

WOOLWICH COMMUNITY CHURCH

Annual Report and Financial Statements of the

Trustees of the Church

For the year ended 31 May 2024

Chair of Trustees

Elizabeth West

Church Leader

Pastor Kelly Cotterell

Bank:

Barclays Bank, Woolwich

Independent Examiner: Sue Peach

Charity Number:

1157291

WOOLWICH COMMUNITY CHURCH
(REG. CHARITY TO 1157291)

TRUSTEES ANNUAL REPORT

FOR THE PERIOD 1ST JUNE 2023 TO 31ST MAY 2024

Woolwich Community Church (“WCC”)

The Church is a registered charity which operates principally in the Woolwich area of South East London within the borough of Royal Greenwich. Our membership is mostly drawn from the SE18 area and other parts of London.

The Church is a Charitable Incorporated Organisation and is registered with the Charity Commissioners. The Church's governing document is its Constitution. WCC is affiliated with the Pioneer network of Churches, a member of the Evangelical Alliance.

WCC's principal registered address as a Charity is **112 Ancona Road SE18 1AD**.

The Aims and Objectives of the Church are as set out in our Constitution - namely: -

- the advancement of the Christian faith for the public benefit as set out in the Basis of Faith statement of the Evangelical Alliance UK,
- to seek new followers and converts,
- to provide a place of Christian worship,
- to raise awareness and understanding of Christian belief and practice through instruction, and the study of the bible,
- and to undertake Missionary and outreach work in the local community and further afield including overseas - particularly amongst people affected by poverty or natural disaster.

The Vision

The vision of WCC is based on the wording of Isaiah 61 and Acts 1, from which we seek to be a place of the “seven R’s”, being refuge, righteousness, restoration, rejoicing, revival, reaping and rest, through our Lord Jesus Christ, in Woolwich, London and the World.

Management by the Church Trustees

The Church has an active Board of Trustees who provide the overall management of the Charity in terms of governance, financial oversight, review of decision making and

risk management. The Trustees have a broad range of skills and experience which include those of legal, financial and administration.

The Church has the following Trustees: -

Elizabeth West	Chair of the Trustees
Petruta Nila	Trustee and Finance Officer
Olushola Laguda	Trustee
Tosin Oloyede	Trustee
Shan Rogbeer	Trustee
Richard Stringer	Trustee

The Charity can have up to ten trustees. New trustees are appointed by the Board of Trustees, as mentioned above. Each trustee is appointed for a specific time period.

The Trustees generally meet quarterly unless there are urgent matters requiring additional meetings; then they meet sooner. In line with the Church's constitution some trustee decisions are agreed using electronic communication i.e. email.

The Trustees also approve documents and policies that impact on the operation and governance of the charity including Child and Adult Protection (Safeguarding), Health and Safety and Finance and Reserves policies.

In September 2023, our former Chair of Trustees, Tania Smith, stepped down from her role and left the board of trustees following her relocation to Scotland.

Church Leadership Team

The Leadership Team ("TLT") provides spiritual ministry and strategic and operational leadership of the Church. TLT consists of the Pastor of the Church, Pastor Kelly Cotterell, and other members of the congregation. From time-to-time church members who are not part of TLT attend TLT meetings for individual items for discussion. In June of 2023, Petruta Nila joined the leadership team. Petruta is also a trustee and it is intended that she will be a bridge between the leadership team and the trustee board.

The leadership team is currently as follows:

Kelly Cotterell (Pastor)

David Alcindor
Verena Foster
Mitzi Myrie
Petruta Nila
Leke Oloyede
Tolu Oloyede

The location of WCC, the building and beyond

The Church used the new building at the Woolwich Common Community Centre as its main location for church services and meetings. The use of this building is in partnership with Greenwich Council.

In June of 2023, the church began a discussion with Woolwich Central Baptist Church (“WCBC”) about relocating to WCBC’s church building, which is situated in the centre of Woolwich town. We were delighted when these discussions concluded with an agreement between both churches that WCC could move to the WCBC building at the earliest opportunity. *(At the time of writing, in 2025, WCC is now based at Woolwich Central Baptist Church in Simmons Road, near Woolwich central square).*

The Church also uses other buildings and Churches as needed for outreach and services. During the year, the WCC Men’s Group (“the Ministry of Transformation” or “MOT”) met at Avery Hill Christian Fellowship and the women spent time at the Ashburnham retreat in Sussex.

Members of the congregation meet in house groups on a fortnightly basis and there are also other prayer meetings and Sunday fellowship gatherings in members’ homes.

We are now a hybrid church in that we are no longer limited to meeting in a physical space. WCC continues to develop an online presence both for the benefit of church members and also to provide ongoing support to the local community. We record our Sunday services, and they can be readily accessed online, either to be watched live or viewed later. Additionally, the church runs prayer sessions on Monday, Tuesday, Wednesday, Thursday and Friday mornings from 7- 8 am, and Wednesday evening at 8pm, via ZOOM. Many members of the congregation have used and have been enriched by this daily prayer resource. These prayer zooms are open to all, friends of members are welcome to join in, and do so.

A Welcoming Environment

Our Church is charismatic and evangelical, and our services are lively. The members are from a diverse ethnic mix, which reflects the church's location. There is a wide age range from babies to people of 80 and over. The Church is locally based, and the majority of the congregation live in the general area.

The Church aims to provide a completely open and welcoming environment to newcomers and visitors at all of our activities. At present, numbers vary from week to week - the average attending each Sunday morning is around 65 -75, out of a total membership of around 100. We have a significant turnover of membership due to the nature of the area and for this reason members place considerable importance on the greeting of new people as they come through the door.

The Trustees are aware of the responsibilities of the church for the safeguarding of both children and adults and continue to review our policies and procedures according to best practice. With the increase of the church's online presence the Trustees were also active in reviewing the church's technical infrastructure as well as the need for social media protocols.

Website and emails

Church members' details are held in compliance with General Data Protection Regulation 2018 (GDPR) requirements.

Pioneer

Although Woolwich Community Church is a wholly independent organisation, we have continued to develop our links with the Pioneer Church Network and come under their overall umbrella. The Pioneer network is a Federation of Churches which provides a relational network that connects, inspires, and equips Churches in the UK. Linking with the Pioneer Network provides us with far greater resources and support. We have known many of the Pioneer leadership team for many years, since the days when we were part of Ichthus Christian Fellowship and we believe that this relationship is beneficial to our work in WCC.

In addition, the Leadership Team meets and maintains relationships with Greenwich Evangelical Leaders, and iNet. WCC is a member with iNeT, which is a small mission agency working alongside multiple churches.

Main Activities During the Year 2023 – 2024

WCC is a very active church and we hold a wide range of activities.

Our weekday early morning prayer meetings and Wednesday evening meetings by zoom, as mentioned above, are well attended and provide an invaluable spiritual resource. The zoom meetings were introduced as a response to the Covid pandemic and have outlived social distancing to become a mainstay of our church life, helping us to live in a rhythm of worship and prayer woven into our daily lives

As well as regular Sunday morning services and zoom prayer meetings, there are house groups, bible studies, training days, prayer meetings and a meeting for newcomers. The mens' group ("Ministry of Transformation" or "MOT"), launched in November 2022 continues to meet, via ZOOM, every Sunday from 16.00.

In the Summer of 2023, WCC held church barbeques in Charlton Park and these were joyful events. On occasion during the gatherings, we were able to engage with other people in the park, starting conversations and sometimes praying with them.

We undertake children and youth work and our youth service continued to grow in numbers. In October of 2023 we started discussing a youth mentoring scheme, with particular emphasis on providing male mentors for young men, and the mentoring scheme was put into effect during 2024.

In November 2023, the Leadership Team spent a weekend in Sevenoaks to strengthen relationships within the team and to discuss the vision for the church. Amongst other things, the team discussed the possibility of Pastor Kelly taking a period of sabbatical in 2024, and the team decided that she would be released for a period of three months at the end that year, with their blessing.

As members of the Pioneer network of churches, a number of our trustees and members of the leadership team attended a residential womens' leadership conference and also an annual leadership conference in the early part of 2024.

Some members of the Church have a prison ministry and lead a restorative justice course ("Sycamore Tree", a course devised by Prison Fellowship) in a local prison, HMP Thameside. Additionally, members undertake prison visits and also provide ongoing contact and support to those men when they are released. In some cases, ongoing pastoral contact and support may continue for several years.

Other WCC members help with Greenwich Night Shelter for street sleepers during the winter months. At present, two members of the congregation are still regular volunteers.

The Church maintains a Pastoral Fund which is available to those experiencing financial hardship, who can be either church members or non-members. Decisions on the allocation of these funds are made by our Leadership Team and the gifts are made on a strictly confidential basis. The Pastoral Fund is a Restricted Fund and is accounted for separately within the Church's accounts. WCC also supports the Greenwich churches foodbank through collecting food.

The open evangelism in Woolwich town centre continues, as we seek to spread the message of the gospel in the heart of the community. At each of these Saturday evangelism sessions, a number of people are spoken to and prayed for.

Employees

The Church has a full-time paid pastor (Kelly Cotterell) and a part time administrator (Verena Foster). All staff are managed by Pastor Kelly. Verena's retirement was set for the end of 2024 and we continued to seek her replacement. (note at time of submission of report, Leke Oloyede has replaced Verena as part time administrator for the church).

Workplace Pension

The Church has provided a Workplace Pension for its employees since August 2017 in compliance with the Workplace Pensions regulations. The pension provider is NEST, under a scheme which is used by many charities and similar organisations.

Volunteers

All the work of the church beyond the contribution of the paid employees is done by volunteers. Volunteers provide their time welcoming and stewarding, worship leading, maintaining the website, and setting up and maintaining the P.A. systems and sound desk. Volunteers also make teas and coffees and refreshments, undertake children and youth work, give time providing administration, lead services and other meetings, oversee and organise finance and set up and clear away everything each Sunday. The Church could not function without volunteers and the Leadership Team and Trustees are very grateful for all their work.

Financial Review

The church had a financial surplus of £25,265 within the year. The balance from the previous year of means that the Church carried forward a bank balance £222,056 into the new year.

The Church's main source of funds is from its congregation members with occasional gifts from others. Many members give a regular gift using the principle of tithing (one tenth of their income). Members are encouraged to use the Gift Aid scheme for their giving which will allows the Church to reclaim tax paid on that gift income from HMRC. Gift Aid claims are made quarterly.

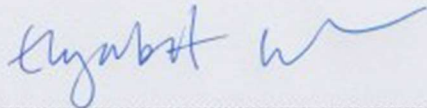
Most of the church's income is applied to provide salaries for employees, and hall hire charges. Further details are provided within the accounts.

The church's insurances are provided by Kingdom Bank and these have been renewed for 2024 to 2025.

The church has an agreed Reserves policy based on an assessment of the main risks to its financial stability. The assessment allows for risks due to a reduction in giving by church members, unexpected expenditure, and temporary cash flow issues. The policy also allows for the Church's position of renting our property rather than owning which reduces the risk of unexpected high levels of property and maintenance related expenditure.

The policy effectively allows for a reserve to cover one month's gift income from members, plus an amount (£1,000) for unexpected expenditure which could not be deferred. The policy will be reviewed as required and the required balance compared to the free actual funds available. The reserve policy is subject to review if there are changes in circumstances, for example, if the church were to go ahead and acquire a new property.

Signed on behalf of the charity's trustees



Handwritten signature in blue ink, appearing to read 'Elizabeth West', followed by a horizontal dotted line.

Signature

Elizabeth West

Chair of Trustees

Date: 16 March 25

WOOLWICH COMMUNITY CHURCH
Annual Report and Financial Statements|
of the Trustees of the Church
For the year ended 31 May 2024

Chair of Trustees

Elizabeth West

Church Leader

Pastor Kelly Cotterell

Bank:

Barclays Bank

Independent Examiner:

Ms. Sue Peach

Charity Number:

1157291

Independent Examiner's Report to the Trustees of Woolwich Community Church

I report on the accounts of the church for the year ended 31 May 2024, which are set out on pages 1 to 4.

Respective responsibilities of the Church's Trustees and Examiner

The Church's Trustees are responsible for the preparation of the accounts. 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. It is my responsibility to

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

Basis of 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 Church 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S M Peach

Ms. Sue Peach
Independent Examiner
Relevant Professional Qualification: CPFA

Date: 12/02/2025

WOOLWICH COMMUNITY CHURCH					Prev Year 2022/23	Prev Year 2021/22	Prev Year 2020/21	Prev Year 2019/20
RECEIPTS & PAYMENTS ACCOUNT FOR THE FINANCIAL YEAR ENDED 31ST MAY 2024								
	Notes	Unrestricted funds	Restricted Funds	Total	Total	Total	Total	Total
Receipts		£	£	£	£	£	£	£
Gift Aid Giving	2 (i)	85,574		85,574	81,113	76,967	74,485	67,753
Non Gift Aid Giving	2 (i)	19,211		19,211	22,868	4,815	3,373	8,349
Gift Aid Tax Refund - GASDS		31,186		31,186	20,804	18,566	2,000	17,876
Conferences	3	12,767		12,767	4,836	4,074	4,558	2,844
Transfers to Missions	2 (ii)	0		0	(14,172)	(770)	-	(122)
Transfers to Pastoral Fund (G/Aid)	2 (ii)	(534)		(534)	(123)	(654)	-	(128)
Transfers to Building fund (G/Aid)	2 (ii)	(502)		(502)	(232)	(462)	-	(2,607)
Transfers to Prison Ministry	2 (ii)	(488)		(488)	(39)	-	-	-
Pastoral Fund inc.	2 (ii)		2,694	2,694	16,472	3,619	5,645	3,608
Prison Ministry Fund inc.	2 (ii)		488	488	39	650	50	692
Building Fund inc.	2 (ii)		3,010	3,010	2,355	1,182	962	6,766
Missions inc.			527	527	14,638	1,070	440	
Misc inc.		-		0	372	1,000	(148)	695
TOTAL RECEIPTS		147,214	6,719	153,933	148,931	110,057	91,365	105,726
Payments								
People Costs	5	57,420		57,420	54,546	53,226	50,590	48,809
Media		7,311		7,311	2,515	8,764	5,157	1,870
Affiliation Subscriptions		3,965		3,965	3,820	3,880	3,039	3,100
Admin		369		369	413	506	552	5,817
Property hire	6	22,671		22,671	19,774	9,120	5,174	12,891
Children & Youth		939		939	1,121	940	30	637
Conferences	3	18,141		18,141	3,820	8,220	2,693	2,556
Training		1,594		1,594	4,565	4,575	1,090	1,408
Misc		1,056		1,056	903	1,570	1,676	848
Pastoral Fund	2 (ii)		5,770	5,770	16,173	2,825	3,674	4,430
Prison Ministry Fund	2 (ii)		488	488	408	317	354	636
Missions			8,945	8,945	9,028	6,681	4,297	2,580
TOTAL PAYMENTS		113,465	15,203	128,668	117,086	100,625	78,325	85,582
NET RECEIPTS		33,749	(8,484)	25,265	31,845	9,433	13,040	20,143
Balances Brought Forward		163,995	32,796	196,791	164,946	155,514	142,474	122,331
Balances Carried Forward 31 May		197,744	24,312	222,056	196,791	164,946	155,514	142,474
Page 1	The notes on pages 1-4 form part of these accounts							

WOOLWICH COMMUNITY CHURCH					Prev Year 2022/23	Prev Year 2021/22	Prev Year 2020/21	Prev Year 2019/20
STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MAY 2024								
	Notes	Unrestricted funds	Restricted Funds	Total	Total	Total	Total	Total
ASSETS								
Cash Funds		£	£	£	£	£	£	£
Cash Balances (Petty Cash)		-	-	-	-	-	-	200
Bank Current Account		197,744	24,312	222,056	196,791	164,946	155,514	142,274
Total Cash Funds		197,744	24,312	222,056	196,791	164,946	155,514	142,474
Other monetary assets								
Estimated gift aid tax refund due	8	3,281	8	3,288	22,076	20,774	19,868	1,263
Total Monetary Assets		3,281	8	3,288	22,076	20,774	19,868	1,263
LIABILITIES								
Property	9	1,794	-	1,794	1,905	426	426	250
Amounts due to HMRC	10	722	-	722	730	675	675	667
Pension	11	-	-	-	-	-	-	-
Total Liabilities		2,516	-	2,516	2,634	1,101	1,101	917
Approved by Woolwich Community Church and signed on its behalf by								
Page 2		The notes on pages 1 to 4 form part of these accounts						

WOOLWICH COMMUNITY CHURCH

NOTES TO FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST MAY 2024

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and on the Receipts and Payments basis.

2 ANALYSIS OF FUND MOVEMENTS FOR THE YEAR

- (i) **UNRESTRICTED FUNDS** may be used by the Church for any of its ordinary purposes. The movements in the fund are shown in the Receipts and Payments Account
- (ii) **RESTRICTED FUNDS** represent donations and gifts received for a specific purpose. The funds may only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund and cannot be absorbed into General Funds. Receipts include Gift Aid on specific giving for the Pastoral Fund and, Prison Ministry and the Building Fund as per below.

FUND NAME	PURPOSE	Bal B/f	Receipts	Payments	Bal 31st May
Building Fund	Identifying and acquiring a new building for the Church	£29,223	£3,010	£0	£32,234
Prison Ministry	Resources for prison ministry	£0	£488	£488	£0
Pastoral Fund	Relief of financial hardship	£3,573	£2,694	£5,770	£497
		£32,796	£6,192	£6,258	£32,730

3 Analysis of Receipts and Payments Items

These are shown in the Receipts and Payments Account on Page 1. **Ashburnham** is various retreats (for women, men and mixed groups) at Ashburnham Christian Centre.

5 PEOPLE COSTS - consists of:-

Paid Employees	
Gross salaries and wages	£43,320
Employer's National Insurance costs (small employer scheme)	£8,882
Pensions	£3,593
	£55,794
Visiting preachers/worshippers	£600
Other costs	£1,026
Total People Costs	£57,420
Average number of employees	2.0

6 PROPERTY COSTS - Consist of costs for:-

Woolwich Common Community Centre/WCBC hire charge	£22,449
Other costs - storage, worship etc.	£222
	£22,671

- Payments to Trustees** - No expenses were paid to Trustees, however as the Church Leadership Team make
- 7 confidential payments from the Pastoral Fund it is possible that such payments may include those to a Trustee.
- 8 **Gift Aid** tax refund due for May 2023
- 9 Hire charge due for use of Woolwich Common Community Centre for May 2023
- 10 Amount due to HMRC for payroll deductions but not yet paid over. No employer's NI cost is shown due to the credit for small employers.
- 11 The Church has started a workplace pension for its employees with **NEST**. The Church complies with the Pensions Regulator's requirements for employer's contribution. No outstanding liability for YE 2023/2024.

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Ms. Sue Peach
Independent Examiner
Relevant Professional Qualification: CPFA

Date: *12/02/2025*