

Minutes of 58th Annual General Meeting of the Trustees of Southcote Family Church, held on Sunday 6th June 2021 at 3.00pm, via Zoom.

Present: Norman Lindsey, Barry Young, Linda Edge, Graham Edge, Helmut Haines, Pete Cole and Judi Charters.

1. **Apologies:** none.
2. Norman read from **Ephesians 3:14 to the end of the chapter** as the opening prayer.
3. **Appointment of Chair** - Norman was prepared to continue as Chair. He was proposed by Judi and seconded by Barry. **Appointment of Secretary** – Judi was prepared to continue as Secretary, and was proposed by Graham and seconded by Pete.
4. **Minutes of AGM 2020** were agreed by the meeting as a true and accurate record. Judi will sign the Minutes, pp Norman, who will send her an email to confirm authority. The signed copy and that email will be filed.
5. **Matters Arising** from those minutes – the housing issue mentioned at the last AGM has been resolved by the church.
6. **Financial Report** – Graham presented the report, which showed a remarkable balance in view of present circumstances. Many of the fellowship continued to give to the church during lockdown, via bank transfers and cheques. Now that church has reopened on Sunday mornings, more money is coming in through cash and cheques. There is a deficit of £4,614 this year – amazing in the circumstances. Graham reminded the meeting that the church account still includes the £5,000 being held for Southcote Alive. Notification of Corporation Tax return had arrived and Graham has again been able to secure assistance from David Marratt from Kennet Valley Free Church. Graham has informed payroll of Dominic's resignation. Accounts appertaining to this employment will be kept on record in case we are in a position later to appoint another pastor. Sincere thanks were given to Graham for his continued hard work on all matters financial for the church.
7. **Pastor's Report** – all had received this in advance. Comments were made on how much the church and the fellowship have gained from Dominic's almost 6 years with us. His final service will be on 27th June. Norman and Barry were invited to attend. Judi informed the meeting that an independent review of the church and its workings may be carried out in due course. Alistair Hornal will arrange this.
8. Judi had submitted a short report on behalf of the **Leadership Team** of herself and Dave, in which she highlighted the fact that the Support Team of Helmut, Graham, Carol and Heather will be very much involved with the LT in setting the scene for the future. Pete emphasised the fact that Dominic has introduced many new things in his time with us – IT, zoom, bulletins, online services etc. Barry warned that the LT and LST should not allow themselves to get overloaded with work.
9. Judi will write to Dominic, accepting (reluctantly) his **resignation**. The letter will express the Trustees' great thanks to Dominic for his service and leadership. (NB - see next page for dates of next meetings)

10. Next **Policies' Review** meeting – **10th January 2022**. Next **AGM** – **12th June 2022**. The blessing was shared as a prayer to end the meeting.

Southcote Family Church

(Registered Charity No 1156292)

**Charitable Incorporated Organisation
(UTR Reference 2685924383)**

Annual Report and Financial Statements For the year ended 31 March 2021

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1. Establishment and Purpose

Southcote Christian Mission (now known as Southcote Family Church) was constituted by a Trust Deed dated 20th March 2014 as an independent Christian Mission with special emphasis on social work and to advance the Christian faith in Southcote, Reading.

2. Trustees and Officers

During the year the following served as trustees:-

Norman Lindsey (chairman)

Judith Charters (secretary)

Graham Edge

Linda Edge

Barry Young

Peter Cole

Helmut Haines

The number of trustees may not be fewer than three - there is no maximum number.

3. Address

The principal address of the charity is
57 Burghfield Road, READING RG30 3NE

4. Object and Main Activity

The charity's main objects for the public benefit are to advance the Christian faith in Southcote, Reading and in such parts of the United Kingdom as the charity trustees may from time to time think fit.

5. Public Benefit

In planning the activities for the year and the future, the Trustees confirm that they have complied with the duty (set out in Section 17 (5) of the Charities Act 2011) to have due regard to public benefit guidance published by the Charity Commission.

6. Reserves

The Trustees do not seek to maintain a general reserve beyond the needs of providing a reasonable level of working capital, and if any significant accumulation of such funds were to occur, giving to charities would be increased accordingly.

7. Risk Assessment

The major source of income to the Trust is from church offerings and gifts. The Trustees consider that the greatest risk to the Trust's ability to continue its activities is reduced support from the local community and church membership.

The Trustees has an established Health and Safety policy relating to various aspects of the Mission's activities including accidents, fire safety, food hygiene, and safeguarding of children, young people and vulnerable adults involved with the Mission and its activities of which its staff and workers are reminded regularly.

Regarding the risk of losses arising from dishonest activities or negligence on the part of officers or trustees, the Trustees consider that internal check procedures already in place provide reasonable assurance.

This Report has been approved by the Trustees.

Signeddate...28th May 2021

Judith Charters (Trustee & Secretary)

Independent Examiner's Report to the Trustees of Southcote Family Church

I report to the Church's trustees on my examination of the financial statements of the Church for the year ended 31 March 2021 which are set out on pages 3 to 5.

Respective responsibilities of trustees and

The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the '2011 Act')) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145 (5) (b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the trustees have met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 386 of the 2006 Act); and
- accounts are prepared which agree with the accounting records

and comply with the accounting requirements of the Act; or (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the '2011 Act') and that an independent examination is needed.

R. J. Roper
Accountant
8 Dark Lane
Tilehurst
Reading
RG31 6RA

28th May 2021

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March 2021

Unrestrictive funds	2021	2020
<u>Income</u>		
Offerings and Gifts	10,482	15,002
Gift Aid and Covenanted Giving	15,465	24,555
Income Tax	6,279	4,580
Bank Interest	---	--
Pastor support	-----	1,961
	<u>£32,226</u>	<u>£ 46,098</u>
<u>Expenditure</u>		
<u>General Administration</u>		
Full Time Pastor	23,293	23,293
Pension	633	475
Stationery / Printing / Licences	2,616	2,682
Pastoral Care	600	345
<u>Land & Building costs</u>		
Premises and Equipment	2,613	4,203
Utilities / Insurance / Cleaning	2,137	4,410
<u>Donations to Mission</u>		
Speakers	620	300
Others	3,238	8,742
Christmas Appeal	1,000	1,000
<u>Miscellaneous</u>		
Sundry Items / Flowers etc.	90	488
Catering	-----	<u>877</u>
	<u>£36,840</u>	<u>£ 46,815</u>
Deficiency for the year	<u>£(4,614)</u>	<u>£ (717)</u>

All of the Church's activities derived from continuing operations during the above two financial years.

All recognised gains and losses are included in the above statement of financial activities.

BALANCE SHEET AS AT 31st MARCH, 2021

Unrestrictive funds	2021	2020
<u>Current Assets</u>		
Bank Current Account	49,020	53,669
Cash in Hand	<u>37</u>	<u>2</u>
NET CURRENT ASSETS	49,057	53,671
NET ASSETS	£ <u>49,057</u>	£ <u>53,671</u>
FUNDS		
Unrestricted	£ <u>49,057</u>	£ <u>53,671</u>

The notes on page 5 form part of these financial statements

Audit exemption statement

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

For the year ended 31 March 2021 the Church, as a charitable company, was entitled to exemption from the requirements to have an audit under the provisions of sections 475 and 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

The members have not required the Church to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with section 476 of the Companies Act 2006. The trustees (as director) acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the financial statements.

These financial statements were approved for issue by the trustees on 28 May 2021 and signed on their behalf by :

G Edge
Trustee and Treasurer

NOTES TO THE FINANCIAL STATEMENTS **for the year ended 31st March 2021**

ACCOUNTING POLICIES

1. Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction values unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

2. Funds

The accounts include all transactions, assets and liabilities for which the Church is entitled in law.

3. Income recognition

Voluntary income by way of church collections, covenants from members, supporters donations and their related gift aid is included when receivable.

The Church receives a short term third party grant in support of the Pastor for 2020.

4. Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal obligation committing the Church to making a payment to a third party. All expenditure is accounted for on an accruals basis and includes irrecoverable VAT.

5. Current Assets

Cash at bank and in hand at 31st March 2021

6. Liabilities

There were no creditors at 31st March 2021

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