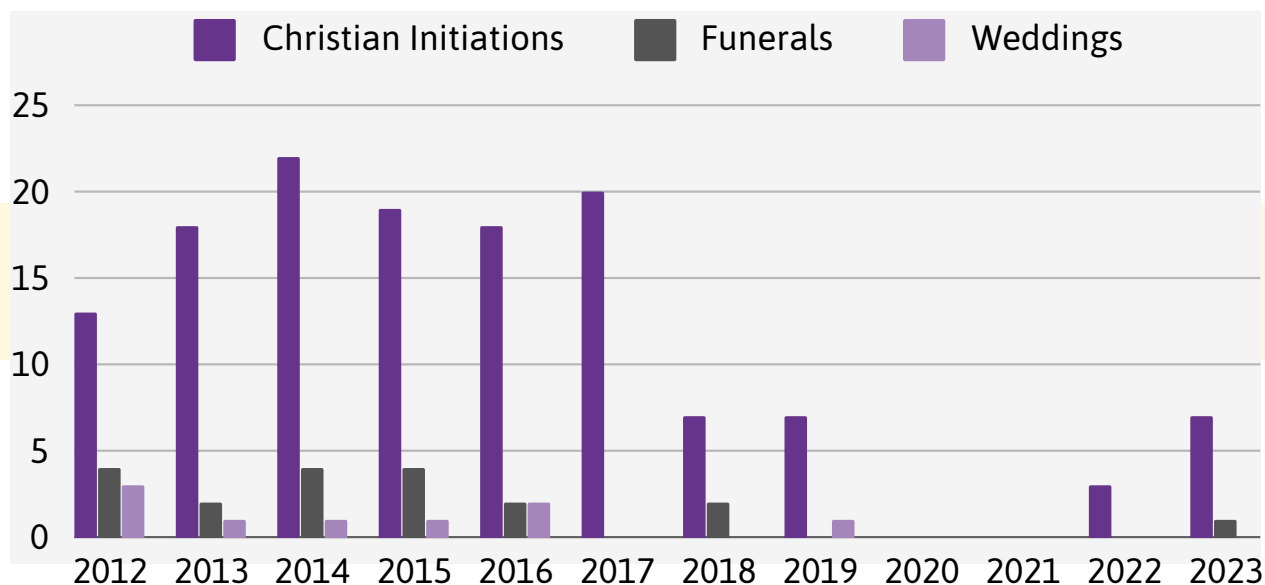


## Occasional Offices

Christian Initiations include; Baptisms, Confirmations, Dedications and Welcomes.

Funerals only include those services taking place at Cambourne Church and does not include services held at the Crematorium led by a Minister of Cambourne Church.

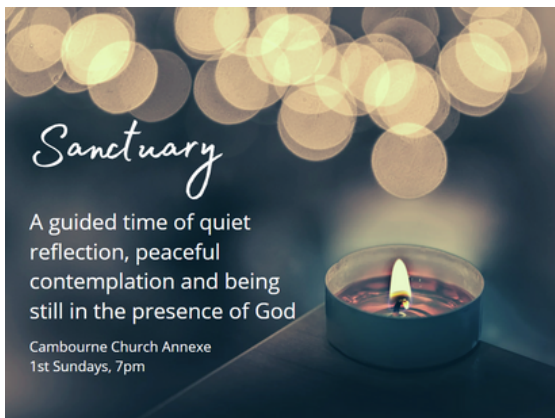
Weddings only include those services taking place at Cambourne Church and does not include services held at other churches led by a Minister of Cambourne Church.



# REPORT OF ACTIVITY FOR 2023

2023 was the first year since 2019 which has been entirely unaffected by statutory restrictions related to the COVID pandemic. Like 2022 it was a year of rebuilding and development.

Sunday Services are perhaps the central feature of our corporate church life. On ordinary Sundays there were two morning services – one at 9.30am and the other at 11.00am with the second service having a somewhat more contemporary feel and groups for children and young people. Throughout the year we continued the practice of having just one morning service on the first Sunday of the month at 10.00am, and in the autumn this service was rebranded under the name Sunday One. It is now the week when young people remain in the service, and when all ages join together at the end for communion. On the first Sunday evening of the month we have continued to run Sanctuary – a time of quiet guided prayer.

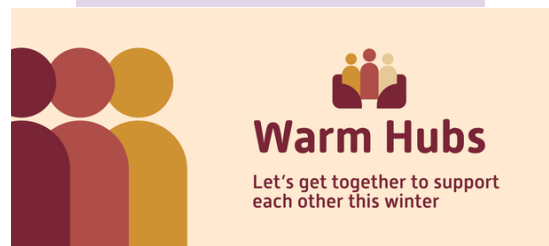


Special services have included our Good Friday and Easter services, a service of believers baptism, our outdoor Remembrance Service, the joint service in Comberton with other local churches, and some well-attended Christmas services. We

have also seen an increase in the numbers of requests for christenings and infant dedications, which dropped off during the pandemic.

Church life extends well beyond Sunday services, involving homegroups, social events, and various ministries. Highlights included:

- The Warm Hub operating as an important community space in the early months of the year in partnership with Hope CIC and Cambridgeshire ACRE



- The relaunch of '19 - the coffee house' with a reaffirmation of its values and purpose, and with it also taking on some of the purposes of Open House which no longer meets separately



- The Flower Festival in June which saw many people visit the building and engage with us

- Church quizzes and meals strengthening the bonds of fellowship
- The continuing regular ministry of homegroups, Parish Nursing, 3Cs, Cherished, Ladies Night and 'Space 2 Create'
- Children's and Youth ministry which is detailed in a separate report

Our staff team has seen important change across the year. At the beginning of 2023 our church cleaner and one of our administrators were off sick and we continued to run with a vacancy in the leadership of our children's and youth ministry. However, by the summer all staff were back at work, and we had also appointed Clare Cronin, an experienced youth worker, to be our full time Ministry Team Leader for Children and Young People. Funding from the URC Eastern Synod has helped to fund her post. We are very grateful to God for that funding and for this fuller staff team.

Church Council has also seen changes in personnel and roles. Jon Slater became church warden at the AGM, as Ross McEwan stepped down from council after many years of service in a variety of roles. New trustees have come on board, and another change has been that Clare Cronin now attends and contributes to church council, albeit in a non-trustee position. Thanks is also due to Lucy Thompson and to Alison Butler for their work as trustees on council and their continuing contributions to church life.

Missional opportunities which have not thus far been mentioned have included our work in all four of the local primary schools, especially the Vine Inter-Church Primary School where we are involved in governance, in developing relationships, and in leading

worship. Through WCCYM we have been involved in work in Cambourne Village College. We have also delivered leaflets in the growing community of West Cambourne, and we did some carol singing there in December. West Cambourne is not currently in the parish, although there is some discussion within Ely Diocese about the boundaries being changed. Nevertheless, it is very much a part of our mission field with some of the residents already becoming part of our church community.



We enter 2024 with plans for various new areas of ministry and mission – signs of a church that is looking for opportunities to serve and to witness to the town in which we have been placed. We are grateful to all who contribute to the life of our church, and seek God's blessing and guidance as we move forward in his ways.



*Bill Miller  
(Minister)*



*Tony Williams  
(Chair of Church  
Council)*

# CHILDREN'S AND YOUTH WORK

In the summer term, we visited every Year 6 class in Cambourne (across four different schools) to offer support as they move up to secondary school.



At the beginning of the new academic year, Little Church was set up to build and strengthen relationships with our youngest children and their families. Little Church now feels an established part of our children's and youth ministry, alongside Young Church and Xtreme as part of our Morning Worship. Our Baby and Toddler Group continued to run on Wednesday mornings, providing a safe space for parents/carers and their children.

In the autumn term, we had the privilege of partnering with the Vine to develop a Prayer Space on the theme of 'peace'. Each class was invited to participate in reflective activities about anxiety, war, conflict and reconciliation. At the end of October, we



hosted a Light Party for primary school aged children and their families. The aim of this event was to shine light on a dark night. We think we welcomed around 100 children and

their families to engage with activities on the themes of hope and light. Those families were invited to our Christingle Service—another opportunity to celebrate light. In December, we also welcomed three primary schools to the church for their Christmas Services.



We continued to work in partnership with West Cambridge Christian Youth Ministries (WCCYM). Young people and volunteers from Cambourne Church regularly attended WCCYM activities such as Cambourne Village College Christian Union, Discipleship Group and Thirst (a monthly youth service). We also worked in partnership with Romsey Mill to deliver a 'Wellbeing Café' on Friday afternoons.



WEST CAMBRIDGE CHRISTIAN YOUTH MINISTRIES



We are very grateful to our teams of committed volunteers who choose to invest in the lives of our children and young people and sustain these ministries.



Clare Cronin  
(Ministry Team Leader for  
Children and Young  
People)



# SAFEGUARDING

Cambourne Church are committed to the safeguarding, care and nurture of everyone within our community.

Cambourne Church follow the safer recruitment practice for people working or volunteering with children and adults and therefore these positions are subject to an enhanced disclosure from the DBS (Disclosure and Barring Service).

Alison Butler the Parish Safeguarding Officer (PSO) for Cambourne Church attends the Ely Diocese Safeguarding Training and Network sessions each year. These network sessions provide PSO's with a chance to get together to discuss any issues they have had in regard to any safeguarding matters. It is a way to learn from each other and receive any updates to the safeguarding training, policies, and procedures.

Alison Butler PSO processes all of the DBS (Disclosure and Barring Service) forms as part of her role. This is a criminal record check that all employed personnel and volunteers have to undertake to work with our children and young people. Alison works closely with our Ministry Team Leader for Children and Young People and our volunteers to ensure everyone receives the required training in safeguarding.

It is pleasing to hear that we have had a number of new volunteers during the year who have come on board and have undertaken safeguarding training. Thank you.

In November we held a Safeguarding Sunday Service where Alison gave a short presentation about her role as Safeguarding Officer. The information was also shared in a pastoral newsletter to provide the information to a wider number of people.

**Safeguarding is everyone's responsibility** and if you need any advice please speak to Alison Butler.

Alison is an inspector who works for Care Quality Commission and brings a wealth of safeguarding experience to the role.



*Alison Butler  
(Safeguarding  
Officer)*

## BUILDINGS AND FABRIC OF THE CHURCH



The building continues to be well used by the church, the Roman Catholic Church, personal hirers and more than 20 regular community groups.

A section of the flat roof above the kitchen was repaired following a drone inspection requested in our quinquennial report written in 2021. The ventilation shafts in the main hall are not working correctly and a fix is being investigated.



*Jon Slater  
(Church Warden)*

# FINANCIAL REPORT OF THE CHURCH COUNCIL

## FOR THE YEAR ENDED 31 DECEMBER 2023

### Introduction

The budget prepared for 2023 included some items of exceptional expenditure and we planned to draw from our reserves to cover these costs.

The planned exceptional spends were as follows:

**Contract Cleaning.** Our Church Cleaner had been on long-term sick leave since the summer of 2022 and a local cleaning company was contracted to clean our premises during the absence. This arrangement continued until the summer of 2023 when Cilla was able to return to work.

**19 The Coffee House Relaunch.** 19 reopened in June 2023 having been closed since the summer of 2022. Prior to the relaunch, we invested in a new coffee machine, as the previous one had failed after several years of service.

**Ministry Team Leader for Children & Young People.** At the beginning of the year, we advertised the full-time position for a revised Ministry Team Leader role for Children & Young People. We were delighted to welcome Clare Cronin to this role in June 2023. The United Reform Church (URC) provided invaluable support and advice during the recruitment process and awarded Cambourne Church an annual grant of £8,839 for the duration of Clare's three-year contract. Notably, there were exceptional costs associated with equipping Clare with a laptop and necessary accessories.

In addition to these planned items, there were unforeseen expenses during the year. The hall projector failed in the summer and had to be replaced at a cost of £10,000. Furthermore, the kitchen dishwasher required replacement, and an inspection of the roof revealed unexpected roofing work that needed attention.

On a positive note, the new projector represents a substantial improvement and is expected to serve us well for years to come.

The focus of our annual gift day was raising funds for the replacement of the hall projector, and our congregation responded with wonderful generosity. Their contributions not only fully covered the cost of the new projector but also assisted in funding the unforeseen expenses. We are most grateful to the Catholic congregation, who also generously contributed to the new projector costs.

Through the course of the year, we needed to draw £13,485 from our reserves to address the exceptional items highlighted. Remarkably, this amount was less than our initial projections and at the close of 2023, Cambourne Church still held notable cash reserves. Our financial strategy involves drawing down these reserves in both 2024 and 2025 to support the expanded staff team. Our financial objective as a Church must be to grow and attain financial security by funding our annual expenses exclusively from our regular income, without dependence on our reserves.



## Financial Overview 2023

The Finances of Cambourne Church are made up of 4 Funds.

These are:

• General Fund	£135,402
• 19 Coffee House	£4,179
• Pete Mear Grant Fund	£6,158
• Chapel Fund	£0.00

<b>Total</b>	<b>£145,739</b>
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Cambourne Church reported a net decrease in cash funds of £13,485 during the year as follows:

<b>General Fund</b>	<b>- £8,772</b>
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### Designated Funds

<b>19 Coffee House</b>	<b>- £2,713</b>
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This was the net reported expenditure by the Coffee House which re-opened in June 2023. Investment in a new coffee machine was required before reopening. Additionally, restocking costs contributed to the reported deficit for the year.

**Pete Mear Grant Fund** No receipts/payments in year

This fund was created when a legacy gift was received in 2019 from Pete Mear's estate of £6,358. The Pete Mear Grant fund was launched early in 2020 to support young people seeking to develop their skills in worship ministry. Grants of up to £200 (per application) are available for individuals.

### Restricted Funds

<b>Chapel Fund</b>	<b>- £2,000</b>
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This fund was created in 2019 when a £2,000 donation was made towards the provision of a chapel at Cambourne Church. The donor requested that the funds now be used towards the acquisition of a coffee machine for 19 Coffee House and so these funds were transferred to the 19 Coffee House fund during the year.

## Overall Position for 2023

Our total reported receipts for 2023 was £150,830 and total reported payments was £164,315 producing the reported decrease in cash funds of £13,485 identified above.

## Reserves Policy

Church Council has agreed a policy to maintain a minimum level of £50,000 in reserves.

This level of reserves will be reviewed annually against the requirement to maintain sufficient cash balances to meet a minimum of 6 months staff employment costs and an allowance for replacement of the main hall projector, which is nearing the end of its useful life.

## Staffing

During the year the Church employed:

·Minister	Bill Miller
·Ministry Team Leader for Children and Young People	Clare Cronin
·Administrator (Job-Share)	Hannah Heasley
·Administrator (Job-Share)	Jacqui Huckle
·Church Cleaner	Cilla Mills-Parton

The reported staffing costs include employer national insurance and pension contributions where applicable.

Staff members were reimbursed for travel and subsistence costs as reported under staffing expenses in these accounts.

There were no disclosable transactions in respect of Church Council members, persons closely connected with them or other related parties.

## **Further Notes to the accounts.**

These accounts will be examined by an independent examiner (Mr Zubair Ahmed) and the signed examiner's report will be included with the statement of accounts submitted to the Charity Commission.

There are no further notes to be considered.

February 2024



*Martin Lee  
(Cambourne  
Church Treasurer)*

## **Cambourne Church : Accounting Policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

The financial statements have been prepared on the basis of historic cost. The financial statements include all transactions, assets and liabilities for which the Church Council is responsible.

### **Funds**

General funds represent the funds of the Church Council (CC) which are not subject to restrictions regarding their use and are available for application on the general purposes of the CC.

Funds designated for a particular purpose by the CC are also unrestricted.

Restricted funds represent donations or grants received for a specific object or invited by the CC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

### **Incoming Resources**

#### **Voluntary receipts and capital sources**

Planned giving, collections and donations are recognised when received.

Funds raised by social events, fetes, parties and similar events are accounted for gross.

#### **Other receipts**

Rental receipts from letting the church hall is recognised when the receipt is received.

### **Resources used**

#### **Grants**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the CC.

#### **Current assets**

Short-term deposits include cash on deposit either with the CBF Church of England Funds or at the bank.

### **19 - The Coffee House Stock**

19 - The Coffee House operates on small stock levels. Any individual items or collective items of a specific type falling under £50 are not included in the stock declared in these accounts.

**Cambourne Church - Financial Statements for the Year Ended 31 December 2023**  
**Receipts and Payments Account for the Year**

			Unrestricted	Designated	Designated	Restricted		
			General Fund	19 Coffee House	P Mear Grant Fund	Chapel	2023 Total	2022 Total
			£	£	£	£	£	£
<b>Receipts</b>								
		<b>Notes</b>						
	Giving	1	94,545.09				94,545.09	82,289.69
	Other Voluntary Receipts	2	995.88				995.88	2,182.83
	Activities for Generating Funds	3	2,531.96				2,531.96	3,509.21
	Church Activities Income	4	31,346.83	4,999.70			36,346.53	34,526.19
	Investment Income	5	4,071.48				4,071.48	1,989.27
	Grant income	6	12,339.00				12,339.00	17,680.00
	<b>Total receipts</b>		<b>145,830.24</b>	<b>4,999.70</b>	<b>0.00</b>	<b>0.00</b>	<b>150,829.94</b>	<b>142,177.19</b>
<b>Payments</b>								
	Staffing Costs	7	83,114.51				83,114.51	56,208.24
	Cost of Worship	8	2,820.06				2,820.06	3,210.55
	Maintenance of Church Buildings	9	24,101.38				24,101.38	25,915.05
	Church Running Costs	10	37,484.32				37,484.32	34,551.49
	Church Activities	11	2,645.33	9,712.58			12,357.91	8,231.81
	Support of Specific Causes	12	4,436.35				4,436.35	9,788.08
	<b>Sub Total</b>		<b>154,601.95</b>	<b>9,712.58</b>	<b>0.00</b>	<b>0.00</b>	<b>164,314.53</b>	<b>137,905.22</b>
<b>Loan Repayment</b>			0.00	0.00	0.00	0.00	0.00	50,000.00
	<b>Total Payments</b>		<b>154,601.95</b>	<b>9,712.58</b>	<b>0.00</b>	<b>0.00</b>	<b>164,314.53</b>	<b>187,905.22</b>
	Net receipts / - payments for the year		-8,771.71	-4,712.88	0.00	0.00	-13,484.59	-45,728.03
	Transfer between funds			2,000.00		-2,000.00	0.00	0.00
	Net movement in Funds		<b>-8,771.71</b>	<b>-2,712.88</b>	<b>0.00</b>	<b>-2,000.00</b>	<b>-13,484.59</b>	<b>-45,728.03</b>
<b>Reconciliation of Funds:</b>								
	Cash Balances 1st January 2023 b/fwd		144,173.24	6,891.90	6,158.31	2,000.00	159,223.45	204,951.48
	Cash Balances 31st December 2023 c/fwd		<b>135,401.53</b>	<b>4,179.02</b>	<b>6,158.31</b>	<b>0.00</b>	<b>145,738.86</b>	<b>159,223.45</b>

**Cambourne Church - Financial Statements for the Year Ended 31 December 2023**  
**Analysis of Receipts & Payments**

	Unrestricted	Designated	Designated	Restricted		
	General Fund	19 Coffee House	P Mear Grant Fund	Chapel	2023 Total	2022 Total
	£	£	£	£	£	£
<b>Receipts</b>						
<b>Note 1 :</b>	<b>Giving</b>					
	Regular Giving	60,704.00			<b>60,704.00</b>	57,909.00
	Tax recovered through Gift Aid	16,860.49			<b>16,860.49</b>	14,905.84
	Gift Day & Donations	15,998.01			<b>15,998.01</b>	8,227.01
	Church Collections	982.59			<b>982.59</b>	1,247.84
	<b>Total</b>	<b>94,545.09</b>	<b>0.00</b>	<b>0.00</b>	<b>94,545.09</b>	<b>82,289.69</b>
<b>Note 2 :</b>	<b>Other Voluntary Receipts</b>					
	Christmas Hampers	345.00			<b>345.00</b>	336.00
	Africa Appeal	200.00			<b>200.00</b>	200.00
	Compassion Child	267.30			<b>267.30</b>	106.50
	Royal British Legion	99.35			<b>99.35</b>	112.83
	Christian Aid	10.00			<b>10.00</b>	0.00
	The Children's Society	74.23			<b>74.23</b>	0.00
	Other Donations	0.00			<b>0.00</b>	432.50
	Ukraine Appeal	0.00			<b>0.00</b>	995.00
	<b>Total</b>	<b>995.88</b>	<b>0.00</b>	<b>0.00</b>	<b>995.88</b>	<b>2,182.83</b>
<b>Note 3 :</b>	<b>Activities for Generating Funds</b>					
	Fundraising Events	1,540.90			<b>1,540.90</b>	2,844.79
	Salvation Army Clothes Bank	885.01			<b>885.01</b>	544.69
	Amazon Smile / Easyfundraising	106.05			<b>106.05</b>	119.73
	<b>Total</b>	<b>2,531.96</b>	<b>0.00</b>	<b>0.00</b>	<b>2,531.96</b>	<b>3,509.21</b>
<b>Note 4 :</b>	<b>Church Activities Income</b>					
	Church Hire	29,684.47			<b>29,684.47</b>	27,168.81
	19 The Coffee House		4,999.70		<b>4,999.70</b>	4,923.38
	Children - midweek groups	422.98			<b>422.98</b>	1,181.30
	Church Fees	619.00			<b>619.00</b>	672.00
	Gospel Choir	603.68			<b>603.68</b>	563.00
	Other Groups	16.70			<b>16.70</b>	3.70
	Children - Party	0.00			<b>0.00</b>	14.00
	<b>Total</b>	<b>31,346.83</b>	<b>4,999.70</b>	<b>0.00</b>	<b>36,346.53</b>	<b>34,526.19</b>
<b>Note 5 :</b>	<b>Investment Income</b>					
	Interest on deposit account	4,071.48			<b>4,071.48</b>	1,989.27
	<b>Total</b>	<b>4,071.48</b>	<b>0.00</b>	<b>0.00</b>	<b>4,071.48</b>	<b>1,989.27</b>
<b>Note 6 :</b>	<b>Grant income</b>					
	Support from Sponsor Churches	8,839.00			<b>8,839.00</b>	15,600.00
	Cambridgeshire Acre - Warm Hubs	3,500.00			<b>3,500.00</b>	80.00
	Government grants received	0.00			<b>0.00</b>	2,000.00
	Cambourne Town Council	0.00			<b>0.00</b>	0.00
	<b>Total</b>	<b>12,339.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,339.00</b>	<b>17,680.00</b>

**Cambourne Church - Financial Statements for the Year Ended 31 December 2023**  
**Analysis of Receipts & Payments**

		Unrestricted	Designated	Designated	Restricted		
		General Fund	19 Coffee House	P Mear Grant Fund	Chapel	2023 Total	2022 Total
		£	£	£	£	£	£
<b>Payments</b>							
<b>Note 7 :</b>	<b>Staffing Costs</b>						
	Cost of employment	79,903.24				<b>79,903.24</b>	54,554.92
	Staff expenses	1,333.07				<b>1,333.07</b>	1,041.32
	Training / Seminars	1,208.00				<b>1,208.00</b>	0.00
	Outsourced Payroll costs	380.00				<b>380.00</b>	342.00
	Recruitment costs	290.20				<b>290.20</b>	270.00
	<b>Total</b>	<b>83,114.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83,114.51</b>	<b>56,208.24</b>
<b>Note 8 :</b>	<b>Cost of Worship</b>						
	Other costs incl Liturgical Resources	1,195.39				<b>1,195.39</b>	1,397.43
	Children's Ministry	317.44				<b>317.44</b>	649.59
	Refreshments	382.10				<b>382.10</b>	499.17
	Youth Ministry	857.96				<b>857.96</b>	472.46
	Music Group Resources	67.17				<b>67.17</b>	191.90
	<b>Total</b>	<b>2,820.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,820.06</b>	<b>3,210.55</b>
<b>Note 9 :</b>	<b>Maintenance of Church Buildings</b>						
	Equipment / fixtures & fittings	14,759.35				<b>14,759.35</b>	18,698.13
	Repairs and General Maintenance	6,443.83				<b>6,443.83</b>	5,118.48
	Maintenance and Service Contracts	2,898.20				<b>2,898.20</b>	2,098.44
	<b>Total</b>	<b>24,101.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,101.38</b>	<b>25,915.05</b>
<b>Note 10 :</b>	<b>Church Running Costs</b>						
	Utilities	10,076.90				<b>10,076.90</b>	12,496.53
	Contract Cleaning	9,148.80				<b>9,148.80</b>	5,376.00
	Church House	3,752.57				<b>3,752.57</b>	3,557.06
	Office etc Rental/Hire Fees	2,974.18				<b>2,974.18</b>	2,692.30
	Church Office & Administration	3,437.21				<b>3,437.21</b>	2,594.30
	Subscriptions/Licences	2,689.94				<b>2,689.94</b>	2,538.63
	Insurance	2,041.66				<b>2,041.66</b>	1,953.77
	Waste Collections	1,149.90				<b>1,149.90</b>	1,204.00
	Printing (Easter,Christmas cards)	1,158.50				<b>1,158.50</b>	1,054.50
	Church Centre sundries	700.73				<b>700.73</b>	649.72
	Gifts / Donations	353.93				<b>353.93</b>	434.68
	<b>Total</b>	<b>37,484.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,484.32</b>	<b>34,551.49</b>
<b>Note 11 :</b>	<b>Church Activities</b>						
	19 The Coffee House		9,712.58			<b>9,712.58</b>	5,369.30
	Parish Nursing	595.00				<b>595.00</b>	595.00
	Outreach - Hampers	331.41				<b>331.41</b>	452.94
	Outreach - Cambourne Schools	425.00				<b>425.00</b>	320.00
	Outreach - Easter / Christmas Gifts	231.35				<b>231.35</b>	283.97
	Fundraising Costs	381.98				<b>381.98</b>	251.64
	Outreach - WarmHub meal	396.29				<b>396.29</b>	0.00
	Pastoral Care	160.50				<b>160.50</b>	368.96
	Gospel Choir expenses	123.80				<b>123.80</b>	0.00
	Mental Health Training	0.00				<b>0.00</b>	590.00
	<b>Total</b>	<b>2,645.33</b>	<b>9,712.58</b>	<b>0.00</b>	<b>0.00</b>	<b>12,357.91</b>	<b>8,231.81</b>
<b>Note 12 :</b>	<b>Support of Specific Causes</b>						
	Uzimalele	1,725.00				<b>1,725.00</b>	2,021.25
	Goma	1,500.00				<b>1,500.00</b>	1,500.00
	WCCYM	750.00				<b>750.00</b>	1,500.00
	Compassion	352.00				<b>352.00</b>	336.00
	Royal British Legion	99.35				<b>99.35</b>	137.83
	Christian Aid	10.00				<b>10.00</b>	0.00
	Ukraine Humanitarian Appeal	0.00				<b>0.00</b>	4,188.00
	Jimmy's Night Shelter	0.00				<b>0.00</b>	105.00
	<b>Total</b>	<b>4,436.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,436.35</b>	<b>9,788.08</b>



**Cambourne Church - Financial Statements for the Year Ended 31 December 2023**  
**Statement of Assets and Liabilities at Year End**

	Unrestricted	Designated	Restricted	Total Yr 2023	Total Yr 2022
	£	£	£	£	£
<b>Cash Funds</b>					
HSBC Current Account	14,231.79	6,158.31		<b>20,390.10</b>	<b>15,233.29</b>
HSBC 19 Coffee House		4,179.02		<b>4,179.02</b>	<b>6,891.90</b>
CBF Deposit Account	121,169.74			<b>121,169.74</b>	<b>137,098.26</b>
<b>Total Current Assets</b>	<b>135,401.53</b>	<b>10,337.33</b>	<b>0.00</b>	<b>145,738.86</b>	<b>159,223.45</b>

**Assets retained for Cambourne Church use**

Main Hall Projector - acquired June 2023	£10,000
Coffee Machine & Grinder - acquired May 2023	£5,005
Dishwasher - acquired August 2023	£2,994
Laptop & IT equipment - acquired May 2023	£1,397



Thank you to everyone who has contributed to this report and to the life of our church in 2023. May the glory go to God.

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all.

Amen.



# **ANNUAL REPORT OF THE CHURCH COUNCIL (TRUSTEES' ANNUAL REPORT) FOR THE YEAR 2023**



**CAMBOURNE CHURCH**

JEAVONS LANE, CAMBOURNE, CAMBRIDGE, CB23 6AF  
CHARITY NO: 1149312



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# LEGAL AND ADMINISTRATIVE - STRUCTURE, GOVERNANCE AND MANAGEMENT

Cambourne Church is a Local Ecumenical Partnership. This means that it is:

- the Anglican Parish Church of Cambourne in the Bourn Deanery of Ely Diocese,
- the Cambourne Baptist Church and member of the Eastern Baptist Association,
- the Cambourne Methodist Church in the Circuit of Cambridge, District of East Anglia,
- the Cambourne United Reformed Church in the Eastern Synod.

Administratively and legally, Cambourne Church receives support and oversight from Cambridgeshire Ecumenical Council as its Sponsoring Body and is accountable to the Partner churches/denominations through its Sponsoring Body. The Sponsoring Body appoints the Minister and indicates the membership and terms of reference of a Local Advisory Group.

Cambourne Church Council consists of 2 legal bodies, the Parochial Church Council (PCC) and the Ecumenical Church Council (ECC). The method of appointment for Parochial and Ecumenical Church Council (PCC & ECC) members is set out in the Church Representation Rules and Cambourne Church's Governing Documents that were adopted in 2011. The ECC consists of the Minister(s), Church Warden(s) and 8 church members. Members serve for a period of 1 to 3 years. Elections are held annually at the Annual General Meeting.

The Church Council meets monthly and Church Meetings take place three times a year. Church Council members are the charity trustees, responsible for making decisions on all matters of general concern and importance to the church including deciding on how funds are to be spent.

Copies of Cambourne Church's governing documents and this annual report may be obtained from the Church Office Team.

## Minister

Revd Bill Miller (since September 2019)

## Banks

HSBC, 5 High Street, St Neots, Huntingdon, Cambs.

CCLA – The Central Board of Finance of Church of England Deposit Fund



## Church Council & PCC Members during 2023

### Ex- officio

Minister                      Revd Bill Miller (from end September 2019)

### Church Warden (Elected annually at the AGM)

Jon Slater



### Elected Trustees (7 in total)

Nigel Taylor              (Elected for 1st term AGM 2023; Term ends AGM 2026)  
Pam Thornton            Secretary of council - appointed annually by council from among the trustees  
                                    (Elected for 1st term AGM 2023; Term ends AGM 2026)  
Martin Lee                Treasurer - appointed annually by council from among the trustees  
                                    (Elected for 3rd term AGM 2022; Term ends AGM 2025.)  
Julie Whitbread         (Elected for 2nd term AGM 2021; Term ends AGM 2024)  
Tony Williams            Chair of Council – appointed annually by council from among the trustees  
                                    (Elected for 2nd term AGM 2021; Term ends AGM 2024)

Alison Butler            (Elected for 2nd term AGM 2020; Term ended AGM 2023)  
Lucy Thompson         (Elected for 2nd term AGM 2020; Term ended AGM 2023)  
Catherine Price         (Elected for 1st term AGM 2020; Term ended AGM 2023)  
Jonathan Buwert        (Elected for 1st term AGM 2023; resigned May 2023)

### Co-opted Trustees

Catherine Price (from June 2023)

### Non-trustee council member

Clare Cronin (from June 2023)

- Members who complete their three-year term are eligible to stand for a new term of office.
- The 2 Church Warden positions are elected on an annual basis.
- The total number of positions on the Church Council is 12.
- When there is a minister and or assistant minister these become additional ex-officio members
- At the AGM in March 2024 there will be 2 Church Warden positions.
- 4 vacancies for church council members/trustees come round at the AGM 2024.

### Partner Church Representatives during 2023:

Anglican (Deanery Synod)    Hannah Heasley, Nigel Taylor  
Methodist                      Ross McEwan, Vacancy  
URC                                Mary Bingham  
Baptist                          Kerrion Miller



## **Safeguarding during 2023:**

Safeguarding Officer: Alison Butler (From April 2014)

## **Members of the wider Cambourne Local Advisory Group during 2023 in addition to representatives of Cambourne Church Council (Ross McEwan, Martin Lee, Bill Miller)**

Ven. Alex Hughes	Church of England Representative – Chair
Revd Dr Geoffrey Cook	Roman Catholic Representative
Martin Lee	Church Council Representative
Revd Janet Tollington	United Reformed Church Representative
Jon Slater	Church Council Representative
Revd Bill Miller	Ex Officio as Minister of Cambourne Church
Revd Gale Richards	Baptist Representative
Revd Colin Watkins	Methodist Representative
[ Served by Revd Diane Kenaston (Cambridgeshire Ecumenical Council) – Secretary ]	

## **Church Staff as of December 2023**

Minister	Revd Bill Miller (full-time)
Ministry Team Leader for Children & Young People	Clare Cronin (full-time)
Administrators	Jacqui Huckle (12.5 hrs/wk)
	Hannah Heasley (12.5 hrs/wk)
Church and Offices Cleaner	Cilla Mills (12 hrs/wk term, 6 hrs/wk school holidays)

## **The Vine School Governing Body as of December 2023**

Foundation Governors:	Dan Rainbow (Chair)
	Hannah Hearn
	Anne Rees
	3 Vacancies
Parent Governors:	Maurice Hopper
	Nusrat Hassan
	Rob Metcalfe
Staff Governor:	Jo Stewart
Local Authority Governor:	Vacancy
Associate Member:	None
Clerk to the Governors:	Lynn Hilling
Ex-officio:	Peter Hynes (Headteacher)
	Revd Bill Miller (Cambourne parish)
	Steve Acklam (Methodist)

# OBJECTIVES AND ACTIVITIES

Cambourne Church is committed to being a Christian community which is open, prayerful and loving which serves Cambourne with the good news of the gospel and where disciples of Jesus Christ are made. In this commitment, we feel upheld and led by the Spirit of God who is present in all our activities, and to whom we seek to be attentive.

All are welcome at church services and activities. Membership of Cambourne Church is limited to those who have been baptised into the faith. Membership involves a mutual commitment between members and church leadership and a sharing in the life of the church. (See the membership leaflet for further detail.)

It has been the objective of the Church Council to facilitate all those involved with Cambourne Church to live out our six core GOSPEL values, deepening faith and encouraging wider community engagement:



We belong to a Christian community where these values are key...



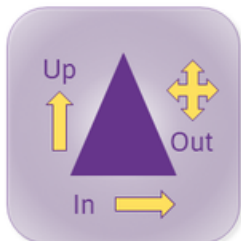
It all starts with the

*Gospel*

*Openness* means life-long learning & humility

*Service* of others makes a difference

Peace & direction flow from *Prayer*



We are called to *Engage* with God's world

We believe that *Love* changes people & situations

A partnership of the Church of England, Baptist Union, United Reformed Church and Methodist Church.

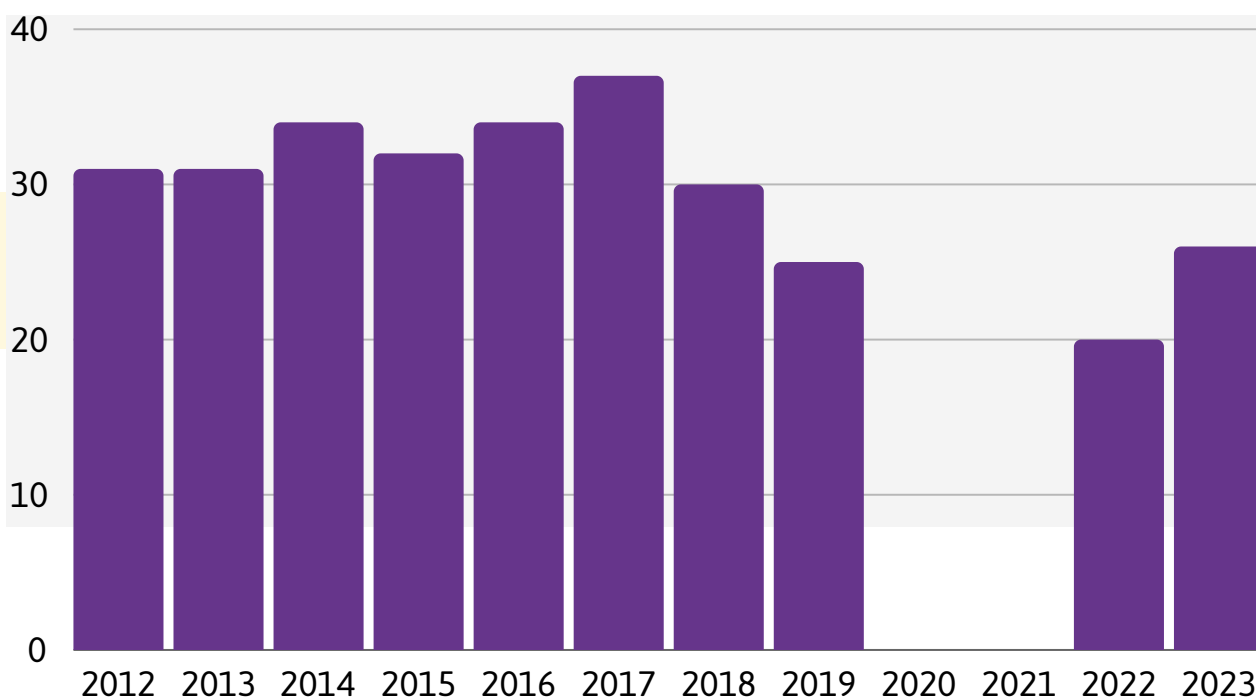
# CORE STATISTICS

## Attendance

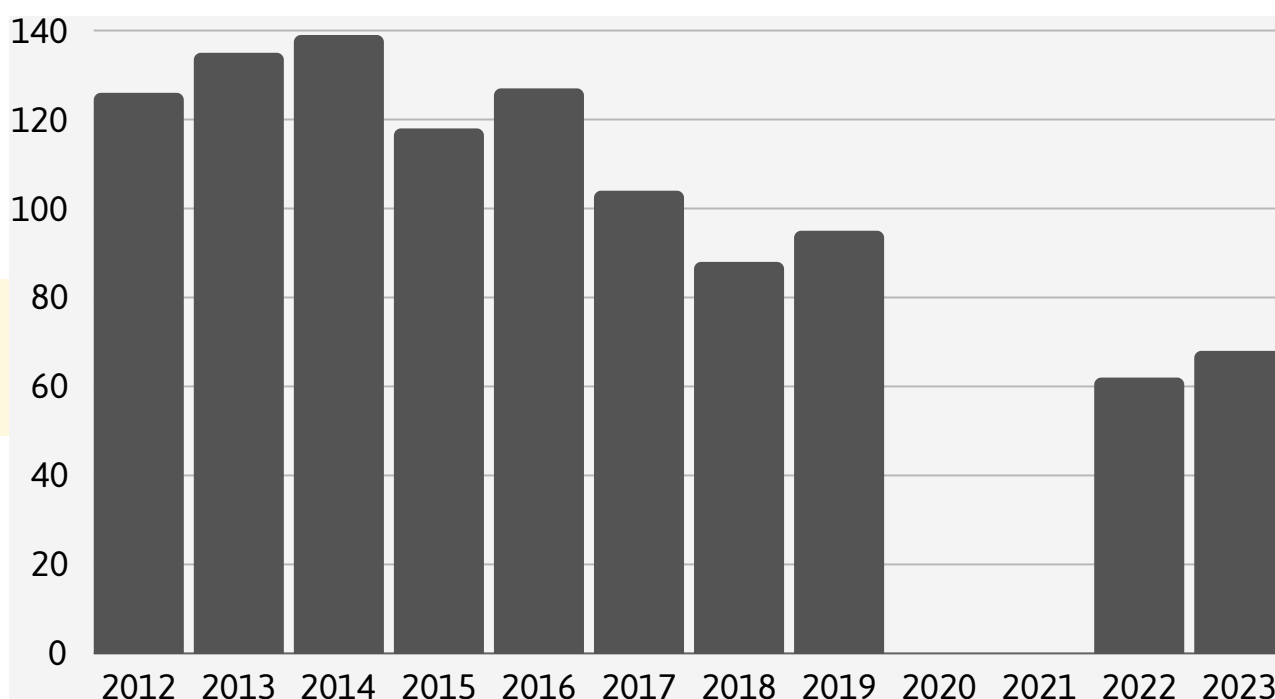
The graphs below show the average attendance at the 9.30am and 11am services from 2012 up to and including 2023.

Attendance charts have not been included for 2021 as normal services were only permitted in the church building for small parts of each year due to the Coronavirus pandemic.

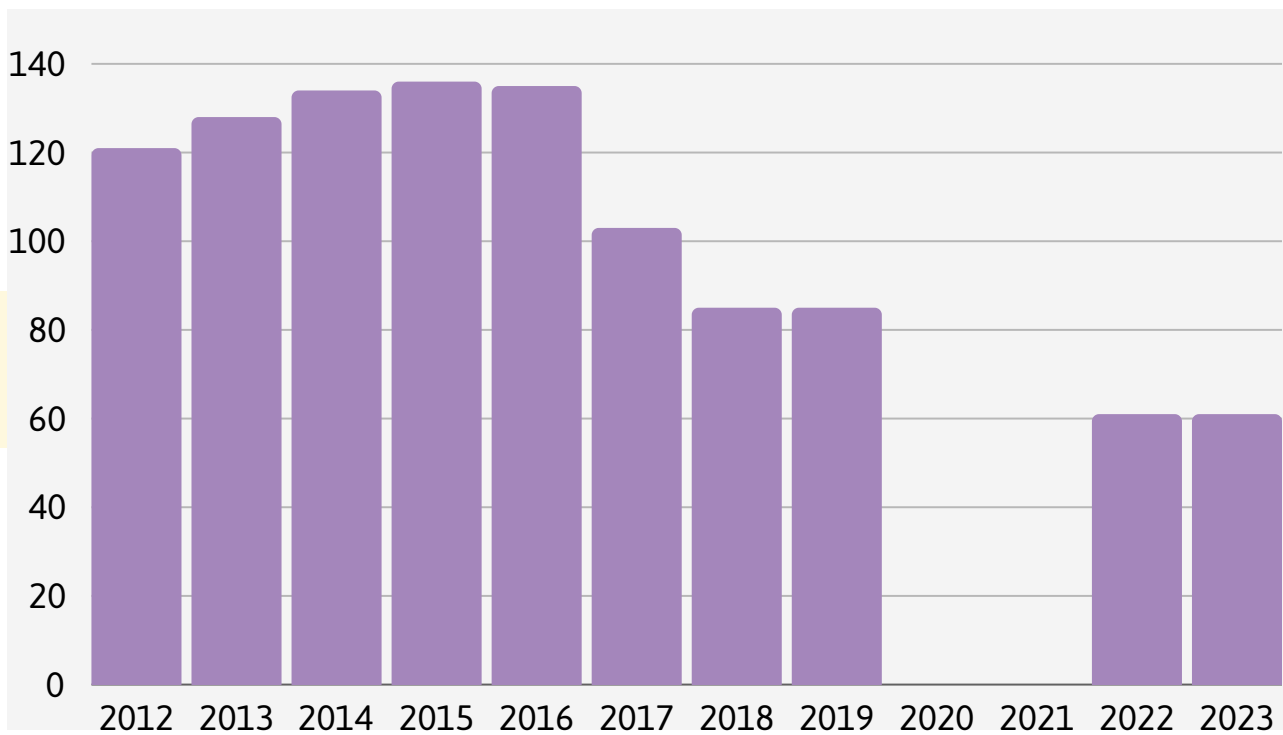
9.30am services



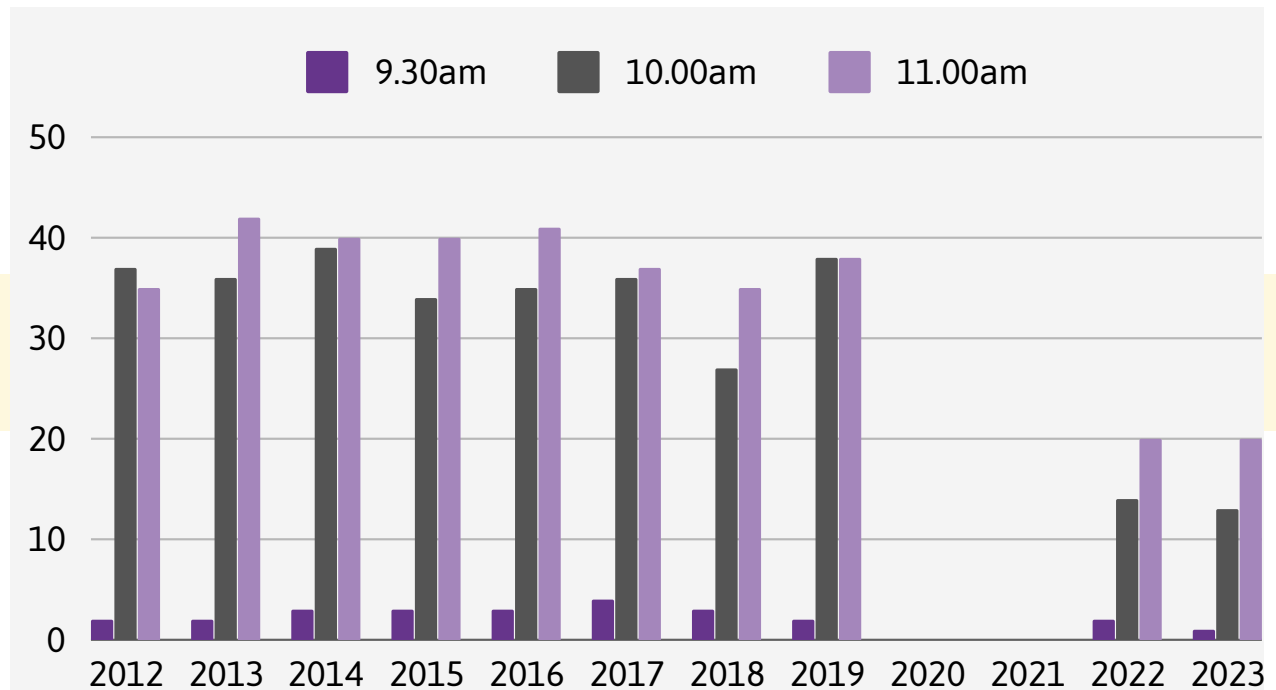
10.00am services



11.00am services



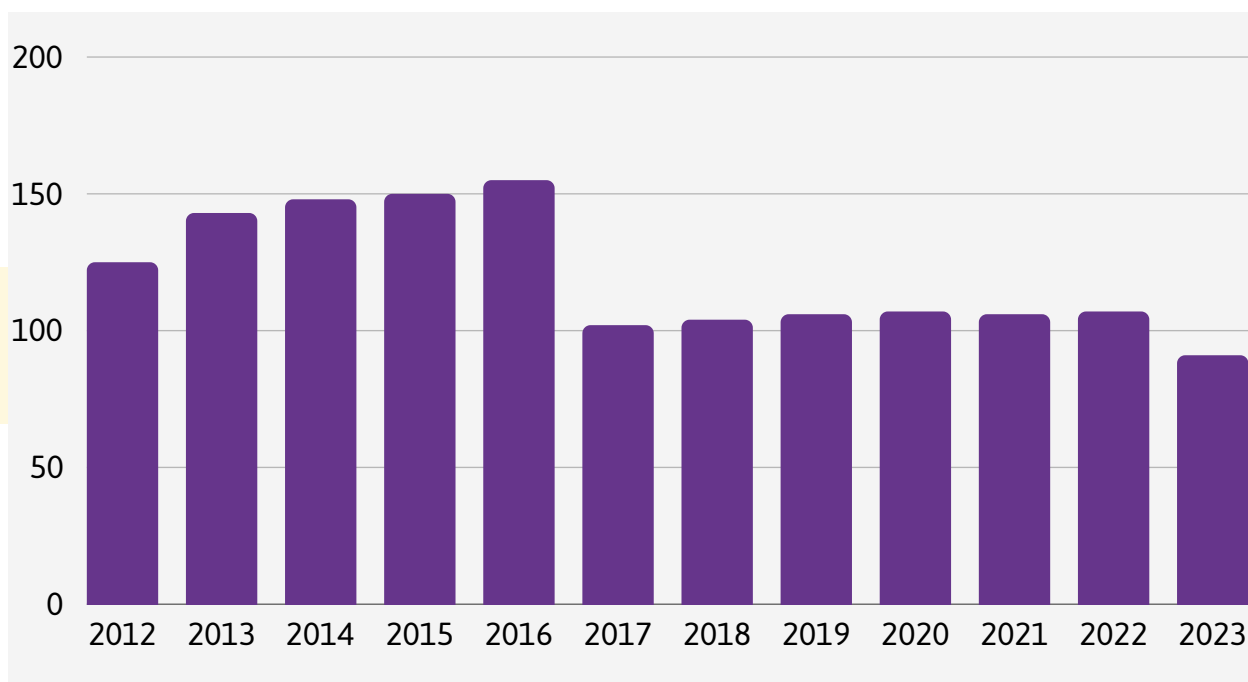
Under 16 attendance



## Membership

Church membership currently stands at 91 (December 2023). This compares to 107 at December 2022. A membership audit was carried out in 2023.

In addition to being a Church Fellowship, Cambourne Church is also a Registered Charity and as such the Trustees (Church Council) are required by law to maintain an up-to-date list of the Membership.

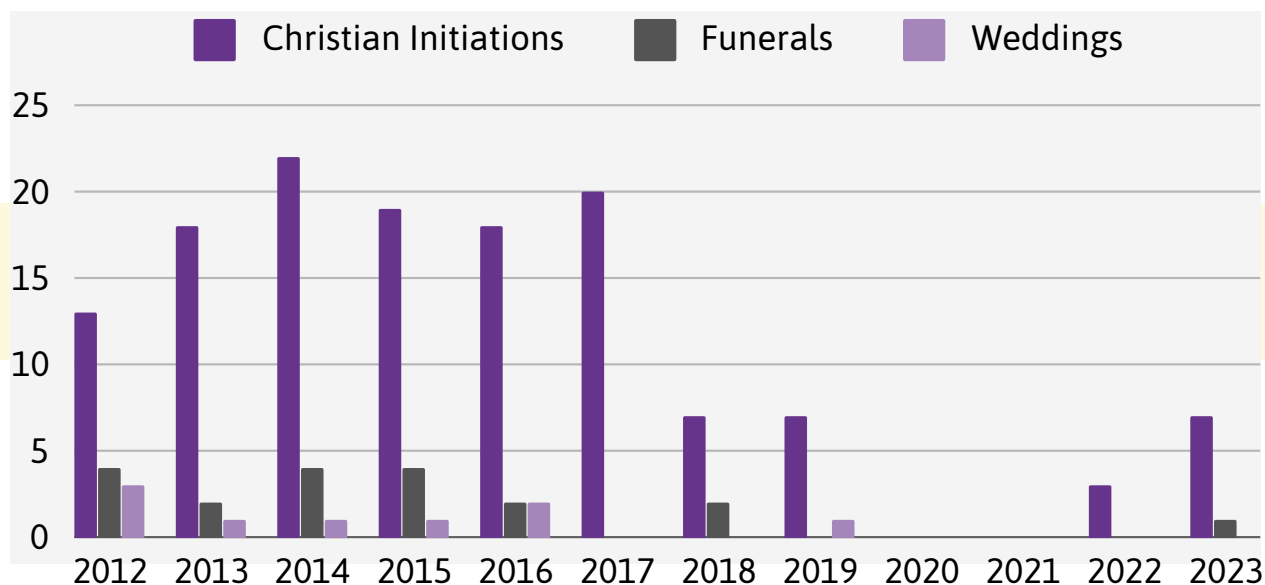


## Occasional Offices

Christian Initiations include; Baptisms, Confirmations, Dedications and Welcomes.

Funerals only include those services taking place at Cambourne Church and does not include services held at the Crematorium led by a Minister of Cambourne Church.

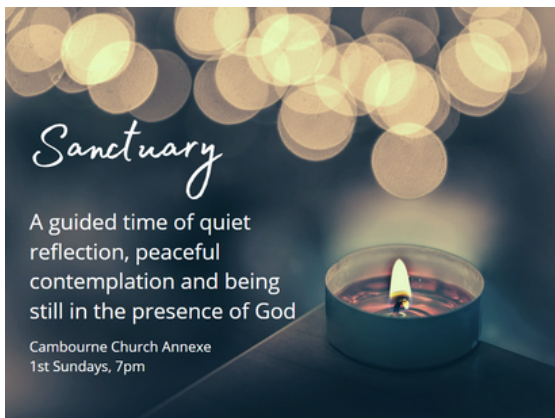
Weddings only include those services taking place at Cambourne Church and does not include services held at other churches led by a Minister of Cambourne Church.



# REPORT OF ACTIVITY FOR 2023

2023 was the first year since 2019 which has been entirely unaffected by statutory restrictions related to the COVID pandemic. Like 2022 it was a year of rebuilding and development.

Sunday Services are perhaps the central feature of our corporate church life. On ordinary Sundays there were two morning services – one at 9.30am and the other at 11.00am with the second service having a somewhat more contemporary feel and groups for children and young people. Throughout the year we continued the practice of having just one morning service on the first Sunday of the month at 10.00am, and in the autumn this service was rebranded under the name Sunday One. It is now the week when young people remain in the service, and when all ages join together at the end for communion. On the first Sunday evening of the month we have continued to run Sanctuary – a time of quiet guided prayer.

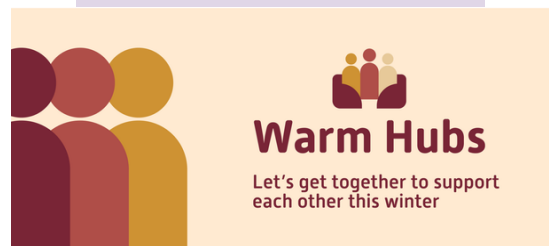


Special services have included our Good Friday and Easter services, a service of believers baptism, our outdoor Remembrance Service, the joint service in Comberton with other local churches, and some well-attended Christmas services. We

have also seen an increase in the numbers of requests for christenings and infant dedications, which dropped off during the pandemic.

Church life extends well beyond Sunday services, involving homegroups, social events, and various ministries. Highlights included:

- The Warm Hub operating as an important community space in the early months of the year in partnership with Hope CIC and Cambridgeshire ACRE



- The relaunch of '19 - the coffee house' with a reaffirmation of its values and purpose, and with it also taking on some of the purposes of Open House which no longer meets separately



- The Flower Festival in June which saw many people visit the building and engage with us



- Church quizzes and meals strengthening the bonds of fellowship
- The continuing regular ministry of homegroups, Parish Nursing, 3Cs, Cherished, Ladies Night and 'Space 2 Create'
- Children's and Youth ministry which is detailed in a separate report

Our staff team has seen important change across the year. At the beginning of 2023 our church cleaner and one of our administrators were off sick and we continued to run with a vacancy in the leadership of our children's and youth ministry. However, by the summer all staff were back at work, and we had also appointed Clare Cronin, an experienced youth worker, to be our full time Ministry Team Leader for Children and Young People. Funding from the URC Eastern Synod has helped to fund her post. We are very grateful to God for that funding and for this fuller staff team.

Church Council has also seen changes in personnel and roles. Jon Slater became church warden at the AGM, as Ross McEwan stepped down from council after many years of service in a variety of roles. New trustees have come on board, and another change has been that Clare Cronin now attends and contributes to church council, albeit in a non-trustee position. Thanks is also due to Lucy Thompson and to Alison Butler for their work as trustees on council and their continuing contributions to church life.

Missional opportunities which have not thus far been mentioned have included our work in all four of the local primary schools, especially the Vine Inter-Church Primary School where we are involved in governance, in developing relationships, and in leading

worship. Through WCCYM we have been involved in work in Cambourne Village College. We have also delivered leaflets in the growing community of West Cambourne, and we did some carol singing there in December. West Cambourne is not currently in the parish, although there is some discussion within Ely Diocese about the boundaries being changed. Nevertheless, it is very much a part of our mission field with some of the residents already becoming part of our church community.



We enter 2024 with plans for various new areas of ministry and mission – signs of a church that is looking for opportunities to serve and to witness to the town in which we have been placed. We are grateful to all who contribute to the life of our church, and seek God's blessing and guidance as we move forward in his ways.



*Bill Miller  
(Minister)*



*Tony Williams  
(Chair of Church  
Council)*

# CHILDREN'S AND YOUTH WORK

In the summer term, we visited every Year 6 class in Cambourne (across four different schools) to offer support as they move up to secondary school.



At the beginning of the new academic year, Little Church was set up to build and strengthen relationships with our youngest children and their families. Little Church now feels an established part of our children's and youth ministry, alongside Young Church and Xtreme as part of our Morning Worship. Our Baby and Toddler Group continued to run on Wednesday mornings, providing a safe space for parents/carers and their children.

In the autumn term, we had the privilege of partnering with the Vine to develop a Prayer Space on the theme of 'peace'. Each class was invited to participate in reflective activities about anxiety, war, conflict and reconciliation. At the end of October, we



hosted a Light Party for primary school aged children and their families. The aim of this event was to shine light on a dark night. We think we welcomed around 100 children and

their families to engage with activities on the themes of hope and light. Those families were invited to our Christingle Service—another opportunity to celebrate light. In December, we also welcomed three primary schools to the church for their Christmas Services.



We continued to work in partnership with West Cambridge Christian Youth Ministries (WCCYM). Young people and volunteers from Cambourne Church regularly attended WCCYM activities such as Cambourne Village College Christian Union, Discipleship Group and Thirst (a monthly youth service). We also worked in partnership with Romsey Mill to deliver a 'Wellbeing Café' on Friday afternoons.



We are very grateful to our teams of committed volunteers who choose to invest in the lives of our children and young people and sustain these ministries.



Clare Cronin  
(Ministry Team Leader for  
Children and Young  
People)

# SAFEGUARDING

Cambourne Church are committed to the safeguarding, care and nurture of everyone within our community.

Cambourne Church follow the safer recruitment practice for people working or volunteering with children and adults and therefore these positions are subject to an enhanced disclosure from the DBS (Disclosure and Barring Service).

Alison Butler the Parish Safeguarding Officer (PSO) for Cambourne Church attends the Ely Diocese Safeguarding Training and Network sessions each year. These network sessions provide PSO's with a chance to get together to discuss any issues they have had in regard to any safeguarding matters. It is a way to learn from each other and receive any updates to the safeguarding training, policies, and procedures.

Alison Butler PSO processes all of the DBS (Disclosure and Barring Service) forms as part of her role. This is a criminal record check that all employed personnel and volunteers have to undertake to work with our children and young people. Alison works closely with our Ministry Team Leader for Children and Young People and our volunteers to ensure everyone receives the required training in safeguarding.

It is pleasing to hear that we have had a number of new volunteers during the year who have come on board and have undertaken safeguarding training. Thank you.

In November we held a Safeguarding Sunday Service where Alison gave a short presentation about her role as Safeguarding Officer. The information was also shared in a pastoral newsletter to provide the information to a wider number of people.

**Safeguarding is everyone's responsibility** and if you need any advice please speak to Alison Butler.

Alison is an inspector who works for Care Quality Commission and brings a wealth of safeguarding experience to the role.



*Alison Butler  
(Safeguarding  
Officer)*

## BUILDINGS AND FABRIC OF THE CHURCH



The building continues to be well used by the church, the Roman Catholic Church, personal hirers and more than 20 regular community groups.

A section of the flat roof above the kitchen was repaired following a drone inspection requested in our quinquennial report written in 2021. The ventilation shafts in the main hall are not working correctly and a fix is being investigated.



*Jon Slater  
(Church Warden)*

# FINANCIAL REPORT OF THE CHURCH COUNCIL

## FOR THE YEAR ENDED 31 DECEMBER 2023

### Introduction

The budget prepared for 2023 included some items of exceptional expenditure and we planned to draw from our reserves to cover these costs.

The planned exceptional spends were as follows:

**Contract Cleaning.** Our Church Cleaner had been on long-term sick leave since the summer of 2022 and a local cleaning company was contracted to clean our premises during the absence. This arrangement continued until the summer of 2023 when Cilla was able to return to work.

**19 The Coffee House Relaunch.** 19 reopened in June 2023 having been closed since the summer of 2022. Prior to the relaunch, we invested in a new coffee machine, as the previous one had failed after several years of service.

**Ministry Team Leader for Children & Young People.** At the beginning of the year, we advertised the full-time position for a revised Ministry Team Leader role for Children & Young People. We were delighted to welcome Clare Cronin to this role in June 2023. The United Reform Church (URC) provided invaluable support and advice during the recruitment process and awarded Cambourne Church an annual grant of £8,839 for the duration of Clare's three-year contract. Notably, there were exceptional costs associated with equipping Clare with a laptop and necessary accessories.

In addition to these planned items, there were unforeseen expenses during the year. The hall projector failed in the summer and had to be replaced at a cost of £10,000. Furthermore, the kitchen dishwasher required replacement, and an inspection of the roof revealed unexpected roofing work that needed attention.

On a positive note, the new projector represents a substantial improvement and is expected to serve us well for years to come.

The focus of our annual gift day was raising funds for the replacement of the hall projector, and our congregation responded with wonderful generosity. Their contributions not only fully covered the cost of the new projector but also assisted in funding the unforeseen expenses. We are most grateful to the Catholic congregation, who also generously contributed to the new projector costs.

Through the course of the year, we needed to draw £13,485 from our reserves to address the exceptional items highlighted. Remarkably, this amount was less than our initial projections and at the close of 2023, Cambourne Church still held notable cash reserves. Our financial strategy involves drawing down these reserves in both 2024 and 2025 to support the expanded staff team. Our financial objective as a Church must be to grow and attain financial security by funding our annual expenses exclusively from our regular income, without dependence on our reserves.



## Financial Overview 2023

The Finances of Cambourne Church are made up of 4 Funds.

These are:

• General Fund	£135,402
• 19 Coffee House	£4,179
• Pete Mear Grant Fund	£6,158
• Chapel Fund	£0.00
<b>Total</b>	<b>£145,739</b>

Cambourne Church reported a net decrease in cash funds of £13,485 during the year as follows:

**General Fund                    - £8,772**

### Designated Funds

**19 Coffee House                - £2,713**

This was the net reported expenditure by the Coffee House which re-opened in June 2023. Investment in a new coffee machine was required before reopening. Additionally, restocking costs contributed to the reported deficit for the year.

**Pete Mear Grant Fund   No receipts/payments in year**

This fund was created when a legacy gift was received in 2019 from Pete Mear's estate of £6,358. The Pete Mear Grant fund was launched early in 2020 to support young people seeking to develop their skills in worship ministry. Grants of up to £200 (per application) are available for individuals.

### Restricted Funds

**Chapel Fund                    - £2,000**

This fund was created in 2019 when a £2,000 donation was made towards the provision of a chapel at Cambourne Church. The donor requested that the funds now be used towards the acquisition of a coffee machine for 19 Coffee House and so these funds were transferred to the 19 Coffee House fund during the year.

## Overall Position for 2023

Our total reported receipts for 2023 was £150,830 and total reported payments was £164,315 producing the reported decrease in cash funds of £13,485 identified above.

## Reserves Policy

Church Council has agreed a policy to maintain a minimum level of £50,000 in reserves.

This level of reserves will be reviewed annually against the requirement to maintain sufficient cash balances to meet a minimum of 6 months staff employment costs and an allowance for replacement of the main hall projector, which is nearing the end of its useful life.

## Staffing

During the year the Church employed:

·Minister	Bill Miller
·Ministry Team Leader for Children and Young People	Clare Cronin
·Administrator (Job-Share)	Hannah Heasley
·Administrator (Job-Share)	Jacqui Huckle
·Church Cleaner	Cilla Mills-Parton

The reported staffing costs include employer national insurance and pension contributions where applicable.

Staff members were reimbursed for travel and subsistence costs as reported under staffing expenses in these accounts.

There were no disclosable transactions in respect of Church Council members, persons closely connected with them or other related parties.

## **Further Notes to the accounts.**

These accounts will be examined by an independent examiner (Mr Zubair Ahmed) and the signed examiner's report will be included with the statement of accounts submitted to the Charity Commission.

There are no further notes to be considered.

February 2024



*Martin Lee  
(Cambourne  
Church Treasurer)*



## **Cambourne Church : Accounting Policies**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

The financial statements have been prepared on the basis of historic cost. The financial statements include all transactions, assets and liabilities for which the Church Council is responsible.

### **Funds**

General funds represent the funds of the Church Council (CC) which are not subject to restrictions regarding their use and are available for application on the general purposes of the CC.

Funds designated for a particular purpose by the CC are also unrestricted.

Restricted funds represent donations or grants received for a specific object or invited by the CC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund.

### **Incoming Resources**

#### **Voluntary receipts and capital sources**

Planned giving, collections and donations are recognised when received.

Funds raised by social events, fetes, parties and similar events are accounted for gross.

#### **Other receipts**

Rental receipts from letting the church hall is recognised when the receipt is received.

### **Resources used**

#### **Grants**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the CC.

#### **Current assets**

Short-term deposits include cash on deposit either with the CBF Church of England Funds or at the bank.

### **19 - The Coffee House Stock**

19 - The Coffee House operates on small stock levels. Any individual items or collective items of a specific type falling under £50 are not included in the stock declared in these accounts.

**Cambourne Church - Financial Statements for the Year Ended 31 December 2023**  
**Receipts and Payments Account for the Year**

		Unrestricted	Designated	Designated	Restricted		
		General Fund	19 Coffee House	P Mear Grant Fund	Chapel	2023 Total	2022 Total
		£	£	£	£	£	£
<b>Receipts</b>							
	Notes						
Giving	1	94,545.09				94,545.09	82,289.69
Other Voluntary Receipts	2	995.88				995.88	2,182.83
Activities for Generating Funds	3	2,531.96				2,531.96	3,509.21
Church Activities Income	4	31,346.83	4,999.70			36,346.53	34,526.19
Investment Income	5	4,071.48				4,071.48	1,989.27
Grant income	6	12,339.00				12,339.00	17,680.00
<b>Total receipts</b>		<b>145,830.24</b>	<b>4,999.70</b>	<b>0.00</b>	<b>0.00</b>	<b>150,829.94</b>	<b>142,177.19</b>
<b>Payments</b>							
Staffing Costs	7	83,114.51				83,114.51	56,208.24
Cost of Worship	8	2,820.06				2,820.06	3,210.55
Maintenance of Church Buildings	9	24,101.38				24,101.38	25,915.05
Church Running Costs	10	37,484.32				37,484.32	34,551.49
Church Activities	11	2,645.33	9,712.58			12,357.91	8,231.81
Support of Specific Causes	12	4,436.35				4,436.35	9,788.08
<b>Sub Total</b>		<b>154,601.95</b>	<b>9,712.58</b>	<b>0.00</b>	<b>0.00</b>	<b>164,314.53</b>	<b>137,905.22</b>
<b>Loan Repayment</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,000.00</b>
<b>Total Payments</b>		<b>154,601.95</b>	<b>9,712.58</b>	<b>0.00</b>	<b>0.00</b>	<b>164,314.53</b>	<b>187,905.22</b>
Net receipts / - payments for the year		-8,771.71	-4,712.88	0.00	0.00	-13,484.59	-45,728.03
Transfer between funds			2,000.00		-2,000.00	0.00	0.00
Net movement in Funds		<b>-8,771.71</b>	<b>-2,712.88</b>	<b>0.00</b>	<b>-2,000.00</b>	<b>-13,484.59</b>	<b>-45,728.03</b>
<b>Reconciliation of Funds:</b>							
Cash Balances 1st January 2023 b/fwd		144,173.24	6,891.90	6,158.31	2,000.00	159,223.45	204,951.48
Cash Balances 31st December 2023 c/fwd		<b>135,401.53</b>	<b>4,179.02</b>	<b>6,158.31</b>	<b>0.00</b>	<b>145,738.86</b>	<b>159,223.45</b>

**Cambourne Church - Financial Statements for the Year Ended 31 December 2023**  
**Analysis of Receipts & Payments**

		Unrestricted	Designated	Designated	Restricted		
		General Fund	19 Coffee House	P Mear Grant Fund	Chapel	2023 Total	2022 Total
		£	£	£	£	£	£
<b>Receipts</b>							
<b>Note 1 :</b>	<b>Giving</b>						
	Regular Giving	60,704.00				60,704.00	57,909.00
	Tax recovered through Gift Aid	16,860.49				16,860.49	14,905.84
	Gift Day & Donations	15,998.01				15,998.01	8,227.01
	Church Collections	982.59				982.59	1,247.84
	<b>Total</b>	<b>94,545.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>94,545.09</b>	<b>82,289.69</b>
<b>Note 2 :</b>	<b>Other Voluntary Receipts</b>						
	Christmas Hampers	345.00				345.00	336.00
	Africa Appeal	200.00				200.00	200.00
	Compassion Child	267.30				267.30	106.50
	Royal British Legion	99.35				99.35	112.83
	Christian Aid	10.00				10.00	0.00
	The Children's Society	74.23				74.23	0.00
	Other Donations	0.00				0.00	432.50
	Ukraine Appeal	0.00				0.00	995.00
	<b>Total</b>	<b>995.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>995.88</b>	<b>2,182.83</b>
<b>Note 3 :</b>	<b>Activities for Generating Funds</b>						
	Fundraising Events	1,540.90				1,540.90	2,844.79
	Salvation Army Clothes Bank	885.01				885.01	544.69
	Amazon Smile / Easyfundraising	106.05				106.05	119.73
	<b>Total</b>	<b>2,531.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,531.96</b>	<b>3,509.21</b>
<b>Note 4 :</b>	<b>Church Activities Income</b>						
	Church Hire	29,684.47				29,684.47	27,168.81
	19 The Coffee House		4,999.70			4,999.70	4,923.38
	Children - midweek groups	422.98				422.98	1,181.30
	Church Fees	619.00				619.00	672.00
	Gospel Choir	603.68				603.68	563.00
	Other Groups	16.70				16.70	3.70
	Children - Party	0.00				0.00	14.00
	<b>Total</b>	<b>31,346.83</b>	<b>4,999.70</b>	<b>0.00</b>	<b>0.00</b>	<b>36,346.53</b>	<b>34,526.19</b>
<b>Note 5 :</b>	<b>Investment Income</b>						
	Interest on deposit account	4,071.48				4,071.48	1,989.27
	<b>Total</b>	<b>4,071.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,071.48</b>	<b>1,989.27</b>
<b>Note 6 :</b>	<b>Grant income</b>						
	Support from Sponsor Churches	8,839.00				8,839.00	15,600.00
	Cambridgeshire Acre - Warm Hubs	3,500.00				3,500.00	80.00
	Government grants received	0.00				0.00	2,000.00
	Cambourne Town Council	0.00				0.00	0.00
	<b>Total</b>	<b>12,339.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,339.00</b>	<b>17,680.00</b>

**Cambourne Church - Financial Statements for the Year Ended 31 December 2023**  
**Analysis of Receipts & Payments**

		Unrestricted	Designated	Designated	Restricted		
		General Fund	19 Coffee House	P Mear Grant Fund	Chapel	2023 Total	2022 Total
		£	£	£	£	£	£
<b>Payments</b>							
<b>Note 7 :</b>	<b>Staffing Costs</b>						
	Cost of employment	79,903.24				<b>79,903.24</b>	54,554.92
	Staff expenses	1,333.07				<b>1,333.07</b>	1,041.32
	Training / Seminars	1,208.00				<b>1,208.00</b>	0.00
	Outsourced Payroll costs	380.00				<b>380.00</b>	342.00
	Recruitment costs	290.20				<b>290.20</b>	270.00
	<b>Total</b>	<b>83,114.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>83,114.51</b>	<b>56,208.24</b>
<b>Note 8 :</b>	<b>Cost of Worship</b>						
	Other costs incl Liturgical Resources	1,195.39				<b>1,195.39</b>	1,397.43
	Children's Ministry	317.44				<b>317.44</b>	649.59
	Refreshments	382.10				<b>382.10</b>	499.17
	Youth Ministry	857.96				<b>857.96</b>	472.46
	Music Group Resources	67.17				<b>67.17</b>	191.90
	<b>Total</b>	<b>2,820.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,820.06</b>	<b>3,210.55</b>
<b>Note 9 :</b>	<b>Maintenance of Church Buildings</b>						
	Equipment / fixtures & fittings	14,759.35				<b>14,759.35</b>	18,698.13
	Repairs and General Maintenance	6,443.83				<b>6,443.83</b>	5,118.48
	Maintenance and Service Contracts	2,898.20				<b>2,898.20</b>	2,098.44
	<b>Total</b>	<b>24,101.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,101.38</b>	<b>25,915.05</b>
<b>Note 10 :</b>	<b>Church Running Costs</b>						
	Utilities	10,076.90				<b>10,076.90</b>	12,496.53
	Contract Cleaning	9,148.80				<b>9,148.80</b>	5,376.00
	Church House	3,752.57				<b>3,752.57</b>	3,557.06
	Office etc Rental/Hire Fees	2,974.18				<b>2,974.18</b>	2,692.30
	Church Office & Administration	3,437.21				<b>3,437.21</b>	2,594.30
	Subscriptions/Licences	2,689.94				<b>2,689.94</b>	2,538.63
	Insurance	2,041.66				<b>2,041.66</b>	1,953.77
	Waste Collections	1,149.90				<b>1,149.90</b>	1,204.00
	Printing (Easter,Christmas cards)	1,158.50				<b>1,158.50</b>	1,054.50
	Church Centre sundries	700.73				<b>700.73</b>	649.72
	Gifts / Donations	353.93				<b>353.93</b>	434.68
	<b>Total</b>	<b>37,484.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,484.32</b>	<b>34,551.49</b>
<b>Note 11 :</b>	<b>Church Activities</b>						
	19 The Coffee House		9,712.58			<b>9,712.58</b>	5,369.30
	Parish Nursing	595.00				<b>595.00</b>	595.00
	Outreach - Hampers	331.41				<b>331.41</b>	452.94
	Outreach - Cambourne Schools	425.00				<b>425.00</b>	320.00
	Outreach - Easter / Christmas Gifts	231.35				<b>231.35</b>	283.97
	Fundraising Costs	381.98				<b>381.98</b>	251.64
	Outreach - WarmHub meal	396.29				<b>396.29</b>	0.00
	Pastoral Care	160.50				<b>160.50</b>	368.96
	Gospel Choir expenses	123.80				<b>123.80</b>	0.00
	Mental Health Training	0.00				<b>0.00</b>	590.00
	<b>Total</b>	<b>2,645.33</b>	<b>9,712.58</b>	<b>0.00</b>	<b>0.00</b>	<b>12,357.91</b>	<b>8,231.81</b>
<b>Note 12 :</b>	<b>Support of Specific Causes</b>						
	Uzimalele	1,725.00				<b>1,725.00</b>	2,021.25
	Goma	1,500.00				<b>1,500.00</b>	1,500.00
	WCCYM	750.00				<b>750.00</b>	1,500.00
	Compassion	352.00				<b>352.00</b>	336.00
	Royal British Legion	99.35				<b>99.35</b>	137.83
	Christian Aid	10.00				<b>10.00</b>	0.00
	Ukraine Humanitarian Appeal	0.00				<b>0.00</b>	4,188.00
	Jimmy's Night Shelter	0.00				<b>0.00</b>	105.00
	<b>Total</b>	<b>4,436.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,436.35</b>	<b>9,788.08</b>

**Cambourne Church - Financial Statements for the Year Ended 31 December 2023**  
**Statement of Assets and Liabilities at Year End**

	Unrestricted	Designated	Restricted	Total Yr 2023	Total Yr 2022
	£	£	£	£	£
<b>Cash Funds</b>					
HSBC Current Account	14,231.79	6,158.31		<b>20,390.10</b>	<b>15,233.29</b>
HSBC 19 Coffee House		4,179.02		<b>4,179.02</b>	<b>6,891.90</b>
CBF Deposit Account	121,169.74			<b>121,169.74</b>	<b>137,098.26</b>
<b>Total Current Assets</b>	<b>135,401.53</b>	<b>10,337.33</b>	<b>0.00</b>	<b>145,738.86</b>	<b>159,223.45</b>

**Assets retained for Cambourne Church use**

Main Hall Projector - acquired June 2023	£10,000
Coffee Machine & Grinder - acquired May 2023	£5,005
Dishwasher - acquired August 2023	£2,994
Laptop & IT equipment - acquired May 2023	£1,397



Thank you to everyone who has contributed to this report and to the life of our church in 2023. May the glory go to God.

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all.

Amen.





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Cambourne Church

On accounts for the year  
ended

31 December 2023

Charity no  
(if any)

1149312

Set out on pages

Pages 19 to 22

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2023**.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date:

22.03.24.

Name:

ZUBAIR AHMED

Relevant professional  
qualification(s) or body  
(if any):

CIMA.

Address:

50 FIREFLY ROAD

UPPER CAMBOURNE

CAMBRIDGE CB23 6FW

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**