



## Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	January	2023	To	31	December	2023

### Section A

### Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### 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		
2	Duncan Reid	Treasurer		
3	Rema Edicula			
4	Ian Harrison			
5	Philip Hiorns			
6	Shelagh Kavanagh			
7	Peter MacPherson			
8	John Saunders			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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)

--

## 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)**

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

See attached Annual Report.

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

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

**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 principal sources of funds are donations from individuals and local churches.

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.

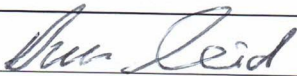

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position  
(eg Secretary, Chair, etc)

Date

	
Duncan Hamilton Reid	John Hayward
Treasurer	Chair
02/04/2024	

## 2023

This year saw a number of challenges but we maintained a programme of support for people in the town. Our longest serving chaplain, Malcolm Read, died suddenly but the thanksgiving service was attended by very many people including managers and drivers from the bus station, where much of his chaplaincy time was spent. The bus company have decided to place a plaque in his honour. Several chaplains faced health issues or medical demands from family and so were unable to be as involved as previously.

Chaplains spent 860.75 hours visiting shop workers, bus staff and at police bases and meeting people in the town centre. The Court Chaplains spent 265.25 hours in the courts. In total, there were 4746 meaningful conversations. Administrative, trustee time and other voluntary work was done in 473 hours.

The service at the bus station continues with the second chaplain. Attendance at the Magistrates' Court continues 3 mornings a week and has become busier again following Covid-19 although there are also more cases heard by videolink. A chaplain continues to work alongside the Police Chaplaincy at the major Police Investigation Centre and police base in the town centre. Chaplains engage with the Discovery Centre and participate in activities, particularly with the bereavement group that meets monthly.

Shops continue to be visited but the reductions in staff numbers can make finding time for conversations more challenging. Festival Place provides good services to businesses and we have participated in meetings and in a consultation on retail organised by our MP. Conversations with stressed shop workers increased and there were many concerns about the level of shoplifting. We have been able to add our voice of concern about this. Security guards faced increase threats of violence. Engagement with people of other faiths also continued and resulted in positive conversations, recognising commonalities and feelings of community integration.

At Easter and at Christmas we took cards and token gifts to people in the shops and offices we visit. We also gave cards and talked to staff who were leaving a shop or being made redundant. Engaging with people in often traumatic times has proved to be helpful and we have received messages of appreciation and accounts of how people received support from chaplains.

We have promoted the service to churches to promote this work and seek more chaplains and we have engaged in social media and send regular monthly prayer letters to supporters. We have gained another chaplain.

We have also networked with others. Our link with One Church Basingstoke has grown and we engaged with a faith and social action initiative that we hope will develop. We held a joint training morning with Street Pastors in June and joined together again for a training morning about domestic violence which was very helpful. We opened this to church members too. We are most grateful to both trainers from Paragon Hampshire who led a challenging time of awareness raising. We have been supported through IBEX South.

Chaplains took part in several civic programmes, community and mayoral events and in inter faith activities, including the Interfaith Peace Walk.

Trustees met three times to oversee the work and review services. We held three socials during the year to promote team building.

John Hayward  
Chair of Trustees  
February 2024



## Receipts and payments accounts

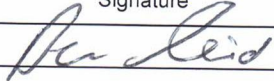
CC16a

For the period from	Period start date 01/01/2023	To	Period end date 31/12/2023
------------------------	---------------------------------	----	-------------------------------

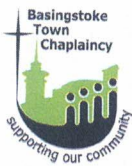
### Section A Receipts and payments

	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>					
Personal donations	4,414	-	-	4,414	6,559
Donations from churches	4,508	-	-	4,508	3,973
Sundry donations (Note 1)	475	-	-	475	520
Gift Aid reclaim	1,267	-	-	1,267	1,015
Other income	72	-	-	72	250
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,736</b>	<b>-</b>	<b>-</b>	<b>10,736</b>	<b>12,317</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>10,736</b>	<b>-</b>	<b>-</b>	<b>10,736</b>	<b>12,317</b>
<b>A3 Payments</b>					
Consumables and sundry items	714	-	-	714	747
Maintenance	120	-	-	120	52
Rent (Note 2)	-	-	-	-	3,440
Administrator's salary (Note 3)	4,749	-	-	4,749	4,489
Insurance	361	-	-	361	352
Utilities (Note 4)	705	-	-	705	628
Equipment	919	-	-	919	268
Other payments	25	-	-	25	50
	-	-	-	-	-
<b>Sub total</b>	<b>7,593</b>	<b>-</b>	<b>-</b>	<b>7,593</b>	<b>10,026</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>7,593</b>	<b>-</b>	<b>-</b>	<b>7,593</b>	<b>10,026</b>
<b>Net of receipts/(payments)</b>	<b>3,143</b>	<b>-</b>	<b>-</b>	<b>3,143</b>	<b>2,291</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>5,165</b>	<b>-</b>	<b>-</b>	<b>5,165</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>8,308</b>	<b>-</b>	<b>-</b>	<b>8,308</b>	<b>2,291</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>				
	NatWest business account	6,308	-	-
	CAF cash account (Note 5)	2,000	-	-
		-	-	-
	<b>Total cash funds</b>	<b>8,308</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Computers and peripherals	General	-	-
	AV equipment	General	-	-
	Office furniture	General	-	-
	Telephones	General	-	-
	Uniforms	General	-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				
		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	
		DUNCAN REID	19/03/2024	





### 2023 Accounts – Notes

1. Sundry donations included £398.76 from Malcolm Read's funeral.
2. The lease for our office expired on 25/11/2022 and we are waiting for it to be renewed. This is subject to new owners being found for Festival Place, which is in administration. No payment of rent was made for the remainder of 2022 or the whole of 2023. Prior to that we were paying £5,220 per annum.
3. The administrator's salary was increased to £12.00 per hour from August 2023.
4. Utilities consist of: Electricity £311.65, Telephone and broadband £294.92, Website £98.40. Electricity has been invoiced and paid for the months up to September 2023 in this accounting period.
5. Due to the unavailability of online banking with two signatories on our NatWest account the trustees agreed to open a CAF Cash account with a transfer of £2,000.00
6. Other matters. The Chaplaincy did not have a separate bank debit or credit card so it was necessary for some items to be ordered using personal cards. The following members were reimbursed for out of pocket expenses by cheque or from petty cash:

J. Aylmer (Chaplain) – £9.95 from petty cash

D. Reid (Assistant treasurer) - £406.65 for purchase of laptop computer with grant received in 2022 from One Church Basingstoke

E. Ham (Administrator) - £936.23 (£67.04 of this from petty cash) plus salary as shown

J. Hayward (Chair) – £288.02 (£8.66 of this from petty cash)

J. Saunders (Treasurer) - £44.98

Duncan Reid (Treasurer and trustee)  
28/02/2024