

# TONBRIDGE COUNSELLING SERVICE

England & Wales · Charity number 1155690

## Details

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Other names	TCS
Status	Registered
Legal form	CIO
Registered	2014-02-07
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Tonbridge Counselling Service Gilbert House River Walk Tonbridge TN9 1DT
Phone	01732605046
Email	<a href="mailto:info@tonbridgecounsellingservice.co.uk">info@tonbridgecounsellingservice.co.uk</a>
Website	<a href="http://www.tonbridgecounsellingservice.co.uk">www.tonbridgecounsellingservice.co.uk</a>

## Activities

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**Objects:** TO PROMOTE AND PROTECT THE PHYSICAL, SPIRITUAL AND MENTAL HEALTH OF THOSE IN NEED IN TONBRIDGE AND THE SURROUNDING AREA BY WAY OF A PROFESSIONAL COUNSELLING SERVICE BASED ON A CHRISTIAN ETHOS.TO ADVANCE THE EDUCATION FOR THE PUBLIC BENEFIT BY THE PROVISION OF TRAINING IN COUNSELLING

**Activities:** Therapeutic counselling and training in counselling

## Classification

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- **How:** Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

## Geography

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- Kent

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£75,460	£76,232	-	-
2023-12-31	£97,816	£96,338	-	-
2022-12-31	£91,073	£96,527	-	-
2021-12-31	£103,251	£107,264	-	-
2020-12-31	£115,437	£90,144	-	-

## Trustees

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Name	Role	Appointed
Sally Nash	Chair	2020-03-11
John Barr		2023-11-19
Katie Rebecca Clayton		2021-05-25
Rev Wendy Carr		2020-03-11
Tony Atkinson		2026-03-11

**TONBRIDGE COUNSELLING SERVICE**

England & Wales - Charity number 1155690

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# Accounts

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# Trustees' Annual Report for the period

	Period start date	Period end date
<b>From</b>	1 <sup>st</sup> January 2024	<b>To</b> 31 <sup>st</sup> December 2024

## Section A Reference and administration details

**Charity name** Tonbridge Counselling Service

**Other names charity is known by**

**Registered charity number (if any)** 1155690

**Charity's principal address**

Gilbert House  
 River Walk  
 Tonbridge  
**Postcode** TN9 1DT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Wendy Carr		Reappointed to 2nd term 19 <sup>th</sup> September 2023. Term ends June 2026.	
2	Sally Nash	Chairman	Reappointed to 2 <sup>nd</sup> term 19 <sup>th</sup> September 2023. Term ends June 2026.	
3	Katie Clayton		Reappointed to 2 <sup>nd</sup> term 19 <sup>th</sup> June 2024. Term ends June 2027.	
4	Connie Burgess		Appointed to 1 <sup>st</sup> term 6 <sup>th</sup> December 2021. Term ends June 2025.	
5	John Barr	Treasurer	Appointed to 1 <sup>st</sup> term 19 <sup>th</sup> September 2023. Term ends June 2026.	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Tony Miles-Prouten	39 Bidborough Ridge, Bidborough, Kent TN4 0UU
Bankers	Lloyds Bank plc	National Clubs and Charities Centre, Sedgemoor House, Deane Gate Avenue, Taunton, TA1 2UF

### Name of chief executive or names of senior staff members (Optional information)

Nicola Canham, Counselling Services Manager
Andy Simmonds, Charity Secretary

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution <i>(based on the Charity Commission model for a CIO whose only voting members are its charity trustees)</i>
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

**Additional governance issues (Optional information)**

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

**Appointment, induction and training of Trustees**

Trustees are selected firstly to provide the charity with oversight of its counselling activities through relevant counselling knowledge and experience, and secondly to provide the charity with oversight and governance of administrative matters through relevant legal and financial knowledge and experience. New Trustee induction includes consideration of Charity Commission guidance (CC3) and completion of a Charity Commission Trustee Declaration, discussion of current issues including the financial position of the charity, and completion of DBS checks. Ongoing training includes access to the network and courses run by the Institute of Chartered Accountants in England and Wales Charity and Voluntary Sector Group.

**Organisational structure**

Trustees have appointed Nicola Canham as Counselling Services Manager, under a written agreement, to act as chief executive and team leader of the counselling operations including the appointment and supervision of freelance counsellors. Nicola reports directly to the Trustees.

**Related parties**

The charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church for nil consideration in February 2020. Tonbridge Baptist Church had held the premises from 2013 in trust prior to the registration of the charity in 2015. However, the charity is not accountable to the Church in a governance sense. The charity leases the ground floor of Gilbert House for use as a café to 65mm Coffee Ltd under a 5 year lease terminating in 2029, with rental applied to maintain Gilbert House and provide unrestricted reserves to the charity.

**Risk management**

Trustees maintain a risk register which identifies 11 major risks under 4 headings: strategic, governance and management; external; operational; and financial. Using the register, Trustees assess the significance and probability of each risk, mitigation, and specific trustee action to monitor each net risk.

**Summary of the objects of the charity set out in its governing document**

The charity's constitution includes two objects:

1. Therapeutic counselling: to promote the mental health and well-being of those in need in Tonbridge and the surrounding area by way of a professional counselling service within a Christian ethos.
2. Training: to advance the education of counsellors for the public benefit by the provision of training in counselling.

**Counselling service**

The charity's counselling service is open to any member of the public, and is provided under a flexible and affordable charging structure.

The charity is committed, for the public benefit, to provide its services in safe and trusting relationships guided by professional principles. Accordingly, all counsellors are required to be registered members of the British Association of Counsellors and Psychotherapists (BACP) or the National Counselling & Psychotherapy Society (NCPS), are qualified to at least Diploma level, and abide by the ethical framework set out by these bodies. This includes regular supervision and ongoing post-qualification training. TCS offers placements to counsellors in training and provides clinical supervision. Placements are overseen by the TCS Counselling Manager.

In addition to direct access to the public through its website [www.tonbridgecounselling.co.uk](http://www.tonbridgecounselling.co.uk) and dedicated telephone line, the charity encourages local agencies including GPs to refer clients for counselling. The charity is committed to providing a non-judgemental service which aims to treat all people respectfully, regardless of gender, sexual orientation, ethnic origin or religion. The charity does not describe its activity as 'Christian counselling' nor does it have a religious affiliation. Rather, as professional therapeutic counsellors it operates within the same ethical guidelines and practices as any other organisation affiliated to the BACP. However, the objects refer to a 'Christian ethos' being part of the values and motivation that draw the charity into providing counselling. We believe that it is a Christian principle that hurting people are reached, and broken lives restored, and that therapeutic counselling can help in this process.

On initial assessment, clients are advised of the full fee that the charity requires to meet its costs. While this amount is required to ensure the service is sustainable, as part of its provision of an affordable charging structure, the charity provides a limited number of Assisted Places for people within the Tonbridge area who are unable to pay the full fee amount. This Assisted Places scheme is funded by gifts and grants and transfers from unrestricted reserves.

**Training**

Within this public benefit context of maintaining high professional standards, the charity provides training to existing counsellors through a programme of continuing professional development (CPD) that maintains and enhances their skills in accordance with the BACP and NCPS ethical frameworks, and to new counsellors to safeguard the charity's access to future qualified counsellors and thereby maintain and build capacity.

All counsellors are required to attend annual Safeguarding Training in accordance with the TCS Safeguarding Policy. The appointed Safeguarding Lead within the Trustees is also invited to attend this training.

The trustees have considered, and concluded, that any private benefit received through its training activities are a necessary and cost-effective by-product of carrying out its public interest purpose of providing a

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

professional counselling service and are not excessive in the circumstances.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

### Grants given

The charity's policy is that counselling should be available to all for whom it is appropriate. Accordingly the charity provides a limited number of Assisted Places for people within the Tonbridge area who are unable to pay the full fee amount.

### Volunteers

In the interests of maintaining a high professional standard and ensuring accountability, all counsellors sign a freelance agreement covering their obligations to the charity, and the charity's obligation to provide supervision, DBS checks, buildings insurance and a fee based on hours incurred in client work. Where a counsellor wishes to return the fee to the charity, this is included within 'gifts and donations'. Various support services such as charity secretary and fundraising are provided by volunteers.

## Section D

## Achievements and performance

**Summary of the main achievements of the charity during the year**

### Counselling

In this eleventh year of operation, counselling services continued under the leadership of Nicola Canham. Most counselling appointments are face-to-face at Gilbert House, but online and telephone counselling which were developed during the period of COVID restrictions continue to be available.

During 2024:

- the team of counsellors was maintained at 9 (2023 – 9);
- in total, we worked with 98 clients (2023 – 101), of which 51 were discharged (2023 – 81);
- 53 clients received help from the Assisted Places Scheme (2023 – 49).

Most referrals continue to be direct self-referrals. Most clients are single adults, but we are also able to work with couples and teenagers aged 14+. We are able to additionally offer business and career coaching as part of our service provision. The website

[www.tonbridgecounsellingservice.co.uk](http://www.tonbridgecounsellingservice.co.uk) includes an introduction to counselling, a clear statement of our ethos, profiles of our counsellors, and an explanation of the introductory process we follow.

### Training

No training courses commenced during the year, and there are currently no plans to resume accredited training courses leading to qualification.

We continued our programme of CPD training events for our existing counsellors and students.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

**Unrestricted funds:** In summary, the charity received £64,623 (2023 - £83,066) in unrestricted income, and spent £59,261 (2023 - £76,770). The balance of unrestricted funds at 31<sup>st</sup> December 2024 was £30,473 (2023 - £31,111). While the charity's financial model of paying counsellors an hourly rate for client appointments, and clients contribute on the basis of affordability, has served well, there is a continuing need to transfer unrestricted funds to the Assisted Places scheme in addition to grants received.

**Assisted Places scheme:** During 2024, the charity provided assistance towards fees of £16,921 (2023 - £19,569) to 53 clients (2023 - 49 clients). The charity utilised grants received from Colyer Fergusson, and Kent Community Fund. At 31<sup>st</sup> December 2024, the restricted fund available to provide assistance stood at £6,071 (2023 - £6,205). In 2024, the charity transferred further funds from unrestricted reserves, and will seek further grant funding.

**Training assistance:** As no training courses ran in 2024, no grants were sought and the balance of £1,902 is carried forward.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Gilbert House:** The charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church (TBC) for nil consideration in February 2020. The premises had previously been gifted to TBC for use as a counselling centre and café. During 2019, TBC ceased to operate a café in Gilbert House, and concluded that the charitable purpose for which Gilbert House was given to the Church would be better served by transferring the building to Tonbridge Counselling Service for nil consideration. After careful deliberation and seeking advice, the trustees accepted the transfer. The building has been classified as an Endowment Asset. The ground floor has been sub-let to 65mm Coffee Ltd as a café and during 2024, the lease was renewed for a further 5 years terminating in 2029 and the rental applied in part to maintain the building and in part to support the work of the charity. The counselling service operates from the first floor of the building.


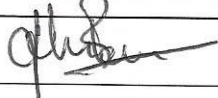
## Section F

## Other optional information

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	SALLY NASH	JOHN BARR
Position (eg Secretary, Chair, etc)	Chair	TREASURER
Date	18/6/25	



Charity Name <b>Tonbridge Counselling Service</b>	No (if any) <b>1155690</b>
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**CC16a**

## Receipts and payments accounts

For the period from	Period start date 1 January 2024	To	Period end date 31 December 2024
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### 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 £
<b>A1 Receipts</b>					
Client counselling fees	51,635		-	51,635	71,039
Grants	905	9,000	-	9,905	13,000
Gifts and donations	83	1,837	-	1,919	1,777
Rental income	12,000		-	12,000	12,000
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>64,623</b>	<b>10,837</b>	<b>-</b>	<b>75,460</b>	<b>97,816</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>64,623</b>	<b>10,837</b>	<b>-</b>	<b>75,460</b>	<b>97,816</b>
<b>A3 Payments</b>					
Counsellors' fees	21,359		-	21,359	28,692
Supervision and safeguarding	7,055		-	7,055	10,117
Office and administration	27,130		-	27,130	28,744
Resources and development	961		-	961	1,530
Training expenses		50	-	50	-
Trustee travel expenses			-	-	-
Grants from Assisted Places fund		16,921	-	16,921	19,569
Property expenditure	2,755		-	2,755	7,687
	-	-	-	-	-
<b>Sub total</b>	<b>59,261</b>	<b>16,971</b>	<b>-</b>	<b>76,232</b>	<b>96,339</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>59,261</b>	<b>16,971</b>	<b>-</b>	<b>76,232</b>	<b>96,339</b>
<b>Net of receipts/(payments)</b>	<b>5,363</b>	<b>6,135</b>	<b>-</b>	<b>772</b>	<b>1,477</b>
<b>A5 Transfers between funds</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>31,111</b>	<b>6,205</b>	<b>-</b>	<b>37,316</b>	<b>35,838</b>
<b>Cash funds this year end</b>	<b>30,473</b>	<b>6,071</b>	<b>-</b>	<b>36,544</b>	<b>37,315</b>

## 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 £
<b>B1 Cash funds</b>	Cash at bank - Nat West Current a/c	30,473	6,071	-
	Cash in hand		-	-
		-	-	-
	<b>Total cash funds</b>	30,473	6,071	-
(agree balances with receipts and payments account(s))				

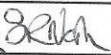
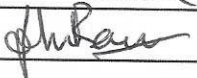
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Gilbert House	Endowment	-	-
	Office and counselling room furniture	Unrestricted	-	-
	Desktop computer and printer	Unrestricted	-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	SALLY NASH	18/6/25
	JOHN BARR	18/6/2025



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Tonbridge Counselling Service

On accounts for the year ended

31<sup>st</sup> December 2024

Charity no (if any)

1155690

Set out on pages

1-2 1

Remember to include the page numbers of additional sheets

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> 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").

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: A.P.M.

Date: 19/6/2025

Name: ANTHONY PETER MILES-PROUTEN

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

/

Address: 39 BUDBOROUGH RIDGE  
BUDBOROUGH  
TN4 0UU

**TONBRIDGE COUNSELLING SERVICE**

England & Wales - Charity number 1155690

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# Accounts

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# Trustees' Annual Report for the period

Period start date

Period end date

From

1<sup>st</sup> January 2023

To

31<sup>st</sup> December 2023

## Section A

## Reference and administration details

Charity name

Tonbridge Counselling Service

Other names charity is known by

Registered charity number (if any)

1155690

Charity's principal address

Gilbert House

River Walk

Tonbridge

Postcode

TN9 1DT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andy Simmonds		Resigned on completion of 3 <sup>rd</sup> term 19 <sup>th</sup> September 2023.	
2	Jill Gibbs		Resigned on completion of 3 <sup>rd</sup> term 19 <sup>th</sup> September 2023.	
3	Rev Canon Mark Barker		Reappointed to 3 <sup>rd</sup> term 25 <sup>th</sup> May 2021. Term ends June 2024.	
4	Sarah Marfleet		Resigned on completion of 1 <sup>st</sup> term 19 <sup>th</sup> September 2023.	
5	Rev Wendy Carr		Reappointed to 2 <sup>nd</sup> term 19 <sup>th</sup> September 2023. Term ends June 2026.	
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## Names and addresses of advisers (Optional information)

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Bankers	Lloyds Bank plc	National Clubs and Charities Centre, Sedgemoor House, Deane Gate Avenue, Taunton, TA1 2UF

## Name of chief executive or names of senior staff members (Optional information)

Nicola Canham, Counselling Services Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution <i>(based on the Charity Commission model for a CIO whose only voting members are its charity trustees)</i>
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## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

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- policy programme related investment;
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The charity's policy is that no person should be refused access to its counselling services on grounds of affordability. Accordingly the charity provides a limited number of Assisted Places for people within the Tonbridge area who are unable to pay the full fee amount.

#### Volunteers

In the interests of maintaining a high professional standard and ensuring accountability, all counsellors sign a freelance agreement covering their obligations to the charity, and the charity's obligation to provide supervision, safeguarding checks, insurance and a fee based on hours incurred in client work. Where a counsellor wishes to return the fee to the charity, this is included within 'gifts and donations'. Bookkeeping services were provided by a Trustee, part of which is on a paid basis at a rate lower than market. Various support services such as charity secretary and fundraising are provided by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### Counselling

In this tenth year of operation, counselling services continued under the leadership of Nicola Canham. Most counselling appointments are face-to-face at Gilbert House, but online and telephone counselling which were developed during the period of COVID restrictions continue to be available.

During 2023:

- the team of counsellors has reduced to 9 (2022 – 12);
- in total, we dealt with 101 clients (2022 – 102), of which 81 were discharged (2022 – 48);
- 49 clients received help from the assisted places scheme (2022 – 42).

Most referrals continue to be direct self-referrals. Most clients are dealt with as single adults, but we are also able to work with couples. The website [www.tonbridgecounsellingservice.co.uk](http://www.tonbridgecounsellingservice.co.uk) includes an introduction to counselling, a clear statement of our ethos, profiles of our counsellors, and an explanation of the introductory process we follow.

#### Training

No training courses commenced during the year, and there are currently no plans to resume accredited training courses leading to qualification.

We continued our programme of CPD training events for our existing counsellors and students.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

**Unrestricted funds:** In summary, the charity received £83,066 (2022 - £80,700) in unrestricted income, and spent £76,770 (2022 - £79,135). The balance of unrestricted funds at 31<sup>st</sup> December 2023 was £31,111 (2022 - £33,815). While the charity's financial model of paying counsellors an hourly rate for client appointments, and clients contribute on the basis of affordability, has served well there is a continuing need to transfer unrestricted funds to the Assisted Places scheme in addition to grants received.

**Assisted Places scheme:** During 2023, the charity provided assistance towards fees of £19,569 (2022 - £17,392) to 49 clients (2022 - 42 clients). The charity continued to utilise grants received in 2019, notably from High Hilden Fund (through Kent Community Foundation – Vulnerable Adults Themed Programme) and National Lottery Community Fund. At 31<sup>st</sup> December 2022, the restricted fund available to provide assistance stood at £6,205 (2022 - £2,023). In 2023, the charity transferred further funds from unrestricted reserves, and will seek further grant funding.

**Training assistance:** As no training courses ran in 2023, no grants were sought and the balance of £1,952 is carried forward.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Gilbert House:** The charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church (TBC) for nil consideration in February 2020. The premises had previously been gifted to TBC for use as a counselling centre and café. During 2019, TBC ceased to operate a café in Gilbert House, and concluded that the charitable purpose for which Gilbert House was given to the Church would be better served by transferring the building to Tonbridge Counselling Service for nil consideration. After careful deliberation and seeking advice, the trustees accepted the transfer. The building has been classified as an Endowment Asset. The ground floor has been sub-let to 65mm Coffee Ltd as a café for 5 years terminating in 2024 and the rental applied in part to maintain the building and in part to support the work of the charity. The counselling service operates from the first floor of the building.

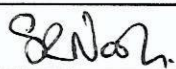
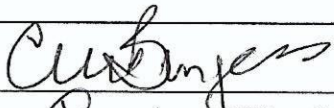
## Section F

## Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	SALLY NASH	CONNIE BURGESS
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	20/3/24	



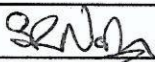
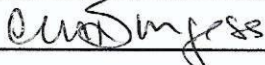
Tonbridge Counselling Service		1155690	
<b>Receipts and payments accounts</b>			
For the period from	1 January 2023	To	31 December 2023

<b>CC16a</b>
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### 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 £
<b>A1 Receipts</b>					
Client counselling fees	71,039		-	71,039	64,159
Grants		13,000	-	13,000	12,500
Gifts and donations	27	1,750	-	1,777	2,414
Rental income	12,000		-	12,000	12,000
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>83,066</b>	<b>14,750</b>	<b>-</b>	<b>97,816</b>	<b>91,073</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>83,066</b>	<b>14,750</b>	<b>-</b>	<b>97,816</b>	<b>91,073</b>
<b>A3 Payments</b>					
Counsellors' fees	28,692		-	28,692	34,628
Supervision and safeguarding	10,117		-	10,117	7,987
Office and administration	28,744		-	28,744	30,778
Resources and development	1,530		-	1,530	1,378
Training expenses			-	-	1,187
Trustee travel expenses			-	-	5
Grants from bursary fund		19,569	-	19,569	17,392
Property expenditure	7,687		-	7,687	3,172
	-	-	-	-	-
<b>Sub total</b>	<b>76,770</b>	<b>19,569</b>	<b>-</b>	<b>96,338</b>	<b>96,527</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>76,770</b>	<b>19,569</b>	<b>-</b>	<b>96,338</b>	<b>96,527</b>
<b>Net of receipts/(payments)</b>	<b>6,296</b>	<b>- 4,818</b>	<b>-</b>	<b>1,478</b>	<b>- 5,454</b>
<b>A5 Transfers between funds</b>	<b>- 9,000</b>	<b>9,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>33,815</b>	<b>2,023</b>	<b>-</b>	<b>35,838</b>	<b>41,292</b>
<b>Cash funds this year end</b>	<b>31,111</b>	<b>6,205</b>	<b>-</b>	<b>37,316</b>	<b>35,838</b>

## 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 £
<b>B1 Cash funds</b>	Cash at bank - Nat West Current a/c	31,039	6,205	-
	Cash in hand	72	-	-
		-	-	-
	<b>Total cash funds</b>	<b>31,111</b>	<b>6,205</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Gilbert House	Endowment	-	-
	Office and counselling room furniture	Unrestricted	-	-
	Desktop computer and printer	Unrestricted	-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
	Signature	Print Name	Date of approval	
		SALLY NASH	20/3/24	
		CONNIE BURGESS	20/3/24	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Tonbridge Counselling Service

**On accounts for the year  
ended**

31<sup>st</sup> December 2023

**Charity no  
(if any)**

1155690

**Set out on pages**

1-21 NO ITEMS SECTION B

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> 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").

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:** 13 MAY 2024

**Name:** ANTHONY PETER MILES-PROUTEN

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

/

**Address:** 39 BIDBOROUGH RIDGE  
BIDBOROUGH  
TN4 0UU

**TONBRIDGE COUNSELLING SERVICE**

England & Wales - Charity number 1155690

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# Accounts

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# Trustees' Annual Report for the period

Period start date: **From** 1<sup>st</sup> January 2022 **To** 31<sup>st</sup> December 2022  
 Period end date

## Section A Reference and administration details

**Charity name** Tonbridge Counselling Service

**Other names charity is known by**

**Registered charity number (if any)** 1155690

**Charity's principal address** Gilbert House

River Walk

Tonbridge

**Postcode** TN9 1DT

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Andy Simmonds	Chairman	Reappointed to 3 <sup>rd</sup> term 22 <sup>nd</sup> June 2020. Term ends June 2023.	
2 Jill Gibbs	Treasurer	Reappointed to 3 <sup>rd</sup> term 22 <sup>nd</sup> June 2020. Term ends June 2023.	
3 Rev Canon Mark Barker		Reappointed to 3 <sup>rd</sup> term 25 <sup>th</sup> May 2021. Term ends June 2024.	
5 Sarah Marfleet		Appointed to 1 <sup>st</sup> term 13 <sup>th</sup> November 2019. Term ends June 2023.	
6 Rev Wendy Carr		Appointed to 1 <sup>st</sup> term 11 <sup>th</sup> March 2020. Term ends June 2023.	
7 Sally Nash		Appointed to 1 <sup>st</sup> term 11 <sup>th</sup> March 2020. Term ends June 2023.	
Katie Clayton		Appointed to 1 <sup>st</sup> term 25 <sup>th</sup> May 2021. Term ends June 2024.	
Connie Burgess		Appointed to 1 <sup>st</sup> term 6 <sup>th</sup> December 2021. Term ends June 2025.	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Tony Miles-Prouten	39 Bidborough Ridge, Bidborough, Kent TN4 0UU
Bankers	Lloyds Bank plc	National Clubs and Charities Centre, Sedgemoor House, Deane Gate Avenue, Taunton, TA1 2UF

## Name of chief executive or names of senior staff members (Optional information)

Nicola Canham, Counselling Services Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (based on the Charity Commission model for a CIO whose only voting members are its charity trustees)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

#### Appointment, induction and training of Trustees

Trustees are selected firstly to provide the charity with oversight of its counselling activities through relevant counselling knowledge and experience, and secondly to provide the charity with oversight and governance of administrative matters through relevant legal and financial knowledge and experience. New Trustee induction includes consideration of Charity Commission guidance (CC3) and completion of a Charity Commission Trustee Declaration, discussion of current issues including the financial position of the charity, and completion of DBS checks. Ongoing training includes access to the network and courses run by the Institute of Chartered Accountants in England and Wales Charity and Voluntary Sector Group.

#### Organisational structure

Trustees have appointed Nicola Canham as Counselling Services Manager, under a written agreement, to act as chief executive and team leader of the counselling operations including the appointment and supervision of freelance counsellors. Nicola reports directly to the Trustees.

#### Related parties

The charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church for nil consideration in February 2020. Tonbridge Baptist Church had held the premises from 2013 in trust prior to the registration of the charity in 2015. However, the charity is not accountable to the Church in a governance sense. The charity leases the ground floor of Gilbert House for use as a café to 65mm Coffee Ltd under a 5 year lease terminating in 2024, with rental applied to maintain Gilbert House and provide unrestricted reserves to the charity.

#### Risk management

Trustees maintain a risk register which identifies 11 major risks under 4 headings: strategic, governance and management; external; operational;

and financial. Using the register, Trustees assess the significance and probability of each risk, mitigation, and specific trustee action to monitor each net risk.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The charity's constitution includes two objects:

1. Therapeutic counselling: to promote and protect the physical, spiritual and mental health of those in need in Tonbridge and the surrounding area by way of a professional counselling service based on a Christian ethos.
2. Training: to advance the education of counsellors for the public benefit by the provision of training in counselling.

### Counselling service

The charity's counselling service is open to any member of the public, and is provided under a flexible and affordable charging structure.

The charity is committed, for the public benefit, to provide its services in safe and trusting relationships guided by professional principles. Accordingly, all counsellors are required to be registered members of the British Association of Counsellors and Psychotherapists (BACP) or the Association of Christian Counsellors (ACC), are qualified to at least Diploma level, and abide by the ethical framework set out by these bodies. This includes regular supervision and ongoing post-qualification training. TCS offers placements to counsellors in training and so provides clinical supervision. Placements are overseen by the TCS Counselling Manager.

In addition to direct access to the public through its website [www.tonbridgecounsellingsservice.co.uk](http://www.tonbridgecounsellingsservice.co.uk) and dedicated telephone line, the charity encourages local agencies including GPs and churches to refer clients for counselling. The charity is committed to providing a non-judgemental service which aims to treat all people respectfully, regardless of gender, sexual orientation, ethnic origin or religion. The charity does not describe its activity as 'Christian counselling' nor does it have a religious affiliation. Rather, as professional therapeutic counsellors it operates within the same ethical guidelines and practices as any other organisation affiliated to the BACP. However, the objects refer to a 'Christian ethos' being part of the values and motivation that draw the charity into providing counselling. We believe that it is a Christian principle that hurting people are reached, and broken lives restored, and that therapeutic counselling can help in this process.

On initial assessment, clients are advised of the full fee that the charity requires to meet its costs. While this amount is required to ensure the service is sustainable, as part of its provision of an affordable charging structure, the charity provides a limited number of Assisted Places for people within the Tonbridge area who are unable to pay the full fee amount. This Assisted Places scheme is funded by gifts and grants and transfers from general funds.

### Training

Within this public benefit context of maintaining high professional standards, the charity provides training to existing counsellors through a programme of continuing professional development (CPD) that maintains and enhances their skills in accordance with the BACP and ACC ethical frameworks, and to new counsellors to safeguard the charity's access to future qualified counsellors and thereby maintain and build capacity.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

All counsellors are required to attend annual Safeguarding Training in accordance with the TCS Safeguarding Policy. The appointed Safeguarding Lead within the Trustees is also invited to attend this training.

The trustees have considered, and concluded, that any private benefit received through its training activities are a necessary and cost-effective by-product of carrying out its public interest purpose of providing a professional counselling service and are not excessive in the circumstances.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

#### Grants given

The charity's policy is that no person should be refused access to its counselling services on grounds of affordability. Accordingly the charity provides a limited number of Assisted Places for people within the Tonbridge area who are unable to pay the full fee amount.

#### Volunteers

In the interests of maintaining a high professional standard and ensuring accountability, all counsellors sign a freelance agreement covering their obligations to the charity, and the charity's obligation to provide supervision, safeguarding checks, insurance and a fee based on hours incurred in client work. Where a counsellor wishes to return the fee to the charity, this is included within 'gifts and donations'. Bookkeeping services were provided by a Trustee, part of which is on a paid basis at a rate lower than market. Various support services such as cleaning and fundraising are provided by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### Counselling

In this ninth year of operation, counselling services continued under the leadership of Nicola Canham. Face-to-face counselling at Gilbert House resumed alongside the continuation of online and telephone counselling which was developed during the period of COVID restrictions.

During 2022:

- the team of counsellors has been increased to 12 (2021 – 9);
- in total, we dealt with 102 clients (2021 – 76), of which 48 were discharged (2021 – 43);
- 42 clients received help from the bursary fund (2021 – 32).

Most referrals continue to be direct self-referrals. Most clients are dealt with as single adults, but we are also able to work with couples. The website [www.tonbridgecounsellingservice.co.uk](http://www.tonbridgecounsellingservice.co.uk) includes an introduction to counselling, a clear statement of our ethos, profiles of our counsellors, and an explanation of the introductory process we follow.

#### Training

No training courses commenced during the COVID period, and there are currently no plans to resume accredited training courses leading to qualification.

We continued our programme of CPD training events for our existing counsellors, to which we invite guests to assist in sharing the cost of holding these events, which are subsidised for TCS counsellors. These courses are open to the wider counselling world as well as students.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

**Unrestricted funds:** In summary, the charity received £80,700 (2021 - £95,918) in unrestricted income, and spent £79,135 (2021 - £88,764). The balance of unrestricted funds at 31<sup>st</sup> December 2022 was £33,815 (2021 - £32,249). While the charity's financial model of paying counsellors an hourly rate for client appointments, and clients contribute on the basis of affordability, has served well there is a continuing need to transfer unrestricted funds to the Assisted Places scheme in addition to grants received.

**Assisted Places scheme:** During 2022, the charity provided assistance towards fees of £17,392 (2021 - £18,500) to 42 clients (2021 - 32 clients). The charity continued to utilise grants received in 2019, notably from High Hilden Fund (through Kent Community Foundation – Vulnerable Adults Themed Programme) and National Lottery Community Fund. A third grant of £7,000 was received from High Hilden Fund (through Kent Community Foundation). At 31<sup>st</sup> December 2022, the restricted fund available to provide assistance stood at £2,023 (2021 - £7,091). In 2023, the charity transferred further funds from unrestricted reserves, and will seek further grant funding.

**Training assistance:** As no training courses ran in 2022, no grants were sought and the balance of £1,952 is carried forward.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Gilbert House:** The charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church (TBC) for nil consideration in February 2020. The premises had previously been gifted to TBC for use as a counselling centre and café. During 2019, TBC ceased to operate a café in Gilbert House, and concluded that the charitable purpose for which Gilbert House was given to the Church would be better served by transferring the building to Tonbridge Counselling Service for nil consideration. After careful deliberation and seeking advice, the trustees accepted the transfer. The building has been classified as an Endowment Asset. The ground floor has been sub-let to 65mm Coffee Ltd as a café for 5 years terminating in 2024 and the rental applied in part to maintain the building and in part to support the work of the charity. The counselling service operates from the first floor of the building.

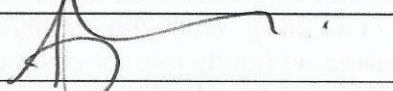
## Section F

## Other optional information

# Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		JP Gibbs
<b>Full name(s)</b>	ANDREW KEVIN JOHN SIMMONS	JILL PAULETTE GIBBS
<b>Position (eg Secretary, Chair, etc)</b>	CHAIRMAN	TREASURER

**Date** 14.3.2023



Charity Name Tonbridge Counselling Service	No (if any) 1155690
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CC16a

## Receipts and payments accounts

For the period from	Period start date 1 January 2022	To	Period end date 31 December 2022
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### 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 £
<b>A1 Receipts</b>					
Client counselling fees	64,159		-	64,159	83,797
Grants	4,500	8,000	-	12,500	-
Gifts and donations	42	2,372	-	2,414	7,454
Rental income	12,000		-	12,000	12,000
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>80,700</b>	<b>10,372</b>	<b>-</b>	<b>91,073</b>	<b>103,251</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>80,700</b>	<b>10,372</b>	<b>-</b>	<b>91,073</b>	<b>103,251</b>
<b>A3 Payments</b>					
Counsellors' fees	34,628		-	34,628	45,575
Supervision and safeguarding	7,987		-	7,987	8,534
Office and administration	30,778		-	30,778	26,692
Resources and development	1,378		-	1,378	1,247
Training expenses	1,187		-	1,187	-
Trustee travel expenses	5		-	5	-
Grants from bursary fund		17,392	-	17,392	18,500
Property expenditure	3,172		-	3,172	6,716
	-	-	-	-	-
<b>Sub total</b>	<b>79,135</b>	<b>17,392</b>	<b>-</b>	<b>96,527</b>	<b>107,264</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>79,135</b>	<b>17,392</b>	<b>-</b>	<b>96,527</b>	<b>107,264</b>
<b>Net of receipts/(payments)</b>	<b>1,566</b>	<b>- 7,020</b>	<b>-</b>	<b>- 5,454</b>	<b>- 4,013</b>
<b>A5 Transfers between funds</b>					
<b>A6 Cash funds last year end</b>	<b>32,249</b>	<b>9,043</b>	<b>-</b>	<b>41,292</b>	<b>45,305</b>
<b>Cash funds this year end</b>	<b>33,815</b>	<b>2,023</b>	<b>-</b>	<b>35,838</b>	<b>41,292</b>

### 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 £
<b>B1 Cash funds</b>	Cash at bank - Nat West Current a/c	33,743	2,023	-
	Cash in hand	72	-	-
		-	-	-
	<b>Total cash funds</b>	<b>33,815</b>	<b>2,023</b>	<b>-</b>

(agree balances with receipts and payments account(s))

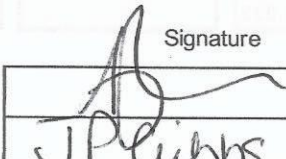
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Gilbert House	Endowment	-	-
	Office and counselling room furniture	Unrestricted	-	-
	Desktop computer and printer	Unrestricted	-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Andy Simmonds	14.3.2023
J.P. Gibbs	Jill Gibbs	14.3.2023



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name Tonbridge Counselling Service

On accounts for the year ended

31st December 2022 Charity no (if any) 1155690

Set out on pages

1-2 (remember to include the page numbers of additional sheets)

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

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: AP.M Date: 21 June 2023

Name: ANTHONY PETER MILES - PROUTEN

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

Address:

39 BIDBOROUGH RIDGE
BIDBOROUGH
TN4 0UU

**TONBRIDGE COUNSELLING SERVICE**

England & Wales - Charity number 1155690

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# Accounts

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# Trustees' Annual Report for the period

Period start date: **From** 1<sup>st</sup> January 2021 To 31<sup>st</sup> December 2021  
 Period end date

## Section A Reference and administration details

**Charity name** Tonbridge Counselling Service

**Other names charity is known by**

**Registered charity number (if any)** 1155690

**Charity's principal address** Gilbert House

River Walk

Tonbridge

**Postcode** TN9 1DT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andy Simmonds	Chairman	Reappointed to 3 <sup>rd</sup> term 22 <sup>nd</sup> June 2020. Term ends June 2023.	
2	Jill Gibbs	Treasurer	Reappointed to 3 <sup>rd</sup> term 22 <sup>nd</sup> June 2020. Term ends June 2023.	
3	Rev Canon Mark Barker		Reappointed to 3 <sup>rd</sup> term 25 <sup>th</sup> May 2021. Term ends June 2024.	
4	Venerable Andy Wooding-Jones		Retired on completion of 2 <sup>nd</sup> term 25 <sup>th</sup> May 2021	
5	Sarah Marfleet		Appointed to 1 <sup>st</sup> term 13 <sup>th</sup> November 2019. Term ends June 2023.	
6	Rev Wendy Carr		Appointed to 1 <sup>st</sup> term 11 <sup>th</sup> March 2020. Term ends June 2023.	
7	Sally Nash		Appointed to 1 <sup>st</sup> term 11 <sup>th</sup> March 2020. Term ends June 2023.	
	Katie Clayton		Appointed to 1 <sup>st</sup> term 25 <sup>th</sup> May 2021. Term ends June 2024.	
	Connie Burgess		Appointed to 1 <sup>st</sup> term 6 <sup>th</sup> December 2021. Term ends June 2025.	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Tony Miles-Prouten	39 Bidborough Ridge, Bidborough, Kent TN4 0UU
Bankers	Lloyds Bank plc	National Clubs and Charities Centre, Sedgemoor House, Deane Gate Avenue, Taunton, TA1 2UF

## Name of chief executive or names of senior staff members (Optional information)

Nicola Canham, Counselling Services Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (based on the Charity Commission model for a CIO whose only voting members are its charity trustees)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

#### Appointment, induction and training of Trustees

Trustees are selected firstly to provide the charity with oversight of its counselling activities through relevant counselling knowledge and experience, and secondly to provide the charity with oversight and governance of administrative matters through relevant legal and financial knowledge and experience. New Trustee induction includes consideration of Charity Commission guidance (CC3) and completion of a Charity Commission Trustee Declaration, discussion of current issues including the financial position of the charity, and completion of DBS checks. Ongoing training includes access to the network and courses run by the Institute of Chartered Accountants in England and Wales Charity and Voluntary Sector Group.

#### Organisational structure

Trustees have appointed Nicola Canham as Counselling Services Manager, under a written agreement, to act as chief executive and team leader of the counselling operations including the appointment and supervision of freelance counsellors. Nicola reports directly to the Trustees.

#### Related parties

The charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church for nil consideration in February 2020. Tonbridge Baptist Church had held the premises from 2013 in trust prior to the registration of the charity in 2015. However, the charity is not accountable to the Church in a governance sense. The charity leases the ground floor of Gilbert House for use as a café to 65mm Coffee Ltd under a 5 year lease terminating in 2024, with rental applied to maintain Gilbert House and provide unrestricted reserves to the charity.

#### Risk management

Trustees maintain a risk register which identifies 11 major risks under 4 headings: strategic, governance and management; external; operational;

and financial. Using the register, Trustees assess the significance and probability of each risk, mitigation, and specific trustee action to monitor each net risk.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The charity has two objects:

1. Therapeutic counselling: to promote and protect the physical, spiritual and mental health of those in need in Tonbridge and the surrounding area by way of a professional counselling service based on a Christian ethos.
2. Training: to advance the education of counsellors for the public benefit by the provision of training in counselling.

### Counselling service

The charity's counselling service is open to any member of the public, and is provided under a flexible and affordable charging structure.

The charity is committed, for the public benefit, to provide its services in safe and trusting relationships guided by professional principles. Accordingly, all counsellors are required to be members of the British Association of Counsellors and Psychotherapists (BACP) or the Association of Christian Counsellors (ACC), are qualified to at least Diploma level, and abide by the ethical framework set out by these bodies. This includes regular supervision and ongoing post-qualification training.

In addition to direct access to the public through its website [www.tonbridgecounsellingservice.co.uk](http://www.tonbridgecounsellingservice.co.uk) and dedicated telephone line, the charity encourages local agencies including GPs and churches to refer clients for counselling. The charity is committed to providing a non-judgemental service which aims to treat all people respectfully, regardless of gender, sexual orientation, ethnic origin or religion. The charity does not describe its activity as 'Christian counselling' nor does it have a religious affiliation. Rather, as professional therapeutic counsellors it operates within the same ethical guidelines and practices as any other organisation affiliated to the BACP. However, the objects refer to a 'Christian ethos' being part of the values and motivation that draw the charity into providing counselling. We believe that it is a Christian principle that hurting people are reached, and broken lives restored, and that therapeutic counselling can help in this process.

While all clients are encouraged to make some contribution for the service received in order to place value on that service, at initial assessment and through the website clients are made aware of the bursary fund which is available to subsidise fees according to need. The bursary fund is a restricted fund maintained by gifts and grants and transfers from general funds.

### Training

Within this public benefit context of maintaining high professional standards, the charity provides training to existing counsellors through a programme of continuing professional development (CPD) that maintains and enhances their skills in accordance with the BACP and ACC ethical frameworks, and to new counsellors to safeguard the charity's access to future qualified counsellors and thereby maintain and build capacity.

In addition to the counselling bursary fund, the Trustees maintain a training bursary fund which is funded by the surplus arising on completed

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

training courses. Applications for up to 50% of training fees are considered by the Trustees.

The trustees have considered, and concluded, that any private benefit received through its training activities are a necessary and cost-effective by-product of carrying out its public interest purpose of providing a professional counselling service and are not excessive in the circumstances.

### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

#### Grants given

The charity's policy is that no person should be refused access to its counselling services on grounds of affordability. Accordingly the charity maintains a bursary fund which is available to subsidise fees for clients according to need, and a training bursary fund to provide up to 50% subsidy to training fees for students according to need.

#### Volunteers

In the interests of maintaining a high professional standard and ensuring accountability, all counsellors sign a freelance agreement covering their obligations to the charity, and the charity's obligation to provide supervision, safeguarding checks, insurance and a fee based on hours incurred in client work. Where a counsellor wishes to return the fee to the charity, this is included within 'gifts and donations'. Bookkeeping and administration services were provided by a Trustee, part of which is on a paid basis at a rate lower than market. Various support services such as other administration, cleaning and fundraising are provided by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### Counselling

In this eighth year of operation, our founder and chief executive Amanda Hedger left the charity to pursue wider interests. The trustees are grateful to Amanda for her vision and leadership through these early years. The trustees appointed Nicola Canham to lead the counselling operation. Nicola prepared the service for a return to face-to-face counselling at Gilbert House alongside the continuation of online and telephone counselling which was developed during the period of COVID restrictions. The post-COVID period has seen a return to pre-COVID level of client activity.

During 2021:

- the team of qualified counsellors has been reduced to 9;
- in total, we dealt with 76 clients (2020 – 87), of which 43 were discharged (2020 – 35);
- 32 clients received help from the bursary fund (2020 – 39).

Most referrals continue to be direct self-referrals. Most clients are dealt with as single adults, but we are also able to work with couples. The website [www.tonbridgecounselling.co.uk](http://www.tonbridgecounselling.co.uk) includes an introduction to counselling, a clear statement of our ethos, profiles of our counsellors, and an explanation of the introductory process we follow.

#### Training

No training courses commenced during the COVID period, and there are currently no plans to resume accredited training courses leading to qualification.

We continued our programme of CPD training events for our existing counsellors, to which we invite guests to assist in sharing the cost of

## Section D

## Achievements and performance

holding these events, which are subsidised for TCS counsellors. These courses are open to the wider counselling world as well as students.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

**Unrestricted funds:** In summary, the charity received £95,918 (2020 - £87,153) in unrestricted income, and spent £88,764 (2020 - £76,981). The balance of unrestricted funds at 31<sup>st</sup> December 2021 was £32,249 (2020 - £25,095). While the charity's financial model of paying counsellors an hourly rate for client appointments, and clients contribute on the basis of affordability, has served well there is a continuing need to transfer unrestricted funds to the bursary fund in addition to grants received in support of the bursary fund.

**Bursary fund:** During 2021, the charity awarded grants towards fees from the bursary fund of £18,500 (2020 - £13,163) to 32 clients (2020 - 39 clients). Due to the significant grants received in 2019, notably from High Hilden Fund (through Kent Community Foundation – Vulnerable Adults Themed Programme) and National Lottery Community Fund, no further grants were sought in 2021. We have been informed that a second grant is forthcoming from High Hilden Fund (through Kent Community Foundation). At 31<sup>st</sup> December 2021, the restricted bursary fund stood at £7,091 (2020 - £18,258). In 2022, the charity will seek further grant funding.

**Training bursary:** As no training courses ran in 2021, no grants were sought and the balance of £1,952 is carried forward.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Gilbert House:** The charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church (TBC) for nil consideration in February 2020. The premises had previously been gifted to TBC for use as a counselling centre and café. During 2019, TBC ceased to operate a café in Gilbert House, and concluded that the charitable purpose for which Gilbert House was given to the Church would be better served by transferring the building to Tonbridge Counselling Service for nil consideration. After careful deliberation and seeking advice, the trustees accepted the transfer. The building has been classified as an Endowment Asset. The ground floor has been sub-let to 65mm Coffee Ltd as a café for 5 years terminating in 2024 and the rental applied in part to maintain the building and in part to support the work of the charity. The counselling service operates from the first floor of the building.

May be list grants received??

## Section F

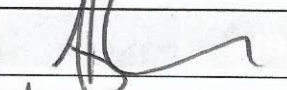
## Other optional information

# Section G

# Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		JP CIBBS
Full name(s)	AKU SIMMONS	JCIBBS
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER
Date	6 <sup>th</sup> JUNE 2022.	

## Other optional information



Charity Name <b>Tonbridge Counselling Service</b>	No (if any) <b>1155690</b>
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**CC16a**

## Receipts and payments accounts

For the period from	Period start date 1 January 2021	To	Period end date 31 December 2021
---------------------	-------------------------------------	----	-------------------------------------

### 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 £
<b>A1 Receipts</b>					
Client counselling fees	83,797		-	83,797	64,137
Training course fees	-		-	-	814
Gifts and donations	121	7,333	-	7,454	30,734
Rental income	12,000	-	-	12,000	9,000
Capital contribution	-	-	-	-	10,752
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>95,918</b>	<b>7,333</b>	<b>-</b>	<b>103,251</b>	<b>115,437</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>95,918</b>	<b>7,333</b>	<b>-</b>	<b>103,251</b>	<b>115,437</b>
<b>A3 Payments</b>					
Counsellors' fees	45,575		-	45,575	34,277
Supervision and safeguarding	8,534		-	8,534	9,845
Office and administration	26,692		-	26,692	20,052
Resources and development	1,246		-	1,246	1,269
Training course expenses	-		-	-	744
Trustee travel expenses	-		-	-	-
Grants from bursary fund	-	18,500	-	18,500	13,163
Property expenditure	6,716	-	-	6,716	10,794
	-	-	-	-	-
<b>Sub total</b>	<b>88,764</b>	<b>18,500</b>	<b>-</b>	<b>107,264</b>	<b>90,144</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>88,764</b>	<b>18,500</b>	<b>-</b>	<b>107,264</b>	<b>90,144</b>
<b>Net of receipts/(payments)</b>	<b>7,154</b>	<b>- 11,167</b>	<b>-</b>	<b>- 4,013</b>	<b>25,293</b>
<b>A5 Transfers between funds</b>			-	-	-
<b>A6 Cash funds last year end</b>	25,095	20,210	-	45,305	20,012
<b>Cash funds this year end</b>	<b>32,249</b>	<b>9,043</b>	<b>-</b>	<b>41,292</b>	<b>45,305</b>

### 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 £
<b>B1 Cash funds</b>	Cash at bank - Nat West Current a/c	32,179	9,043	-
	Cash in hand	70	-	-
		-	-	-
	<b>Total cash funds</b>	<b>32,249</b>	<b>9,043</b>	<b>-</b>

**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

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

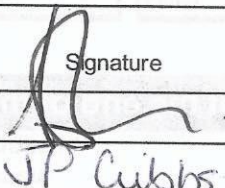
**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Gilbert House	Endowment	-	-
Office and counselling room furniture	Unrestricted	-	-
Desktop computer and printer	Unrestricted	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

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

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

 Signature JP Cubbs	Print Name A.K.T. Simmonds	Date of approval 14.3.2022
	JP CIBBS	14.3.2022



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Tonbridge Counselling Service

On accounts for the year ended

31<sup>st</sup> December 2021  
Charity no (if any) 1155690

Set out on pages

1-2  
*(remember to include the page numbers of additional sheets)*

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2020..

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: APM

Date: 22.4.2022

Name: ANTHONY PETER MILES-PROUTEN

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

Address:

39 BIDBOROUGH RIDGE  
BIDBOROUGH  
TN4 0UU

**Section B**

**Disclosure**

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.

NONE

**TONBRIDGE COUNSELLING SERVICE**

England & Wales - Charity number 1155690

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# Accounts

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# Trustees' Annual Report for the period

	Period start date		Period end date		
<b>From</b>	1 <sup>st</sup>	January 2020	<b>To</b>	31 <sup>st</sup>	December 2020

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

Gilbert House	
River Walk	
Tonbridge	
<b>Postcode</b>	TN9 1DT

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andy Simmonds	Chairman	Reappointed to 3 <sup>rd</sup> term 22 <sup>nd</sup> June 2020. Term ends June 2023.	
2	Jill Gibbs	Treasurer	Reappointed to 3 <sup>rd</sup> term 22 <sup>nd</sup> June 2020. Term ends June 2023.	
3	Rev Mark Barker		Reappointed to 2 <sup>nd</sup> term 14 <sup>th</sup> March 2018. Term ends June 2021.	
4	Venerable Andy Wooding-Jones		Reappointed to 2 <sup>nd</sup> term 14 <sup>th</sup> March 2018. Term ends June 2021.	
5	Sarah Marfleet		Appointed to 1 <sup>st</sup> term 13 <sup>th</sup> November 2019. Term ends June 2023.	
6	Rev Wendy Carr		Appointed to 1 <sup>st</sup> term 11 <sup>th</sup> March 2020. Term ends June 2023.	
7	Sally Nash		Appointed to 1 <sup>st</sup> term 11 <sup>th</sup> March 2020. Term ends June 2023.	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent examiner	Tony Miles-Prouten	39 Bidborough Ridge, Bidborough, Kent TN4 0UU
Bankers	Lloyds Bank plc	National Clubs and Charities Centre, Sedgemoor House, Deane Gate Avenue, Taunton, TA1 2UF

## Name of chief executive or names of senior staff members (Optional information)

Amanda Hedger, Counselling Manager

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (based on the Charity Commission model for a CIO whose only voting members are its charity trustees)
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing Trustees

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

#### Appointment, induction and training of Trustees

Trustees are selected firstly to provide the charity with oversight of its counselling activities through relevant counselling knowledge and experience, and secondly to provide the charity with oversight and governance of administrative matters through relevant legal and financial knowledge and experience. New Trustee induction includes consideration of Charity Commission guidance (CC3) and completion of a Charity Commission Trustee Declaration, discussion of current issues including the financial position of the charity, and completion of DBS checks. Ongoing training includes access to the network and courses run by the Institute of Chartered Accountants in England and Wales Charity and Voluntary Sector Group.

#### Organisational structure

Trustees have appointed Amanda Hedger as Counselling Manager, under a written agreement, to act as chief executive and team leader of the charity's operations including the appointment and supervision of freelance counsellors, and to oversee the content and delivery of training courses. Amanda reports directly to the Trustees.

#### Related parties

As explained below, the charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church for nil consideration in February 2020.

In addition, Tonbridge Baptist Church provide the charity with rooms to run training courses without charge, and to provide counselling to financially disadvantaged clients, and clients with mobility constraints. However, the charity is not accountable to the Church in a governance sense.

#### Risk management

Trustees maintain a risk register which identifies 11 major risks under 4 headings: strategic, governance and management; external; operational; and financial. Using the register, Trustees assess the significance and

probability of each risk, mitigation, and specific trustee action to monitor each net risk.

## Section C

## Objectives and activities

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The charity is committed, for the public benefit, to provide its services in safe and trusting relationships guided by professional principles. Accordingly, all counsellors are required to be members of the British Association of Counsellors and Psychotherapists (BACP) or the Association of Christian Counsellors (ACC), are qualified to at least Diploma level, and abide by the ethical framework set out by these bodies. This includes regular supervision and ongoing post-qualification training.

In addition to direct access to the public through its website [www.tonbridgecounsellingsservice.co.uk](http://www.tonbridgecounsellingsservice.co.uk) and dedicated telephone line, the charity encourages local agencies including GPs and churches to refer clients for counselling. The charity is committed to providing a non-judgemental service which aims to treat all people respectfully, regardless of gender, sexual orientation, ethnic origin or religion. The charity does not describe its activity as 'Christian counselling' nor does it have a religious affiliation. Rather, as professional therapeutic counsellors it operates within the same ethical guidelines and practices as any other organisation affiliated to the BACP. However, the objects refer to a 'Christian ethos' being part of the values and motivation that draw the charity into providing counselling. We believe that it is a Christian principle that hurting people are reached, and broken lives restored, and that therapeutic counselling can help in this process.

While all clients are encouraged to make some contribution for the service received in order to place value on that service, at initial assessment and through the website clients are made aware of the bursary fund which is available to subsidise fees according to need. The bursary fund is a restricted fund maintained by gifts and transfers from general funds.

### Training

Within this public benefit context of maintaining high professional standards, the charity provides training to existing counsellors through a programme of continuing professional development (CPD) that maintains and enhances their skills in accordance with the BACP and ACC ethical frameworks, and to new counsellors to safeguard the charity's access to future qualified counsellors and thereby maintain and build capacity.

In addition to the counselling bursary fund, the Trustees maintain a training bursary fund which is funded by the surplus arising on completed

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

training courses. Applications for up to 50% of training fees are considered by the Trustees.

The trustees have considered, and concluded, that any private benefit received through its training activities are a necessary and cost-effective by-product of carrying out its public interest purpose of providing a professional counselling service and are not excessive in the circumstances.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

#### Grants

The charity's policy is that no person should be refused access to its counselling services on grounds of affordability. Accordingly the charity maintains a bursary fund which is available to subsidise fees for clients according to need, and a training bursary fund to provide up to 50% subsidy to training fees for students according to need.

#### Volunteers

In the interests of maintaining a high professional standard and ensuring accountability, all counsellors sign a freelance agreement covering their obligations to the charity, and the charity's obligation to provide supervision, safeguarding checks, insurance and a fee based on hours incurred in client work. Where a counsellor wishes to return the fee to the charity, this is included within 'gifts and donations'. Bookkeeping and administration services were provided by a Trustee, part of which is on a paid basis at a rate lower than market. Various support services such as other administration, cleaning and fundraising are provided by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### Counselling

In this seventh year of operation, the team of qualified counsellors has been reduced to 10. Prior to the outbreak of COVID 19 and imposition of lockdown regulations in March 2020, there were 60 clients in therapy, and awareness that further growth was occasionally limited by capacity of our 3 counselling rooms. With the start of lockdown, the team undertook re-training for telephone and online counselling, new policies and client agreements were developed, and a new secure post box at Gilbert House installed. The new TCS Online Counselling Service launched on 1<sup>st</sup> June. Initially, around 40% of clients made the transition to remote counselling. However, with a steady demand from new clients throughout the lockdown, the number of clients in therapy is approaching its pre-lockdown level. Over the course of 2020, we dealt with 87 clients (2019 – 103), of which 35 were discharged (2019 – 51). In total, 39 clients received help from the bursary fund. Most referrals continue to be direct self-referrals. Most clients are dealt with as single adults, but we are also able to work with couples. The website [www.tonbridgecounsellingservice.co.uk](http://www.tonbridgecounsellingservice.co.uk) includes an introduction to counselling, a clear statement of our ethos, profiles of our counsellors, and an explanation of the introductory process we follow.

Looking to the future, we anticipate the re-opening of face-to-face counselling in Gilbert House in 2021, alongside the continued provision of online appointments. In this way, the overall capacity of the counselling service is permanently increased.

In 2020, we concluded a joint initiative with Tonbridge Baptist Church to provide counselling to disadvantaged clients living within the 'TN10' area

## Section D

## Achievements and performance

utilising funding provided by the Co-Op Community Fund as that funding is now exhausted.

### Training

Following completion of the Barnabas franchised Level 3 CSKL3 course, and Introduction course ICSKL2, in 2019, no further training courses have commenced. Following negotiation, the contractual relationship with Barnabas was concluded, and it is planned to develop our own courses and seek accreditation from CPCAB, although new course commencement is held up by COVID 19 constraints.

We continued our programme of CPD training events for our existing counsellors, to which we invite guests to assist in sharing the cost of holding these events, which are subsidised for TCS counsellors. These courses are open to the wider counselling world as well as students.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

**Unrestricted funds:** In summary, the charity received £87,153 (2019 - £77,410) in unrestricted income, and spent £76,981 (2019 - £75,668). The balance of unrestricted funds at 31<sup>st</sup> December 2020 was £25,095 after transfers to restricted funds (2019 - £14,923). While the charity's financial model of paying counsellors an hourly rate for client appointments, and clients contribute on the basis of affordability, has served well there is a continuing need to transfer unrestricted funds to the bursary fund to meet demands from those in need.

**Bursary fund:** During 2020, the charity awarded grants towards fees from the bursary fund of £13,163 (2019 - £10,870) to 39 clients (2019 - 43 clients). With the arrival of the COVID lockdown, and expected increase in demand for the charity's help, a programme of seeking grant support from available sources was accelerated. We are delighted and thankful that grants and gifts were received from Kent Community Foundation – Vulnerable Adults Themed Programme, National Lottery Community Fund, John Lewis Community Fund, Sir Thomas Smythe's Charity, Tesco Bags of Help, and Tonbridge Lions. At 31<sup>st</sup> December 2020, the restricted bursary fund stood at £19,960 (2019 - £3,387). In 2021, the charity plans to complete its cycle of feedback to donors in preparation for seeking further grants.

**Training bursary:** As no training courses ran in 2020, no grants were sought and the balance of £1,702 is carried forward.

### Details of any funds materially in deficit

## Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Gilbert House:** The charity's premises at Gilbert House in the centre of Tonbridge were transferred to the Charity from Tonbridge Baptist Church (TBC) for nil consideration in February 2020. The premises had previously been gifted to TBC for use as a counselling centre and café. During 2019, TBC ceased to operate a café in Gilbert House, and concluded that the charitable purpose for which Gilbert House was given to the Church would be better served by transferring the building to Tonbridge Counselling Service for nil consideration. After careful deliberation and seeking advice, the trustees accepted the transfer. The building has been classified as an Endowment Asset. The ground floor has been sub-let to 65mm Coffee Ltd as a café for 5 years and the rental applied in part to maintain the building and in part to support the work of the charity. The counselling service operates from the first floor of the building.

## Section F

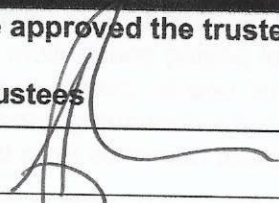
## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		JP Gibbs
Full name(s)	AK SImmonds	JILL GIBBS
Position (eg Secretary, Chair, etc)	TRUSTEE	TRUSTEE
Date	12/7/2021.	



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name  
Tonbridge Counselling Service

On accounts for the year ended

31<sup>st</sup> December 2020 Charity no (if any) 1155690

Set out on pages

1-2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2020..

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: [Signature]

Date: 12/7/2021

Name: ANTHONY PETER MILES-PROUTEN

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

[Empty box]

Address:

39 BIDBOROUGH RIDGE  
BIDBOROUGH  
TN4 0UU

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.

[Empty box for disclosure details]