

Herne Bay Baptist Church

Report of the Trustees

for the Year Ended 31st December 2023

Administrative Details

Registered Charity Number: 1153040

Address And Contact Details:

Herne Bay Baptist Church
Friendship Centre
105 High Street
Herne Bay
Kent CT6 5LA
Telephone 01227-367908
E-mail: admin.hbbc@gmail.com

Minister:

Rev. Stevan Kirk-Smith From 1 November 2023

Church Secretary:

Kevin Budd

Deacons:

Trevor Aldridge	From 18 January 2023
Linda Cornelius	
Roger Good	Until 31 December 2023
Yvonne Setter	From 28 January 2024

Finance Group :

Oliver Jeffrey (Chairman)
Trevor Aldridge
Pamela Banks
Alan Jordan

Youth and Children's Officer:

Linda Cornelius

Church Administrator:

Alison Bodey

Independent Examiner:

Jonathan Barton CTA ATT (Fellow)

Herne Bay Baptist Church

Report of the Trustees (Continued)

for the Year Ended 31st December 2023

The Trustees of the Charity, who are made up of the Minister, Church Secretary and Deacons of the Church, present their report for the year ended 31 December 2023.

1. Constitution

The Church was formed in 1879 as a Baptist Church following the principles of the Calvinist Baptists and is governed by Deacons (Trustees) and a Church Members' Meeting.

The Church is legally constituted as a registered charity No 1153040 and was set up by a Constitution on 19 September 2012 and registered by the Charity Commission on 23 July 2013.

The Constitution provides the Church Rules and a Constitution for the Church Members' proceedings to include appointment of the Minister, Church affiliations, Church Membership, Leadership and Church Members' Meetings.

The Trustees are governed by the Church Members' Meeting which is bi-monthly, or additionally when required, in all matters except finance for which they have the final responsibility as required by the Constitution.

The principle objective of the Church is the advancement of the Christian Faith according to the principles of the Baptist denomination.

The management of the charity is the responsibility of the Trustees who are elected under the terms of the Constitution.

2. Method of appointment of Trustees

Under the Constitution the Trustees, apart from the Minister, who is a trustee by virtue of his office, are elected for a three-year term nominated by Church Members and appointed following a secret ballot at a Church Members' Meeting providing they receive 66% of those casting a vote at that meeting. Trustees also serve as Deacons of the Church. Trustees may be elected for up to two three-year terms but must have a break of one year following the second term before they become eligible for re-election.

The Church may elect or re-elect every three years a Secretary and Treasurer, who shall also be trustees.

3. Policy for the Induction and Training of the Trustees

Following the appointment of a Trustee the Minister and the Trustees meet together with the new member and work through the Baptist Union Corporation guidelines for new Deacons and Trustees.

Under the Church's congregational approach, Church Members retain ultimate authority under God in matters of Church life. They express this by nominating and appointing Trustees to act as stewards on their behalf and voting on the appointment of Ministers when required.

Herne Bay Baptist Church

Report of the Trustees (Continued)

for the Year Ended 31st December 2023

3. Policy for the Induction and Training of the Trustees (Continued)

Trustees act as a governance group which has the responsibility of ensuring the proper management of the church. They exercise their governance function through ensuring the Terms of Reference are written and updated for groups dealing with such things as finance, youth worker support group, etc. The Trustees, along with the Minister, ensure that the mission and outreach of the Church is safeguarded. Trustees also encourage and provide personal support to the Minister as required.

The Minister is the spiritual leader. The Minister is empowered to lead and encourage the Church in Mission, teaching the Word of God and ensuring that the principal objective of the Church is maintained. The Trustees are empowered to recommend to the Church Members' Meeting the appointment of organisational leaders in the Church for their approval.

4. Related Party Relationships

The Church is affiliated to the Baptist Union of Great Britain and is a member of the South Eastern Baptist Association and the Evangelical Alliance. Neither affiliation nor membership of these organisations represents any constitutional relationship.

The Baptist Union Corporation Limited is custodian trustee of the land and premises used by the church in Herne Bay High Street and Spenser Road, Herne Bay under a "Fairburn Trust." The Church has the benefit of using these properties and has responsibility for maintaining them. It cannot sell and redeploy the proceeds without prior permission from The Baptist Union Corporation Limited.

In compliance with the requirements of the Charity Commission, the Trustees maintain a Register of Trustees interests and declare their interest in any business. It is a requirement for trustees to be independent of any relationship that would pose a conflict of interest.

5. Risk Management

The Trustees manage the process of identifying and reviewing the major risks to which the Church is exposed and establishing systems to manage these risks. To that end detailed terms of reference or policies are in place for finance; health, safety and safeguarding; outreach and youth and children's work. These documents are reviewed by the Trustees and amendments recommended to the Annual General Meeting for approval.

6. Objectives and Activities

The Trustees' role is to safeguard the Mission, Preaching and Teaching of the Gospel and Pastoral Work of the Church as set out in the aims and objectives and are held accountable by the Church Members. The Mission ethos and values should be developed in line with the Church's vision. The Mission Statement is:

"Herne Bay Baptist Church, a community sharing Jesus, so you can know Jesus, become like Jesus and impact the world like Jesus".

The Trustees have regard to the guidance issued by the Charity Commission on public benefit.

Herne Bay Baptist Church

Report of the Trustees (Continued)

for the Year Ended 31st December 2023

7. Activities for Achieving Objectives

The Church holds a weekly service for worship and teaching on Sunday mornings. During these services the children are taught in their age groups apart from approximately one week every two months when an all-age service, is held. We also hold a monthly event titled “Messy Church” specially designed to bring messages from the Bible to children and families using crafts, drama and song.

Regular activities are held through the week to reach out and serve our local community, including our Carers and Toddlers’ Group (Footprints), Youth Social Meetings, Reflections Coffee Shop every Friday morning, CAMEO, a fortnightly social gathering with a guest speaker or musician(s) mainly aimed at the elderly, a monthly “Art and Craft for all” on a Saturday morning, a Wednesday lunchtime gathering “All are Welcome” and LAB (Looking Ahead Beyond Bereavement), a monthly gathering to support those struggling with the loss of a loved one.

We also hold ad hoc events designed to either bring a Christian message to members of our local community or to develop the faith of those already attending our services.

8. Staff and Volunteers

After an 18-month interregnum, the Church members appointed The Reverend Stevan Kirk-Smith to be our full-time minister with effect from 1st November 2023. In addition, the Church employs a part time small team of staff. Most of the Church’s work is undertaken by volunteers with, at least, 30 individuals giving significant amounts of time each week.

9. Achievement and performance

The Church continued to support and serve its members, regular attendees at our events and also others in the community. Despite being without a minister for most of 2023, our membership and the numbers attending our services remained consistent. We were able to maintain a full programme of worship and bible teaching through a combination of visiting preachers, assistance and guidance from our moderator, The Reverend Ray Bayliss, and our in-house resources. Attendances at our various activities as detailed above continue to grow and often provide a refuge for those who might otherwise feel isolated in our community.

10. Financial Review

During the year, the Church received total income of £124,984 (£197,534 – 2022). The largest source being £64,527 (£64,145 – 2022) from general giving including gift aid tax. We also received rental income from two properties of £22,580 (£26,476 – 2022) and a legacy of £31,584 (£100,000 – 2022).

In 2023, we spent significant sums on carrying out necessary repairs and enhancing our premises, in particular, our youth facility and church hall. This contributed to an increase in our total expenditure for 2023 of £112,848 (£108,446 - 2022).

Herne Bay Baptist Church

Report of the Trustees (Continued)

for the Year Ended 31st December 2023

10. Financial Review (Continued)

The Church had a surplus for 2023 of £12,136 (£88,888 – 2022) and had cash reserves of £168,534 at 31 December 2023 (£156,398 at 31 December 2022).

11. Reserves Policy

The Church maintains a reserves policy to retain cash reserves approximately equal to six months' committed expenditure. At 31 December 2023, the balance held in a separate interest-earning deposit account for unrestricted funds totaled £31,905 (£31,105 at 31 December 2022). The Trustees review the reserves policy on an annual basis.

12. Future Developments

Our newly appointed minister, The Reverend Stevan Kirk-Smith, is in the process of introducing a number of new initiatives, primarily to develop the Christian faith of those attending the various services and events at our Church, including a Bible Study Group and Christian Relaxation and Meditation Courses.

We are currently finalising a review of our Safeguarding procedures with our leadership team and relevant staff and volunteers all attending training courses at an appropriate level.

The trustees are satisfied the church has sufficient financial resources to enable it to continue in operation for the foreseeable future.

Trevor Aldridge
Trustee

Kevin Budd
Trustee

Original signed on behalf of the Trustees of Herne Bay Baptist Church on 17th July 2024.

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	Bank Accounts	168,354	-	-
	Petty Cash	180	-	-
		.	-	-
	Total cash funds	168,534	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Tax Reclaim Due	1,769	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Freehold Property at 97 Cornwall Road, Herne Bay, Kent CT6 7SZ	Unrestricted	-	-
	The Baptist Union Corporation Limited is Custodian Trustee of the land and premises occupied by the Church in High Street, Herne Bay, Kent and The Manse in Spenser Road, Heren Bay, Kent under a "Fairburn Trust". The church is responsible for maintaining these properties and cannot sell them and redeploy the proceeds.		-	-
	Furniture and Equipment	Unrestricted	-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Independent Examiner's Fee	Unrestricted	300	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Kevin Budd	7/17/2024
	Trevor Aldridge	7/17/2024

HERNE BAY BC**RECONCILIATION OF DECEMBER REPORTS TO CC ACCOUNTS**

Deficit for the year per reports ro church	-18,658	
Legacy Received (not incl.on reports)	31,584	
Legacy tithed to 31.12.23	-800	
2022 petty cash expenses duplicated in 2023 reports	10	Written off against Y+F Travel
Surplus for the year	<u>12,136</u>	
Opening Bank Balances	156,228	
Opening Petty Cash	170	
	<u>156,398</u>	
Surplus for the year (as above)	12,136	
	<u>168,534</u>	
Closing Bank Balances:	6,340	
Lloyds Current Account	80,109	
Lloyds Savings Account	50,000	
Charity Bank - 15 month bond	31,905	
Charity Bank - 1 year bond	<u>168,354</u>	
Closing Petty Cash	30	
Admin.	150	
Youth & Families	<u></u>	
Total Cash at Bank and in Hand	<u>168,534</u>	

Note: £112 of petty cash expenditure incurred in 2023 is included in 2024 accounts.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name	Number
Herne Bay Baptist Church	1153040

CC16a

Receipts and payments accounts

For the period from	01/01/2023	To	31/12/2023
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	57,625	-	-	57,625	54,682
HMRC Gift Aid	6,902	-	-	6,902	9,463
Interest	1,594	-	-	1,594	218
Rental Income	22,580	-	-	22,580	26,476
Specific Income	4,624	-	-	4,624	6,695
Legacy	31,584	-	-	31,584	100,000
Sale of Equipment	75	-	-	75	-
	-	-	-	-	-
Sub total (Gross income for AR)	124,984	-	-	124,984	197,534
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	124,984	-	-	124,984	197,534
A3 Payments					
Administration	17,895	-	-	17,895	14,020
Ministry	11,792	-	-	11,792	15,144
Mission	26,933	-	-	26,933	29,020
Upkeep	18,744	-	-	18,744	12,206
Property Repairs & Maintenance	31,446	-	-	31,446	28,462
Specific Income Expenses	6,038	-	-	6,038	9,794
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	112,848	-	-	112,848	108,646
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	112,848	-	-	112,848	108,646
Net of receipts/(payments)	12,136	-	-	12,136	88,888
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	12,136	-	-	12,136	88,888

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	Bank Accounts	168,354	-	-
	Petty Cash	180	-	-
		-	-	-
		-	-	-
	Total cash funds	168,534	-	-

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Tax Reclaim Due	1,769	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Freehold Property at 97 Cornwall Road, Herne Bay, Kent CT6 7SZ	Unrestricted	-	-
	The Baptist Union Corporation Limited is Custodian Trustee of the land and premises occupied by the Church in High Street, Herne Bay, Kent and The Manse in Spenser Road, Herne Bay, Kent under a "Fairburn Trust". The church is responsible for maintaining these properties and cannot sell them and redeploy the proceeds.		-	-
	Furniture and Equipment	Unrestricted	-	-
			-	-

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

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

Signature	Print Name	Date of approval
Original signed	Kevin Budd	17/07/2024
Original signed	Trevor Aldridge	17/07/2024

25. Independent Examiner's Report to the Trustees/Members



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Herne Bay Baptist Church

**On accounts for the year
ended**

31 December 2023

**Charity no
(if any)**

1153040

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022.

**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").

**Independent
examiner's statement**

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.

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.

Signed: Original signed

Date: 5 August 2024

Name: Jonathan Barton

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

CTA, ATT (Fellow)

Address:

Beacon House

Hillborough Road

Herne Bay

Kent CT6 6HN