



Trustees' Annual Report for the period

Period start date
From 01 January 2024 To 31 December 2024
Period end date

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 | | |
| 2 | Duncan Reid | Treasurer | | |
| 3 | Rema Edicula | | | |
| 4 | Ian Harrison | | | |
| 5 | Philip Hiorns | | | |
| 6 | Shelagh Kavanagh | | | |
| 7 | Peter MacPherson | | | |
| 8 | John Saunders | | | |
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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 <i>(eg. trust deed, constitution)</i> | Constitution |
| How the charity is constituted <i>(eg. trust, association, company)</i> | Charitable Incorporated Organisation |
| Trustee selection methods <i>(eg. appointed by, elected by)</i> | 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 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 charity trustees have decided it is appropriate to hold sufficient reserves to cover one year's rent for the premises, and has £6,000 in reserve at the end of the year.

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

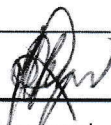
Section G

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)

Duncan Hamilton Reid

John Hayward

Position (eg Secretary, Chair, etc)

Treasurer

Chair

Date

5th June 2025

Basingstoke Town Chaplaincy Annual Report for 2024

We have continued to provide a regular service to the shops, Magistrates' Court, bus station staff, police and generally to people on the streets. We provide a chaplaincy service to several Christian social support services. This year we took on the role of facilitating Christian engagement with other faiths.

The number of chaplains is currently eleven, with some leaving for various reasons and others joining us. The total hours given 2024 were: 1,195 chaplain hours were given, of which 311 were spent in the Courts. During those times, 4,791 meaningful conversations were recorded. Time given contributing directly to interfaith engagement was not counted. In addition, 464 hours of voluntary administration and management were given.

By invitation, Chaplains are in the Magistrates' Courts three mornings a week engaging with staff, users of the court in different capacities and sometimes talking to legal teams. Chaplains go into a courtroom as observers and have occasionally been asked by a family court magistrate or judge to help facilitate an arrangement. Calming a defendant or victim and witnesses is helpful to the smooth running of the Courts, but good conversations can also be held when people are under stress and have raw memories. Staff appreciate the support and opportunity to refer someone to an independent person to listen or explain something. We would like to have a daily presence there but need to recruit suitable people.

One Chaplain supports the Police in Basingstoke under the aegis of the Hampshire Constabulary Chaplaincy. By invitation, a Chaplain is available at the bus station to support drivers and office staff. A Chaplain also meets regularly with people at several of the groups meeting in the Discovery Centre (library) to provide pastoral support. She leads a bereavement group.

Visiting shops regularly continues. Lone working is more common now, so shop workers feel more vulnerable and are also kept busy. A spate of shoplifting throughout the year was disturbing but there was a greater police response during the last few months. The Chaplaincy contributed to discussions on this, supporting concerns about the difficulties reporting crimes and promoting the value of a police presence. Similarly, anti-social behaviour has been a challenging problem for those in shops as well as the centre management bodies. Opportunities to talk can be limited but along with Festival Place security staff Chaplains seek to support them. Some workers move shops from time to time and maintain contact with a Chaplain. Over time trust has been built up to enable people to discuss their health, relationship and family problems and Chaplains can listen, lend some support or point to where further help might be available. We pray with and for people when appropriate.

We provided token "thank you" gifts to shop staff and in offices. At Easter and Christmas we promoted the Christian meaning of the festival by providing little gifts and cards. We gave cards, palm crosses and chocolate eggs at Easter and at Christmas we gave sweets and cards that included an invitation to attend a church. People appreciated the expressions of care.

Shopkeepers say our presence helps to discourage crime. Generally, our presence helps promote community spirit and security and we have many general conversations with passers by. Our presence also makes the wider public aware of our services.

On the streets there are casual meetings with people which give opportunities for timely conversations. There are people we meet regularly on the streets who are there for company or connected with homelessness. Some people have mental health issues and we can engage with them to let them know that they are cared for or are at least sympathetically recognised.

We engage with several Christian charities as often as we can to meet with their clients, volunteers and staff. We have a formal arrangement with the Basingstoke Foodbank to support volunteers.

Early in the year the Chaplaincy took on a lead role for interfaith engagement on behalf of the churches in Basingstoke. Chaplains have always had a general involvement with people of other faiths as we met people in their work situations or in the town. This expands what we were already doing and creates a link for faith leaders to be aware of each other, in addition to the work of the Interfaith Group, which we support. We attended meetings with faith leaders and supported events such as Iftar, and dinners organised by faith groups. We have taken the co-leadership of a monthly discussion group called Scriptural Reasoning to study passages from the Bible and the Qur'an. We seek to develop the engagement with other faith groups as a promotion of community understanding and mutual support. We are aware of prejudicial attitudes to others and the issue of faith relating to asylum seekers. There have been some fairly minor incidents of intolerance in the town over the year, minor but harmful to those directly affected. However, at a discussion group we organised people from ethnic minorities reported that they felt respected and not discriminated against here. Basingstoke was deemed to be a good place in which to live. Intolerant attitudes and behaviour tends to be directed towards property and businesses.

Chaplains attended Civic Events including Holocaust Memorial Day, the Mayor's Inauguration service, Remembrance Day services and other mayoral events.

Training of Chaplains has been through recommended reading, sharing experience and social / training mornings. Meeting regularly is important to maintain team cohesion and mutual support. Along with a Wednesday morning gathering we meet on Zoom one evening a month. We attended an excellent morning with Guildford chaplains with a presentation on promoting and setting up Chaplaincy services and considering the challenges of recruiting volunteers. We have links with several other Chaplaincies in the region which we want to develop further. We are also linked to other chaplaincy services in the town: Street Pastors and Anna Chaplains in particular.

We are grateful for all the support we receive from individuals and churches. Visits to churches and groups have helped us to explain our purpose and gather support. Chaplains want to support individuals and when faith is something a person wants to explore, to point them to a suitable church. The Chaplaincy is a support to churches and when we know more about them we can more comfortably recommend a person to them. Several churches run introductory programmes to Christianity, some on a regular basis. A few people have attended them or joined a church. We also speak about other faiths and direct to their places of worship when appropriate.

We are also grateful to Festival Place for providing us with accommodation in the heart of the town and to Four Lanes Trust for a grant we received towards printing costs. The diocese of Winchester has continued to support us with obtaining DBS certificates and providing safeguarding support.

Trustees met three times in 2024 to agree priorities, receive reports of activities and oversee the finances.

John Hayward
Chair of Trustees
February 2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

| | |
|--|---------------------------|
| Charity Name BASINGSTOKE TOWN CHAPLAINCY TRUST | Number/ 1160005 |
|--|---------------------------|

CC16a


Receipts and payments accounts

| | | | |
|------------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 01/01/2024 | To | Period end date 31/12/2024 |
|------------------------|---------------------------------|----|-------------------------------|

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 £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Personal donations | 3,436 | - | - | 3,436 | 4,414 |
| Donations from churches | 3,391 | - | - | 3,391 | 4,508 |
| Grants | 243 | - | - | 243 | |
| Sundry donations | 95 | - | - | 95 | 475 |
| Gift Aid reclaim | 253 | - | - | 253 | 1,267 |
| Other income | 178 | - | - | 178 | 72 |
| Interest on bank accounts | 74 | - | - | 74 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 7,670 | - | - | 7,670 | 10,736 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 7,670 | - | - | 7,670 | 10,736 |
| A3 Payments | | | | | |
| Consumables and sundry items | 1,626 | - | - | 1,626 | 714 |
| Maintenance | 305 | - | - | 305 | 120 |
| Rent (Note 1) | - | - | - | - | - |
| Administrator's salary (Note 2) | 4,290 | - | - | 4,290 | 4,749 |
| Insurance | 415 | - | - | 415 | 361 |
| Utilities (Note 3) | 1,111 | - | - | 1,111 | 705 |
| Equipment | 300 | - | - | 300 | 919 |
| Other payments | 143 | - | - | 143 | 25 |
| Bank charges | 60 | - | - | 60 | - |
| Sub total | 8,250 | - | - | 8,250 | 7,593 |
| A4 Asset and investment purchases. (see table) | | | | | |
| | - | - | - | - | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 8,250 | - | - | 8,250 | 7,593 |
| Net of receipts/(payments) | - 580 | - | - | - 580 | 3,143 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 8,308 | - | - | 8,308 | 5,165 |
| Cash funds this year end | 7,728 | - | - | 7,728 | 8,308 |

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 £ |
|---|--|---|----------------------------------|---------------------------------|
| B1 Cash funds | CAF Cash account | 1,658 | - | - |
| | CAF Gold deposit account | 6,070 | - | - |
| | | - | - | - |
| | Total cash funds | 7,728 | - | - |
| | (agree balances with receipts and payments account(s)) | | | |
| B2 Other monetary assets | Gift Aid reclaim due | 656 | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | Computers and peripherals | General | - | - |
| | AV equipment | General | - | - |
| | Office furniture | General | - | - |
| | Telephones | General | - | - |
| | Uniforms | General | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | 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 | 25/02/2025 |
| | | | | |



2024 Accounts – Notes

1. The lease for our office expired on 25/11/2022 and although we indicated we wished to renew no lease was offered, nor bill for rent sent, and no request to vacate the premises was made. This coincided with Festival Place going into receivership. We continued to be invoiced for electricity usage as per the old lease agreement. In January 2025 we were offered a Tenancy at Will that allows Basingstoke Town Chaplaincy to continue occupying the premises until a new lease can be negotiated with the new owners of Festival Place.
2. The administrator's hours reduced from 8 to 6 per week from May. The salary was increased to £13.00 per hour from August.
3. Utilities consist of: Electricity £646, Telephone and broadband £337, Website £128. Electricity has been invoiced and paid for the months up to July 2024 in this accounting period.
4. The following members were reimbursed out of pocket expenses from petty cash:
 - E. Ham (Administrator) - £42.24 from petty cash plus salary as shown
 - J. Hayward (Chair) – £9.99 from petty cash
 - P. Holton (Chaplain) – £14.75 from petty cash
 - T. Williamson (Chaplain) – £5.24 from petty cash

Duncan Reid (Treasurer and trustee)
17/02/2025