



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	JAN	2022		31	DEC	2022

Section A

Reference and administration details

Charity name

Basingstoke Town Chaplaincy Trust

Other names charity is known by

Registered charity number (if any)

1160005

Charity's principal address

Suite 1, Paddington House

Basingstoke

Hampshire

Postcode RG21 7LJ

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	John Hayward	Chair		Trustees Committee
2	John Saunders	Treasurer		
3	Peter MacPherson			
4	Philip Hiorns			
5	Ian Harrison			
6	Shelagh Kavanagh			
7	Rema Edicula			
8	Duncan Reid			
			From 27/07/2022	

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by existing trustees and Ex-Officio.

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.

The Trust has a full set of Policies and Procedures which are reviewed regularly and circulated to all trustees and chaplains who confirm that they have read and understood them.

Risks and their controls and mitigations are detailed within the policies.

Separate risk assessments are carried out for special events.

A representative (trustee or chaplain) of the Chaplaincy often attends meetings of other local charitable and municipal organisations working in the care sector including meeting with local leaders of churches and other faith organisations.

Section C

Objectives and activities

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

To advance the Christian Faith in accordance with Appendix A (Statement of Belief) of the Constitution by serving the public working in, visiting and frequenting the Borough of Basingstoke and Deane by providing pastoral care through a chaplaincy service.

The Trustees are familiar with and seek to practise the guidance issued by the Charity Commission with respect to public benefit.

See attached Annual Report.

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)

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

See attached Annual Report.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Chaplaincy does not have any reserves.

Details of any funds materially in deficit

None.

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.

The Chaplaincy has one part time employee, the Administrator. All Trustees and Chaplains are volunteers.

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)

	
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Full name(s)

John Hayward	John Saunders
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Position (eg Secretary,
Chair, etc)

Chair	Treasurer
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Date

28 February 2023

Basingstoke Town Chaplaincy Annual Report 2022

Our programme of visiting shop and office workers, attending the Magistrates' Court, meeting people in the streets and at the railway station and participating in the Police Chaplaincy continues. We have also been a presence at various civic events and engaged with other organisation in the town, offering support and encouragement with the users of different facilities. We have good relations with members of other faiths.

People are willing to chat and appreciate the opportunity to “off-load” on all manner of concerns. We listen and can help people think through concerns and make suggestions about possible courses of action if necessary. Matters of faith are often raised and we pray with and for people. In 2022 we completed 1,084 hours of chaplain time and a further 318 hours at the Magistrates' Court. We had 6,716 meaningful conversations. There were also 495 hours of management and administrative time given on a voluntary basis. We employ someone 2 mornings a week to help with administration. As some chaplains retired we have welcomed others to join the team. We continue to look for more support to meet the requests for regular visits.

There has been an increase in the number of people begging or lingering in the streets. Many of them are from difficult backgrounds and who have multiple issues in their lives. Engaging with them is primarily to encourage them to obtain appropriate support and we have a closer contact with the agencies that can help.

Our increased public profile has resulted in wider support, facilitating our role in the community. We visited some churches during the year and have continued to be supported by One Church Basingstoke. We plan to grow support from more local churches and relate with them more closely.

The trustees continue to meet regularly and are available for support and advice. We have welcomed Duncan Reid as a trustee.

John Hayward
Chair of Trustees



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity name
BASINGSTOKE TOWN CHAPLAINCY TRUST

Charity no.
1160005

Receipts and payments accounts

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For the period
from

01/01/2022

To


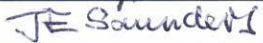
31/12/2022

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Personal donations	6,559	-	-	6,559	7,156
Donations from churches (Note 1)	3,973	-	-	3,973	2,702
Sundry donations (Note 2)	520	-	-	520	448
Gift aid reclaim	1,015	-	-	1,015	1,608
Other income	250	-	-	250	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
AR)	12,317	-	-	12,317	11,914
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,317	-	-	12,317	11,914
A3 Payments					
Consumables and sundry items	747	-	-	747	269
Maintenance	52	-	-	52	49
Rent (Note 3)	3,440	-	-	3,440	5,220
Administrator's salary (Note 4)	4,489	-	-	4,489	4,368
Insurance	352	-	-	352	329
Utilities (Note 5)	628	-	-	628	558
Equipment	268	-	-	268	433
Other payments (Note 6)	50	-	-	50	55
	-	-	-	-	-
Sub total	10,026	-	-	10,026	11,281
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,026	-	-	10,026	11,281
Net of receipts/(payments)	2,291	-	-	2,291	633
A5 Transfers between funds (7)	273	- 273	-	-	-
A6 Cash funds last year end	2,601	273	-	2,874	-
Cash funds this year end	5,165	-	-	5,165	633

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-

	Total cash funds	5,165	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds	Restricted funds	Endowment funds
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Computers and peripherals	General	-	-
	AV equipment	General	-	-
	Office furniture	General	-	-
	Telephones	General	-	-
	Uniforms	General	-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		J HAYWARD	28/2/23	
		J SAUNDERS	28/02/23	



2022 Accounts - Notes
(Registered charity number 1160005)

1. The annual donation from one of the churches was received at the very beginning of the year (£800) and their next donation (£750) was given at the very end of the year resulting in this year's figure being much greater than that for 2021.
2. A grant of £500 was received from One Church Basingstoke as a contribution towards a laptop computer yet to be purchased.
3. The lease for our office expired on 25/11/22 and we are waiting for it to be renewed. Hence, no payment of rent has been made for the remainder of the year or for the first quarter of 2023 which would normally be paid in advance, resulting in the rent payments this year being some £2,000 less than expected.
4. The administrator's salary was increased to £11.00 per hour from June 2022.
5. Utilities consist of: Electricity £254.53, Telephone and broadband £274.60, Website £98.40. Electricity has been invoiced and paid for the months up to August 2022 in this accounting period.
6. Other expenditure of £50 refers to a refund of £50 to a donor who inadvertently donated that amount twice by mistake.
7. £273 remained in a restricted fund that could no longer be spent on its original purpose. The donor (One Church Basingstoke) was contacted and their trustees gave written authorisation for the funds to be transferred into our General Fund.
8. Other matters. The Chaplaincy does not have a separate bank debit or credit card so it is necessary for some items to be ordered using personal cards. Refunds were made to the following members by cheque or from petty cash:

E Ham (administrator) - £539.41 (£43.60 of this from petty cash) plus salary as shown.
J Hayward (trustee) - £134.91 (£6.95 of this from petty cash)
J Saunders (treasurer) - £25.92
T Williamson (chaplain) - £14.85

John Saunders (Treasurer and trustee)
28/02/2023