WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

England & Wales · Charity number 1166299

Details

Other names	WEST KENT QUAKERS
Status	Registered
Legal form	CIO
Registered	2016-03-31
Register	View on the Charity Commission register

Contact

Address	30 Holly Bush Lane Sevenoaks TN13 3TJ
Phone	07590211199
Email	ewhelanquakertrustee@gmail.com

Activities

Objects: THE OBJECT OF WEST KENT AREA MEETING IS THE FURTHERANCE OF THE GENERAL RELIGIOUS AND CHARITABLE PURPOSES OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN IN THE AREA OF WEST KENT AREA MEETING AND BEYOND.TO THAT END, THE CIO'S INCOME AND PROPERTY ARE USED SOLELY TO FURTHER THE AREA MEETING?S OBJECT BY WORK SUCH AS:I) STRENGTHENING THE LIFE AND WITNESS OF QUAKER MEETINGS BOTH IN THE AREA OF WEST KENT AREA MEETING AND BEYOND;II) SPREADING THE MESSAGE OF QUAKERS AND INTERPRETING AND DEVELOPING THE THOUGHT AND PRACTICE OF THE RELIGIOUS SOCIETY;III) UNDERTAKING QUAKER SERVICE FOR THE RELIEF OF SUFFERING AT HOME AND ABROAD;IV) FUNDING THE CONCERNS THAT QUAKER MEETINGS IN THE AREA OF WEST KENT AREA MEETING OR BEYOND HAVE ADOPTED OR AGREED TO SUPPORT;V) PROVIDING FOR THE PASTORAL CARE OF INDIVIDUAL MEMBERS AND ATTENDERS INCLUDING ASSISTANCE TO THOSE IN NEED AND FOR EDUCATION;VI) MAINTAINING AND DEVELOPING QUAKER MEETING HOUSES AS PLACES FOR PUBLIC WORSHIP AND FROM WHICH TO CARRY OUR WITNESS INTO THE WORLD;VII) ADMINISTERING AND MAINTAINING THE ORGANISATION OF WEST KENT AREA MEETING AND CONTRIBUTING TO THE SUPPORT OF BRITAIN YEARLY MEETING.

Downloaded from opencharities.uk/ew/1166299

Activities: Strengthening the life and witness of Quaker meetings . Spreading the message of Quakers. Undertaking Quakers service for the relief of suffering at home and abroad. Funding the concerns that Quakers meetings have adopted or agreed to support. Providing pastoral care to those in need of education. Maintaining Quaker meeting houses for places of worship.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty, Religious Activities, Other Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£78,579	£70,561	-	-
2024-03-31	£59,427	£81,358	-	-
2023-03-31	£56,985	£78,525	-	-
2022-03-31	£49,176	£57,143	-	-
2021-03-31	£30,685	£52,305	-	-

Trustees

Name	Role	Appointed
Jill Russell	Chair	2025-07-13
Janet Aldyth Rowe		2022-04-10
Jill Clarke		2026-01-11
John Leonard Roberts		2022-01-09
Merrill Woolf		2019-10-13
Michael Evans		2026-01-11

Downloaded from opencharities.uk/ew/1166299

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRIT

England & Wales - Charity number 1166299

Accounts

Registered Charity number: 1166299

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain

TRUSTEES' ANNUAL REPORT
INCLUDING RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED
31 MARCH 2025

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CONTENTS

	Page
Charity Information	1
Strategic Report	2
Trustees' Report	5
Independent Examiner's Report	16
Receipts and Payments Accounts	17
Statement of Assets and Liabilities	18
Notes to the Receipts and Payments Accounts	20

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CHARITY INFORMATION

Charity name:	West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as **West Kent Quakers**)
Trustees:	Duncan Dwinell Merrill Woolf Estella Lovett John Roberts Eleanor Brooks (Resigned 31 December 2024) Elizabeth Whelan (Resigned 31 December 2024) Janet Aldyth Rowe
Registered Charity number:	1166299
Principal Address:	c/o West Kent Area Meeting 30 Hollybush Lane Sevenoaks Kent TN13 3TJ
Independent Examiner:	Jonathan Healey FCA Lindeyer Francis Ferguson Limited North House 198 High Street Tonbridge Kent TN9 1BE
Bankers:	The Co-operative Bank plc Business Direct PO Box 250 Skelmersdale Lancashire WN8 6WT
Solicitors:	Gullands Solicitors 16 Mill Street Maidstone Kent ME15 6XT
Custodian Trustees:	Friends Trusts Limited

STRATEGIC REPORT
FOR THE YEAR ENDED 31 MARCH 2025

'At the heart of all this is simplification: allowing members to concentrate on whatever Quaker activity their membership might wish to pursue.'

West Kent Area Meeting (WKAM)

WKAM consists of 4 Local Meetings with Meeting Houses and 2 monthly Local Meetings* in hired accommodation: Maidstone, Rochester, Sevenoaks, Sittingbourne*, Tonbridge* and Tunbridge Wells.

WKAM is a Charitable Incorporated Organisation (CIO) under the aegis of Britain Yearly Meeting (BYM), established in 2016 and accountable directly to the Charity Commission (CC) for its financial affairs with its submission of the Trustees Annual Report and Accounts (TARA), and to Britain Yearly Meeting as a branch of the Religious Society of Friends. This is one of the main elements of trusteeship. Trustees inform, advise and recommend to Area Meeting all matters of finance, property, investments, insurance, maintenance and repair. Decisions are made only with prior authority from Area Meeting and in accordance with agreed and stated policies. The annual budget is presented to Area Meeting for approval before its implementation. Without trustees, our Area Meeting would cease to have legal accountability.

Trusteeship

Presently WKAM has 5 trustees, including one from East Kent Area Meeting. There have been 2 appointments laid down. The year has been dominated by the very real possibility of our not being able to maintain the required number of trustees: 5. Due to health and family issues, some trustees have made it clear that they could or might not be able to serve their full terms. One other will have served the maximum of 3 terms (9 years) by December 2025 and cannot be reappointed. West Kent is at the centre of the planning stage for a possible merger of regional area meetings, the South East Quaker Working Group (SEQWG). The first steps for this have been how best to recruit and retain trustees, as the issue is more widespread than just us. The trustees from the 6 South East Area Meetings, as a priority, have supported each other, including the possibility of 'trustee sharing' in order that we all might continue.

In mid-March, with little time to spare before closure proceedings would have had to be initiated, the required replacement was found and agreed in principle for January 2026. Meanwhile other Friends have been approached with some probable success in time to cover for any further retirements. Trustees and the Area Meeting, with the support of the SEQWG, are confident of our continuance. Discussion continues with regard to some future merger or amalgamation.

Trustees have been supported locally by the appointment of two 'Supporting Friends': for Premises and Finance; both with several years of experience, but not able to be appointed as full trustees.

STRATEGIC REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Accounts

Our end of financial year accounts show a net surplus of £8,018 resulting from higher than expected hiring income and membership donations, plus reduced expenses. Losses have occurred in previous years and have been intentionally accepted by trustees as prudent and responsible uses of our non-assigned savings: towards stewardship, maintenance and repairs. Our circumstances were greatly helped by the HMRC Gift Aid rebate of over £8k from the past 2 years.

	2024-25	**2023-24**	**2024-25**
Income from hiring:	£43,590	£40,156	Budget: £40,000
Income from donations:	£31,618	£16,039	Budget: £16,500
Total income from all sources	£78,579	£59,427	Budget: £66,850
Expenses:	£70,561	£81,358	Budget: £72,768
Net surplus/(deficit)	**£8,018**	**(£21,931)**	**Budget: (£5,198)**

Our savings accounts were used in April 2024 to replenish our current account following the previous year's deficit. Since then there have been no further calls on reserves, maintaining our Operational and Capital Reserves Policies. We have maintained our buildings in line with our annual Risk Assessments and expectations of Health & Safety. Area Meeting funds no longer supplement Local Meetings' charitable donations. Installation of more environmentally friendly electric heating and a 'low-use' policy of gas boiler energy follows our move to Good Energy as our main supplier across the 4 meeting houses. Wi-Fi installation for 2 meeting houses has allowed blended meetings and an attractive additional facility for hirers.

It should be noted that WKAM is aware that its reserves are proportionately lower than those of the other participating area meetings in the SEQWG. The proposed 'merger' reserves policy would expect West Kent to hold nearer 5% of its building insurance value, rather than 1% at present. The exceptional value of Tunbridge Wells Meeting House, used only for 2 rooms, kitchen and toilet, skews the resulting figure.

Administration

WKAM has adopted an administrative model rather different from the 'standard model' of Quaker Faith and Practice: more centralised, more professionalised and with fewer posts of responsibility. 15 years ago all posts of responsibility were held by Quakers voluntarily appointed. Only cleaners and window washers were paid. When Area Meeting found it difficult to fill its roles and posts of responsibilities, the Local Meeting 'stewardship model' was already a successfully working precedent on which to model a centralised system. This had the advantages of unifying Area Meeting roles and responsibilities and dealing with several administrative matters. With the advent and normalisation of internet banking, cheque books and therefore local accounts and local treasurers were no longer necessary.

Presently WKAM has no employees. Rather it engages several self-employed workers via Service Level Agreements (SLA). We ask these to review their charges annually.

STRATEGIC REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Unified management

Our accounts, invoices and payments, are managed by our professional Finance Manager with experience in the charity sector and supervised by 2 trustees. There is no treasurer presently, but we foresee this not to be permanent arrangement. This situation is a result of several factors, but mainly the burden of responsibility put on volunteers for increasingly complex duties has meant that these were more effectively done by paid workers. Our Finance Manager keeps the books, issues invoices, receives payments, pays our workers and all our bills, and prepares our accounts for trustees. Each Meeting House has a paid steward or resident warden with responsibilities for premises maintenance, risk assessment reports, hygiene and security as well as co-ordinating our hiring clients. Presently each Local Meeting has its cash flow recorded and tallied by a single bookkeeper. Local funds are kept identified and discrete by their column headings on the spreadsheet. West Kent engages an auditors' firm to examine and prepare financial statements for the Charity Commission and BYM in co-ordination with the Finance Manager's spreadsheet of our accounts.

All hiring income is retained by WKAM central funds. Local Meetings, stewards and wardens claim for cleaning materials, kitchen supplies and whatever else might be a 'landlord responsibility'. Local Meeting donations (cash and online [cheques are now very rare]) are ascribed to the Local Meeting source. The only financial decisions a Local Meeting has needed to make is which good causes should receive the beneficence of their charity collections. Meeting Houses are served and invoiced by the same utility firms: Gas, Electricity and Water. All Meeting Houses are Fire inspected and maintained by the same firm. The Quinquennial, Gas and Electrical inspections are done by common firms. Local Meetings have no dealings with the arrangements other than turning a key. Each month a report of the hours and rates for each hirer is sent to the Finance Manager for invoicing. Any questions are dealt with between these 2 parties and do not require local members' involvement. This may sound as though 'all power has been stripped from Local Meetings', but this relieves the burden of housekeeping responsibilities.

Charitable mission

WKAM maintains its charitable status by offering venues and opportunities for public worship. Local Meetings (LMs) collect individually for chosen charities including £1,187 to Britain Yearly Meeting (BYM). Some of the Local Meetings allow lower rates of hire for particular clients as a gesture of goodwill and in accordance with our charitable mission. Reduced rates include several groups of AA, Rochester's Open House Project and Winter Shelter. Tunbridge Wells MH is leased to Habitat for Humanity rent free for the sake of YMCA accommodation. The difference between full standard rate and actual receipts is technically a 'charitable donation' to those clients.

Local Meeting collections and charitable donations have benefitted a wide range of good causes, both Quaker (BYM and Young Friends) and local social issues including food banks, refugees, prison care, special needs education and the West Bank Quaker school in Ramallah.

Safeguarding and Data Protection

Policies are shared with East Kent. Each Local Meeting displays a notice of referral contacts, both local and national (31:8) for any safeguarding issues. There are no children regularly attending or involved in Local or Area Meeting events. Vulnerable adults are looked after elsewhere by professionals. The Society of Friends is not hierarchical; there is no executive power. Decisions are agreed collectively.

The personal contact details in the handbook of members and attenders is updated regularly and published only with the written consent of each. This is distributed only to those concerned and spare copies are not available to visitors.

Sustainability

Local meetings are very aware of the need for energy conservation. Our older meeting houses are difficult to heat effectively, but every effort available has been made to reduce our costs and energy requirements. Rochester Meeting House is restricted by its Grade II listed status. Maidstone Meeting House has photo electric panels and the benefit of Feed in Tariff payments. Sevenoaks has double glazing installed in the larger public rooms and a basement dehumidifier. Rochester and Sevenoaks have very active recycling and Fairtrade policies. Tunbridge Wells has the benefit of its former very draughty main hall having been converted into YMCA accommodation, built to modern specifications.

At the heart of all this is simplification: allowing members to concentrate on whatever Quaker activity their membership might wish to pursue.



Duncan Dwinell, on behalf of the trustees of WKAM

Date: 30 Nov 2025

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

The trustees submit their report together with the financial statements of the charity for the year ended 31 March 2025.

Structure, Governance and Management

Description of Charity's trusts: Constitution dated 12 March 2016 and charity commission scheme.

Objects of the charity: To provide places of public worship in the manner of Friends and a public witness to the Testimonies while promoting the furtherance of the general religious and charitable aims of the Religious Society of Friends (Quakers) in the area of West Kent and beyond.

Specific investment powers: To make investments in accordance with legal constraints and the ethical testimonies of the Religious Society.

Organisational structure: Day-to-day management is delegated to the Trustees who currently meet at least four times a year (once to include the Area Meting Clerk as required) and aim to include a representative from each of the four main meetings.

Trustees and Governance

Recruitment and appointment of trustees: All trustees are appointed by minute of West Kent Area Quaker Meeting in session. The Area Meeting appoints trustees, normally from its own membership. The body of trustees normally contains five or more persons. The appointments are reviewed at intervals not exceeding three years. A trustee can be re-appointed on no more than two occasions to give an unbroken term not exceeding nine years; that person cannot then be re-appointed as a trustee until a further three years has elapsed. The position of treasurer is vacant with two trustees serving as joint finance signatories in conjunction with the self-employed Finance Manager.

Public Benefit

When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

Activities and Achievements

1. Strengthening the life and witness of quaker meetings both in the area of West Kent Quakers and beyond

The year from April 2024 has shown that Quaker faith and practice create results slowly but effectively. We identified that we were challenged by our numbers, our age, our income, our stamina and by the requirements of trusteeship. Joining with 5 other regional Area Meetings in discussion, we learned that we were not alone with these issues, but also not alone in our determination to find solutions together. Quakers are indeed a 'society of friends'.

WK is no longer an Area Meeting with a broad age range, especially as it is lacking any children. Only recently, and mostly this past year, younger worshippers have joined local meetings and show great willingness to be involved, even dedicated. There is no way of knowing whether this is temporary or a long-term trend, but it is very welcome and hopeful.

Whilst some members have striven to make connections more broadly across the region, others were busy energizing their meetings and dealing directly and engaging with new attenders, young and old. Effective efforts have been shared and celebrated. Most of the local meetings have regular attendance of between 8 and a dozen. Each Meeting holds social events to foster friendships and hospitality.

Rochester Local Meeting meetings normally have about 15 attenders. It has enlivened its business meetings, incorporating them as a natural part of Meeting for Worship in its final quarter hour. This encourages attenders to stay for some period, contribute as they might and learn more about Quaker business methods. Regular study group meetings and Afterword sessions give time and space for sharing and learning. This practice has been copied by **Sevenoaks Local Meeting** successfully. Its monthly discussion group has explored several key Quaker issues. Sevenoaks also hosted a panel discussion where three young women talked about their work in different fields and described their jobs. Megan Hale, CO-Founder of Team Repair, Carys Herbert, a PhD Astrophysicist, and Abigail Barclay, Managing Director of Inspired Search and Selection. This was well attended, including by F/friends, family and the past and present Town Mayors, and thought provoking. **Tunbridge Wells** hosted an online discussion following the Salter Lecture, a tribute to Ada and Alfred Salter – an inspirational Quaker couple who lived in Bermondsey at the beginning of 20th century and transformed some of the worst slums in London with their visionary housing, public health and beautification policies. XR (Extinction Rebellion) and the local Green Party meet regularly in the MH as hirers.

Rochester Local Meeting hosts the Open House CIO homeless project which continues to provide a sadly necessary service. They continue to maintain a Quaker volunteer presence and are represented on its Trustees. Local Friends wish to use the Meeting House as a community resource, and they encourage hiring by groups whose objectives are broadly consonant with Quaker values. Friends continue to make knitted blankets which are distributed to those who are in fuel poverty. **Sevenoaks Local Meeting** continues to support Sevenoaks Welcomes Refugees, having been one of the first local groups to help establish it financially, leading to the town's becoming the first to be acclaimed a 'Town of Sanctuary'. **Tunbridge Wells** Meeting House offers YMCA accommodation of young people in need of stability. Habitat for Humanity lease the facilities rent free in return for ensuring the maintenance of the building.

Maidstone LM hires its rooms to a local Muslim group for use as a Mosque on a regular basis. Other hirers include a Jewish group and other social organisations. **Rochester Local Meeting** now has a room devoted as a Hindu place of worship. **Tunbridge Wells** hosts a Buddhist group.

All the Meeting Houses offer their premises to local groups including yoga, pilates, philosophy, AA groups, craft and mindfulness/meditation sessions. The annual Kent Ride & Stride fund raising event brings visitors to our Meeting Houses as well as the benefits of sponsorship.

Tonbridge and Sittingbourne Local Meetings meet monthly in hired rooms. Attendance varies but affords a community presence and is conveniently local to Friends. Each maintains Quaker worship and discussion.

Beyond West Kent: WKAM continues to develop its relationship with the other Areas Meetings in South East England in order to foster better practice and mutual support. West Kent supports other Quaker Meetings which make national appeals for specific help. The Area Meeting continues to send its representative to Sufferings and advertise national Quaker events throughout the Area Meeting via email.

Individual meetings have been supported throughout the year by a local Development Worker from the British Yearly Meeting (BYM) Vibrancy in Meetings programme. Ruth Audus has attended Zoom meetings of Trustees and Area meetings, as well as inviting West Kent Friends to discussions with other area meetings.

Quaker presence in the community: Each Meeting House stands as a reminder of the nearly 400 year history of the Society of Friends. Only Rochester Meeting House is placed centrally in the city. Our members are also active in their own communities and occupations. Our Quaker missions begin as we exit the door of our Meetings.

Visitors to our premises experience the simplicity and purposefulness of our surroundings. Posters, pamphlets and reading material are immediately available. Worshippers of any sort, background or faith are welcomed sincerely as we 'walk cheerfully over the world, answering that of God in everyone'.

2. Spreading the message of quakers and interpreting and developing the thought and practice of the religious society

Our Meeting Houses are regular public reminders of a Quaker presence in West Kent, not just as seen from the outside. The monthly 'footfall' of our buildings' facilities is a significant indication of 'outreach'. Several West Kent Friends comment regularly on social media and are happy to associate themselves and their opinions to the Quaker tradition. Kent Quakers, Quaker Space and Quaker Arts Network are active Facebook platforms for discussion. The average age of membership is above retirement and there are very few involved children. By using the facilities for positive good, both for Meetings and the communities, West Kent Quakers achieve most from the efforts available.

The annual 'Ride & Stride' Churches Together event in September afforded the opportunity to have a Quaker presence outside our Meeting Houses. Peace Pledge Union 'white poppies' have been advertised as being available from our meeting houses. Sevenoaks Meeting House garden has the 5 Testimonies displayed on posts, visible from the surrounding roads. Meeting houses display Quaker information, history and activities on their notice boards for all hirers to see. The West Kent website and Facebook presence give details of our meetings and our values, with links to national Quaker information. Individual Friends have gone out of their way to 'practise their faith and testimonies' locally in the community and with neighbours. Members have attended Pride marches as well as non-violent protests in regard to the environment, arms trade and immigration restrictions.

Local Meetings arrange topical discussions, weekly or monthly, centred on Quaker topics, readings or history. Resources are available from Friends House and bookshop as well as various Friends' publications. Area Meeting hosts special topical sessions as the opportunity and desire arise.

3. Undertaking quaker service for the relief of suffering at home and abroad

Mention has already been made of our Meetings' involvement with the homeless and the vulnerable. As each Local Meeting is empowered to authorise charitable resources, they find causes, concerns and activities which both meet our Quaker criteria and a perceived need. These range from a local shelter to international aid agencies. One such organisation has a personal connection with a local Friend: The Kudimba Foundation in Malawi for vulnerable children and young people. Funds raised and redundant technology both are sent to support this concern.

4. Funding the concerns that quaker meetings in the area of West Kent Quakers or beyond have adopted or agreed to support

Local Meetings raise funds for specific collections that they use for grants to individuals and organizations. Local meetings offer discounted hire charges to specific groups to support new ventures, struggling causes and the local AA groups. Collections for BYM, local Food Banks, mental health, addiction support and prisoner welfare during and after imprisonment are examples.

5. Providing for the pastoral care of individual members and attenders including assistance to those in need and for education

The Pastoral Friends provide care and fund practical issues for individual members. The bursary funds assist those in need or for education.

The Safeguarding Co-ordinator has acted as a channel of communication with Thirty-one:eight, the Churches Child Protection Advisory Service (CCPAS); he liaises with the East Kent Safeguarding officer as assistant. Our Safeguarding Policy is reviewed annually and is now modelled on the revised agreed BYM policy. There have been no referrals.

6. Maintaining and developing quaker meeting houses as places for public worship and from which to carry our witness into the world

The Meeting Houses themselves are kept in good order by the diligent work and efforts of our stewards and warden. The Local Meetings regularly show their gratitude for them. Friends have felt safe in joining communally in worship and social gatherings. Zoom meetings have been held in the manner of Friends, with eldership, oversight and regard for safeguarding. They have allowed house-bound and 'travel-reluctant' Friends to attend more regularly than previously, as well as attracting new attenders. Care has been taken to keep in contact with previous attenders who do not choose or have access to the Zoom facility.

The condition of our four meeting houses is maintained by quinquennial inspections by an independent surveyor. All A and B priority repairs and maintenance have been seen to and/or risk assessed. These are automatically paid for from central funds. The cost of major repairs has needed to be spread over four years since the most recent report. The general upkeep of the Tunbridge Wells Meeting House is the responsibility of the lease holders, Habitat for Humanity. Maidstone, Rochester and Tunbridge Wells meeting houses are overseen by paid stewards. Sevenoaks has a resident warden. Rochester Meeting House is a Grade 2 listed building.

Each meeting house is tasked with an annual risk assessment of its premises. Area meeting funds cover the costs of necessary repairs and improvements. Trustees ensure that the properties comply with the expectations of our insurers, Congregational Insurance, via Edwards Insurance Brokers who also serve several Quaker area meeting clients (including East Kent) and Woodbrooke.

7. Administering and maintaining the organisation of West Kent Quakers and contributing to the support of Britain yearly meeting

West Kent Quakers meet the 'public benefit' requirement of charities legislation, not only by welcoming public participation and the advancement of religion but also in other ways - by our support for community activities and by working to meet the needs of disadvantaged individuals and groups, as demonstrated by 'activities and achievements' above. Cross-county Zoom meetings have served to us in a sense of 'common cause'. Shared policies and administration support with East Kent have proved a boon.

POLICIES

Policies are reviewed annually. Changes may be needed for clarity or to fit developing circumstances. All changes, agreed by trustees, are recommended to Area Meeting for approval.

Data protection policy

The policy, presently under continuing review, sets out our approach to:

- ensure openness, transparency and fairness in the way we handle personal data;
- applying the Information Commissioner's 'information standards'; and
- to keep personal information secure.

As agreed, jointly with East Kent, a revised Data Consent form has been circulated.

Grant-giving policy

We have an Outreach Fund for the following purposes:

- To make non-friends, Friends and Attenders aware of what Quakerism has to offer, listening to the needs of others, and supporting Meetings in their spiritual development.
- To give our Quaker beliefs practical expression through service to the local and wider communities.
- Individual meetings may also make grants - for example, each local meeting has a Bursary Fund.

We also pay for our members and attenders to participate in courses that will either develop the spiritual life of the meeting or which support the individuals in the exercise of their responsibilities as clerks, trustees, overseers, prison ministers etc.

Investments selection policy

We do not feel that we have sufficient funds to engage in investments whose value may go down as well as up. We aim to place our money in ethically responsible banks (Co-op, Triodos, Charity Bank, Kent Savers Credit Union and Shared Interest currently).

Safeguarding policy

WKAM, in line with East Kent, has agreed to adopt the revised Policy distributed by BYM. Our Area Meeting, and its constituent Local Meetings, take seriously their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the Meeting's care. In reality we have no children regularly attending, we have no employees, we sponsor no over-night events and our elderly Friends are deemed safe in their homes, at Meetings or in professional care. None of these imply that abuse could not happen.

Each Meeting displays a statutory Safeguarding Notice giving details of local and national contacts: the Meeting's Safeguarding contact, West and East Kent's Safeguarding co-ordinators, BYM's Safeguarding contact and 31:8. Local contacts are sent updated guidelines annually.

The Area Meeting is committed to:

- Listening to, relating effectively to, and valuing children and young people whilst ensuring their protection within church activities;
- Having a robust appointments procedure for posts involving contact and supervision of the young and vulnerable adults;
- Encouraging and supporting parents/carers;
- Ensuring that children's/youth workers are given support and training;
- Having a system for dealing with concerns about possible abuse; and,
- Maintaining good links with the statutory childcare authorities.

Equal Opportunities Policy

West Kent Area Meeting is firmly committed to the principal of equality. It strives to create an environment in which all Friends, attenders and other users of our buildings and services are treated with dignity without discrimination, victimisation or harassment on the grounds of identification of all ranges of gender, marital status, race, ethnic origin, nationality, national origin, class, language, disability, sexual orientation, beliefs, appearance, age or economic circumstances.

WKAM opposes all forms of discrimination and prejudice that fails to respect the individual. Local Meetings must be made aware of this policy.

Health And Safety Policy

1. In concern for the well-being of everyone using West Kent Area Meeting (WKAM), proper care shall be taken to ensure internally and externally the buildings, plant, and equipment are in a safe condition and that all equipment and hazardous materials are stored safely.

2. WKAM shall comply with current Health and Safety legislation, including Food Hygiene regulations, by ensuring an annual Health and Safety risk assessment of our properties and grounds is carried out to ensure that all and any defects or shortcomings are properly considered and repairs and improvements implemented.

3. WKAM shall ensure quinquennial surveys, including a full gas and electrical examination, are carried out by professionally qualified people on all its properties.

4. WKAM shall ensure emergency evacuation procedures, fire appliances, and first aid kits are maintained and that safety notices are displayed in prominent locations in all of its Local Meeting Houses. Organisers of events using WKAM premise and grounds shall seek permission from the Local Meeting regarding use of candles and naked flames. Smoking and alcohol are not permitted.

5. Local Meetings shall ensure that users of their Meeting House take care, on leaving the premises, that everyone has left, that windows and doors are securely locked, and that keys to the property are returned promptly to those responsible for them.

6. Whilst the Trustees are responsible for overseeing the compliance with the Health and Safety Policy, the day-to-day management of the Policy shall be with the Members of the Local Meetings. Local Meetings shall be responsible for making sure users/hirers of their premises conform to Health and Safety legislation, particularly in respect to any electrical appliances they bring into the premises.

Risk Management Policy

West Kent Area Meeting shall monitor the risks involved in its activities. Trustees require annual Risk Assessments from each Local Meeting. The risks concerned are those to individuals (safety and electrical risks), risks to property (fire and water) and risks to the organisation itself (financial and legal compliance).

Procedures shall be largely practical in terms of who does what and when, and how it is recorded, and the triggers for action to be taken. This covers all Local Meetings covered by WKAM.

Hirers' Policy

We are pleased to hire rooms to organisations whose activities are within the framework of Quaker principles. These principles are to peace, justice, equality, integrity and sustainability.

A proposed booking may be refused if:

- the aims or policies of the Hirer or Guests are in serious conflict with Quaker principles.
- the Hiring purpose/intent is linked to a political party or associated with alcohol or tobacco, has links to the armed forces or armament industry, or to the incitement of hatred or violence.
- misbehavior has occurred during a previous hiring or at another Quaker property.
- the Hirer persistently breaches our Booking Conditions.
- a contravention of Safeguarding, Fire or Health and Safety regulations may reasonably be anticipated.

All current legislation and regulations must be complied with during the Hire Period so as to ensure that no discrimination takes place regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.

No smoking, alcohol, gambling (including raffles) or proscribed drugs are permitted anywhere on the Premises. Any use of alcohol or candles (naked flames) should be notified in advance and receive prior permission.

Hirers are responsible of the cost of negligent damage or breakage. Accidental damage should be reported as soon as possible to the warden.

Regular hirers must have their own public liability insurance.

Acceptance of any hiring agreement must have due regard for the safety and privacy of the resident warden. The warden's consent should be sought, but may not be sufficient if safety appears unduly at risk.

As there is no telephone access in our meeting houses, hirers should be aware that having access to their own mobile phone is expected.

When working or worshipping alone in our Meeting House:

Workers or worshippers, when alone in our Meeting Houses, may be vulnerable to unexpected visitors. Stewards, wardens and local meeting Friends should, in advance, inform the Meeting House cleaner at least by a note that someone might be calling in during the cleaning hours.

West Kent Area Meeting cannot guarantee or be responsible for the workers' or worshippers' safety, but must offer strategies for their protection:

- Inform someone else that you will be or are alone in the meeting house. Advise them when you have left.
- have access to a mobile phone on their person in case of emergency.
- if necessary, lock the front door as a precaution, with a note (e.g. 'Cleaning/worship in Progress') to signify that someone is inside and could open up for a *bona fide* caller.
- in the case of a potentially threatening or questionable entrant, the lone person should exit the building by any means and telephone the Police or suitable person.

Environmental Policy Statement

Everything we do in relation to the environment and sustainability is informed by these two guidelines from Quaker Faith and Practice, *Advices and Queries*, 1994:

Try to live simply. A simple lifestyle freely chosen is a source of strength. Do not be persuaded into buying what you do not need or cannot afford. Do you keep yourself informed about the effects your style of living is having on the global economy and environment?

We do not own the world, and its riches are not ours to dispose of at will. Show a loving consideration for all creatures, and seek to maintain the beauty and variety of the world. Work to ensure that our increasing power over nature is used responsibly, with reverence for life. Rejoice in the splendour of God's continuing creation.

Procedure For Dealing With Complaints Of Misconduct

The Complaint

Complaints about an individual must not be made in an open Meeting (e.g. LM, AM), with the exception of accusations of abuse, which should follow the safeguarding policy. All other complaints should, in the first instance be made to the appropriate Clerk, or in the case of a paid worker to the link Friend. If the complaint is of a complicated or serious nature the clerk can require that the complaint be put in writing.

Action to be taken by the Clerk

The Clerk should consider what action needs to be taken. If the complaint is easily resolved by speaking to the individual or group complained about then this is the appropriate action to take.

If the complaint is of a complicated or serious nature then the Clerk should appoint a Friend to investigate the complaint to determine whether there is a case to answer.

Action to be taken by the Investigator

The Investigator should make enquiries to ascertain whether there is a case to answer not to determine guilt or otherwise. He/she should interview the originator of the complaint, the person accused, any witnesses and any others they see fit. The Investigator will report back to the Clerk, who will make a decision to instigate a hearing if the finding of the Investigator warrants it.

Hearing

The Clerk, to whom the original complaint was made, will appoint a panel of three Friends, who have not been party to the issue of the complaint, to hear the complaint. The person making the complaint and the subject of the complaint will be able to put their case, and to call witnesses. The Panel will decide whether the complaint is justified and what action, if any, should be taken.

Appeal

Natural justice requires that either the complainant or the subject of the complaint should be able to appeal the decision of the Hearing Panel. In this case, an Appeal Panel will be convened by the Clerk, to whom the original complaint was made, of three Friends not already involved in the process. Both parties will again be able to make their case. The decision of the Appeal Panel is final. The complainant is encouraged to, and may, bring an advocate.

Financial review

General

The full financial results are set out on pages 17 to 27. In summary the total receipts from all sources amounted to £78,579 (2024: £59,427) and payments amounted to £70,561 (2024: £81,358). This resulted in a surplus on unrestricted funds of 8,018 before transfers (2024: deficit of £21,931).

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

Reserves policy

Our policy is to:

1) Hold reserves sufficient to cover 2 years' deficit or 1-year expenditure averaged from previous 3 years, whichever is greater. There are currently unrestricted reserves totaling £139,874 which equates to 24 months of expenditure. We also aim to hold 1% of our building insurance value in a Capital Reserve Fund, which is challenging given the high value of the Tunbridge Wells Meeting House.

2) Hold sufficient reserves to:
   i) Meet all repair bills and operating costs for our meeting houses; and,
   ii) Provide funding for any development projects that might be undertaken.

3) Once the above needs have been catered for, apply surplus funds for charitable purposes, while adhering to our position that it is for each of our constituent meetings to make their own decision about this.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statement for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statement unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its surplus or deficit for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgement and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 30 Nov 2025 and signed on its behalf by:

Duncan Dwinell (Trustee)

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2025

I report to the trustees on my examination of the accounts of West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Jonathan Healey FCA Date: 5 December 2025

Lindeyer Francis Ferguson Limited
North House
198 High Street
Tonbridge
Kent TN9 1BE

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Receipts and Payments Account
For the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Receipts					
Incoming resources from generated funds:					
Voluntary income	2	31,618	-	31,618	16,039
Generated income	3	43,590	-	43,590	40,156
Investment income	4	3,371	-	3,371	3,232
Total incoming resources		78,579	-	78,579	59,427
Payments					
Cost of generating funds:					
Costs of generating voluntary income	5	8,430	-	8,430	8,121
Fundraising trading	6	50,277	-	50,277	54,724
Charitable activities	7	9,820	-	9,820	16,707
Governance costs	8	2,034	-	2,034	1,806
Total resources expended		70,560	-	70,561	81,358
Net payments		8,019	-	8,018	(21,931)
Transfers between funds		-	-	-	-
Net movement in funds		8,019	-	8,018	(21,931)
Reconciliation of funds:					
Cash balances brought forward		131,856	-	131,856	153,787
Cash balances carried forward		139,875	-	139,874	131,856

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2025

	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Cash funds				
Co-operative current account	8,754	-	8,754	4,325
Co-operative deposit account	16,117	-	16,117	718
Charity Bank	76,849	-	76,849	74,397
	101,720	-	101,720	79,440
Other monetary assets				
Trade debtors	3,187	-	3,187	2,985
Gift aid receivable	7,586	-	7,586	8,352
	10,773	-	10,773	11,337
Investment assets				
Kent saver credit union	15,107	-	15,107	15,107
Tridos deposit account	22,547	-	22,547	36,809
Shared interest	500	-	500	500
	38,154	-	38,154	52,416
Assets retained for the Charity's own use				
Meeting house - Sevenoaks	929,516	-	929,516	825,788
Meeting house - Rochester	1,155,664	-	1,155,664	1,059,827
Meeting house - Tunbridge Wells	2,091,615	-	2,091,615	1,943,732
Meeting house - Maidstone	616,617	-	616,617	554,332
	4,793,412	-	4,793,412	4,383,679

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2025

	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Short term liabilities				
Accruals	5,580	-	5,580	2,698
	5,580	**-**	**5,580**	**2,698**

The receipts and payments account and statement of assets and liabilities were approved by the Trustees on 30 NOV 2025 and signed on their behalf by:

D Dwinell
Trustee

J Roberts
Trustee

1 ACCOUNTING POLICIES

Basis of preparation of the financial statements
The financial statements have been prepared under the receipts and payments basis and in accordance with legal requirements. In preparing the Financial Statements the Charity complies with the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the charitable incorporated organisation. Monetary amounts in these financial statements are rounded to the nearest £.

There are no material uncertainties about the charitable incorporated organisation's ability to continue, so the going concern basis of accounting has been adopted.

Cash funds
This includes all cash and bank and building society current and deposit accounts where the money can be accessed immediately.

Other monetary assets
This includes trade debtors, and other debtors which relates to gift aid income accrued.

Investment assets
This includes all other bank and building society accounts where the money cannot be accessed immediately.

Assets for the Charity's own use
The assets held for use by the charity comprise the Meeting Houses which are vested in the name of Friends Trusts Limited as custodian trustees. The properties are stated at their insurance value.

The Meeting Houses within assets retained for the charity's own use are currently legally owned by, and available for use by, West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain.

Liabilities
This includes all amounts immediately due for payment and those payable in the future.

1 ACCOUNTING POLICIES continued

Receipts
All income is included in full when received.

Voluntary income is received by way of donations, grants and legacies, and includes any gift aid recovered.

Investment income is bank interest received, split between that received from cash funds and investment assets.

Incoming resources from charitable activities relates to Outreach and Inreach activities.

Payments
All payments are included in full when paid.

Costs of generating funds includes all costs associated with generating income from all sources other than undertaking charitable activities.

Charitable activities costs comprise all the expenditure incurred by the charity which relates to the services provided in undertaking events and projects which directly contribute to the acheivement of it's charitable aims and objectives.

Governance costs includes all direct costs including professional fees and costs relating to compliance with constitutional and statutory requirements.

Support costs provide the organisational infrastructure that enables the output producing activities to take place and have been apportioned to each of the categories of expenditure as detailed in Note 9.

2 VOLUNTARY INCOME

	2025	2024
	£	£
Donations	31,618	16,039

The comparative figure includes restricted income of £Nil.

3 ACTIVITIES FOR GENERATING FUNDS

	2025	2024
	£	£
Lettings	41,224	36,458
Recharged insurance premiums	1,930	3,072
Other income	436	626
	43,590	40,156

The comparative figure includes restricted income of £Nil.

4 INVESTMENT INCOME

	2025	2024
	£	£
Bank interest	3,371	3,232

5 COSTS OF GENERATING VOLUNTARY INCOME

		2025	2024
		£	£
Support costs	Note 9	8,430	8,121

The comparative figure includes expenditure from restricted funds of £Nil.

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

		2025	2024
		£	£
Rent and water		2,096	1,853
Heat and light		9,593	14,946
Maintenance, repairs and safety checks		13,101	11,786
Cleaning		12,742	13,860
Support costs	Note 9	12,745	12,279
		50,277	54,724

The comparative figure includes expenditure from restricted funds of £Nil.

7 CHARITABLE ACTIVITIES COSTS

		2025	2024
		£	£
Grants to individuals, Outreach and local projects		225	6,103
Conferences		838	750
Memberships		934	1,161
Sundries		31	1,186
Support costs	Note 9	7,792	7,507
		9,820	16,707

The comparative figure includes expenditure from restricted funds of £Nil. Within the grant figure above, £Nil (2024: £2,000) was donated to Britain Yearly Meeting.

8 GOVERNANCE COSTS

	2025	2024
	£	£
Independent examination and accountancy	2,034	1,806

The comparative figure includes expenditure from restricted funds of £Nil.

9 SUPPORT COSTS

	2025	2024
	£	£
Communications cost	1,810	1,341
Printing, postage and stationery	90	787
Stewardship	12,790	12,589
Insurance	5,291	5,006
Travel	620	945
Wages - Finance administrator	8,366	7,239
	28,967	27,907

9 Support costs (continued)

Support costs which have not already been allocated to the appropriate activity cost, are those which provide the organisational infrastructure that enables the output producing activities to take place, and have been apportioned on an estimated use basis as follows:

	2025 £	2024 £
Cost of generating voluntary income	8,430	8,121
Fundraising trading	12,745	12,279
Charitable activities costs	7,792	7,507
	28,967	27,907

10 NET INCOME

Net income is stated after charging:	2025 £	2024 £
Independent examiners fee	2,034	1,806

11 TRUSTEES' REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration (2024: none) and two trustees (2024: one) were reimbursed £127 (2024: £32) for expenses during the year.

12 FUNDS

General funds
The general funds of the charity are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.

Designated funds
The designated funds of the charity are funds committed by the trustees for expenditure on particular activities. Details of the designated funds can be seen at the end of the note.

Restricted funds
These are the funds of the charity that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Current year	At 1 April 2024 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2025 £
Unrestricted funds					
General funds					
Maidstone General fund	-	13,938	(12,865)	(1,073)	-
Rochester General fund	-	25,370	(19,199)	(6,172)	-
Sevenoaks General fund	-	11,390	(10,500)	(890)	-
Tunbridge Wells General fund	-	11,332	(9,390)	(1,942)	-
Sittingbourne LM	-	318	(313)	(5)	-
Tonbridge LM	-	-	(396)	396	-
Area General fund	100,691	16,232	(16,753)	9,685	109,854
Total general funds	100,691	78,579	(69,416)	-	109,854
Designated funds					
Maidstone Bursary fund	1,729	-	(35)	-	1,694
Maidstone Legacy fund	8,782	-	-	-	8,782
Rochester Spiritual Development fund	12,639	-	(970)		11,669
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Area Outreach fund	4,299	-	(140)	-	4,159
Total designated funds	31,165	-	(1,145)	-	30,020
Total unrestricted funds	131,856	78,579	(70,561)	-	139,874
Total funds	**131,856**	**78,579**	**(70,561)**	**-**	**139,874**

12 FUNDS continued

Prior year

	At 1 April 2023	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2024
	£	£	£	£	£
Unrestricted funds					
General funds					
Maidstone General fund	-	230	(230)	-	-
Rochester General fund	-	5,153	(5,153)	-	-
Sevenoaks General fund	-	2,835	(2,835)	-	-
Tunbridge Wells General fund	-	5,197	(5,197)	-	-
Area General fund	109,221	45,588	(1,866)	(52,252)	100,691
Total general funds	109,221	59,003	(15,281)	(52,252)	100,691
Designated funds					
Maidstone Bursary fund	7,863	-	(6,134)	-	1,729
Maidstone Legacy fund	8,782	-	-	-	8,782
Sittingbourne fund	-	424	(424)	-	-
Rochester Spiritual Development fund	13,529	-	(890)		12,639
Tonbridge fund	2,664	-	(2,664)	-	-
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Sevenoaks Legacy Fund	473	-	(473)	-	-
Area Premises fund	-	-	(52,252)	52,252	-
Area Outreach fund	4,539	-	(240)	-	4,299
Rochester General Meeting	3,000	-	(3,000)	-	-
Total designated funds	44,566	424	(66,077)	52,252	31,165
Total unrestricted funds	153,787	59,427	(81,358)	-	131,856
Total funds	**153,787**	**59,427**	**(81,358)**	**-**	**131,856**

Maidstone Bursary, Rochester Spiritual Development and **Tunbridge Wells Bursary funds** are all monies set aside for the use of Quakers for courses and training.

Sittingbourne fund and **Tonbridge fund** are for the two Quakers' meetings who hire premises monthly.

12 FUNDS continued

Maidstone Legacy fund, Sevenoaks Legacy fund, Tunbridge Wells Legacy fund, and **Rochester General Meeting** are for occassional funds from deceased Quakers in these areas.

Area Premises fund pays for the work on all buildings throughout the year.

Area Outreach fund covers activities during the year.

Area Reserve fund is a designated fund that the Trustees have considered to be required to cover shortfalls in any of the other designated funds that may arise from time to time.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRIT

England & Wales - Charity number 1166299

Accounts

Registered Charity number: 1166299

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain

TRUSTEES' ANNUAL REPORT
INCLUDING RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED
31 MARCH 2024

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CONTENTS

	Page
Charity Information	1
Strategic Report	2
Trustees' Report	5
Independent Examiner's Report	17
Receipts and Payments Accounts	18
Statement of Assets and Liabilities	19
Notes to the Receipts and Payments Accounts	21

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CHARITY INFORMATION

Charity name:	West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as **West Kent Quakers**)
Trustees:	Liz Whelan Duncan Dwinell Merrill Woolf Estella Lovett John Roberts Eleanor Brooks Janet Aldyth Rowe
Registered Charity number:	1166299
Principal Address:	c/o West Kent Area Meeting 30 Hollybush Lane Sevenoaks Kent TN13 3TJ
Independent Examiner:	Jonathan Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE
Bankers:	The Co-operative Bank plc Business Direct PO Box 250 Skelmersdale Lancashire WN8 6WT
Solicitors:	Gullands Solicitors 16 Mill Street Maidstone Kent ME15 6XT
Custodian Trustees:	Friends Trusts Limited

STRATEGIC REPORT
FOR THE YEAR ENDED 31 MARCH 2024

Finance, Mission, Structure, Administration and Management

Accounts

Our end of year accounts show a net loss of over £21,931 resulting from higher than expected expenses and lower than expected membership donations. Losses have occurred in previous years and have been intentionally accepted by trustees as prudent and responsible uses of our non-assigned savings: stewardship, maintenance and repairs. The lower donations level is, however, below average.

Cash assets:	**Income from hiring:**	£37,084	**Budget:** £37,000
1 April 2023: £153,787	**Income from donations:**	£16,039	**Budget:** £20,000
31 March 2024: £131,856	**Expenses:**	£81,358	**Budget:** £71,150

Charitable mission

WKAM (West Kent Area Meeting) maintains its charitable status by offering venues and opportunities for public worship. Local Meetings (LMs) collect individually for chosen charities. Meanwhile, WK Area Meeting paid out £6,103 to be redistributed to other Quaker charities and causes, including £2,000 to Britain Yearly Meeting (BYM). Some of the Local Meetings allow lower rates of hire for particular clients as a gesture of goodwill and in accordance with our charitable mission. The AA hiring charges at our Meeting Houses (MHs) are set lower than the normal full charge. Reduced rates amount to a £3,300 subsidy for Rochester's Open House Project and Winter Shelter. Hosting the Winter Shelter for 13 weeks impacts other potential hiring which could bring in a further £1,500 per annum. Tunbridge Wells MH is leased to the YMCA rent free. The difference between full standard rate and actual receipts is viewed as a 'charitable donation' to those clients.

Structure and governance

WKAM consists of 4 Local Meetings with Meeting Houses and 2 Local Meetings* in hired accommodation: Maidstone, Rochester, Sevenoaks, Sittingbourne*, Tonbridge* and Tunbridge Wells. It has an approximate income of £60k pa and outgoings of £80k pa, drawing annually on non-allocated or unrestricted funds. Membership and attenders listed are about 120.

Trustees

WKAM is a Charitable Incorporated Organisation (CIO) under the aegis of BYM, established in 2016 and accountable directly to the Charity Commission (CC) for its financial affairs with its submission of the Trustees Annual Report and Accounts (TARA). This is one of the main elements of trusteeship. Trustees inform, advise and recommend to Area Meeting all matters of finance, property, investments, insurance, maintenance and repair. Decisions are made only with prior authority from Area Meeting and in accordance with agreed and stated policies. The annual budget is presented to AM for approval before its implementation. Without trustees, our AM would cease to have legal accountability.

Presently WKAM has 7 trustees: 5 from WK itself and 2 appointed from East Kent (EK), both of these being well acquainted with our situation and previously known. By the end of December next year (2025) none of these can be guaranteed to be able and willing to continue their appointments. At least 2, however, hope to be serving until 2027. Quaker Faith and Practice (QF&P) states a limit of 3 consecutive terms of 3 years each; this applies to 3 present trustees who will have served for 9 years. Family situations and other personal restraints apply to the other 4. We therefore have an 18 month window to appoint up to 5 new trustees.

Administration

WKAM has adopted an administrative model rather different from the 'standard model' of QF&P: more centralised, more professionalised and with fewer posts of responsibility. 15 years ago all posts of responsibility were held by Quakers voluntarily appointed. Only cleaners and window washers were paid. When Area Meeting found it difficult to fill Area Meeting roles and posts of responsibilities, the Local Meeting 'stewardship model' was already a successfully working precedent on which to model a centralised system. This had the advantages of unifying Area Meeting roles and responsibilities and dealing with several administrative matters. With the advent and normalisation of internet banking, cheque books and therefore local accounts and local treasurers were no longer necessary.

Presently WKAM engages several self-employed workers via Service Level Agreements (SLA), paid at market rates or better; it has no employees. WKAM therefore pays no 'wages', thus avoiding issues concerning 'employment': no pensions and no holiday or sick pay. LMs have no financial status or legal status to hire workers. The downside is that, by professionalising so much of the structure, WKAM has to pay a price: it spends more than it takes in. Now we have fewer active members and a larger list of expenses.

Unified management

What this creates is a structure managed by our professional Finance Manager with experience in the charity sector and supervised by 2 trustees with no claim to expertise. There is no treasurer as such. This situation is a result of several factors, but mainly the burden of responsibility put on volunteers for increasingly complex duties has meant that these were more effectively done by paid workers. Our Finance Manager keeps the books, issues invoices, receives payments, pays our workers and all our bills, and prepares our accounts for trustees. Each Meeting House has a paid steward or resident warden with responsibilities for premises maintenance, risk assessment reports, hygiene and security as well as co-ordinating our hiring clients. Presently each LM has its cash flow recorded and tallied by a single bookkeeper. Local funds are kept identified and discreet by their column headings on the spreadsheet.

WK engages an auditors' firm to examine and prepare its financial statement for the Charity Commission in co-ordination with the Finance Manager's spreadsheet of our accounts.

All hiring income is retained by WKAM central funds. LMs/stewards/wardens claim for cleaning materials, kitchen supplies and whatever else might be a 'landlord responsibility'. LM donations (cash and online [cheques are now very rare]) are ascribed to the LM source. For the financial year 2023-24, trustees set a 50:50 ratio, returning the LM share to a budget for Discretionary Charitable Donations. This arrangement will cease from April 2024. In fact, the only financial decisions an LM has needed to make is which good causes should receive the beneficence of their donations.

MHs are served and invoiced by the same utility firms for gas, electricity and water. All MHs are Fire inspected and maintained by the same firm. The quinquennial, gas and electrical inspections are done by common firms. These are all paid for as 'landlord expenses' from central funds; LMs have no dealings with the arrangements other than turning a key. Each month a report of the hours and rates for each hirer is sent to the Finance Manager for invoicing. Any questions are dealt with between these 2 parties and do not require local members' involvement. This may sound as though 'all power has been stripped from Local Meetings', but this relieves the burden of housekeeping responsibilities.

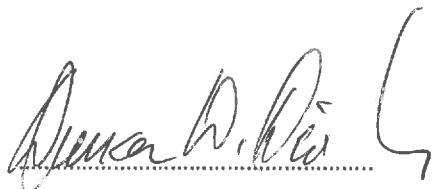
Reserves

By combining our Local Meetings' reserve funds some few years ago, WKAM has had a considerable savings balance whilst maintaining a prudent level of reserves, serving all the meetings (see 'Policies'). Trustees have been able to use these excess funds to meet the shortfall between income and expenses. Hiring revenue is our main source of income, last year amounting to 49% of expenses, while members' contributions covered a lower than normal 20% of costs. The remainder was covered from unallocated savings funds. Trustees are aware that this pattern, exacerbated by reduced hiring income during and following lockdown and significantly increased prices, is ultimately unsustainable. We have reserves sufficient for only a few years of these proportions.

Safeguarding and Data Protection

This is currently shared with East Kent. Merger of East and West Kent Area Meetings has been discussed, but will have to wait for other more pressing matters. WK has also been considering collaboration with other South East England Area Meetings.

At the heart of all this is simplification: allowing members to concentrate on whatever Quaker activity their membership might wish to pursue.



Duncan Dwinell, on behalf of the trustees of WKAM-CIO

Date: 23 September 2024

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The trustees submit their report together with the financial statements of the charity for the year ended 31 March 2024.

Structure, Governance and Management

Description of Charity's trusts: Constitution dated 12 March 2016 and charity commission scheme.

Objects of the charity: To provide places of public worship in the manner of Friends and a public witness to the Testimonies while promoting the furtherance of the general religious and charitable aims of the Religious Society of Friends (Quakers) in the area of West Kent and beyond.

Specific investment powers: To make investments in accordance with legal constraints and the ethical testimonies of the Religious Society.

Organisational structure: Day-to-day management is delegated to the Trustees who currently meet at least four times a year (once to include the Area Meting Clerk as required) and aim to include a representative from each of the four main meetings.

Trustees and Governance

Recruitment and appointment of trustees: All trustees are appointed by minute of West Kent Area Quaker Meeting in session. The Area Meeting appoints trustees, normally from its own membership. The body of trustees normally contains five or more people. The appointments are reviewed at intervals not exceeding three years. A trustee can be re-appointed on no more than two occasions to give an unbroken term not exceeding nine years; that person cannot then be re-appointed as a trustee until a further three years has elapsed.

Since January 2020 East and West Kent trustee meetings have been attended by at least one trustee from the other area meeting. West Kent now has two trustees appointed from EKAM. The position of treasurer is vacant with two trustees serving as joint finance signatories in conjunction with our self-employed Finance Manager.

Public Benefit

When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

Activities and Achievements

1. Strengthening the life and witness of quaker meetings both in the area of West Kent Quakers and beyond

The year from April 2023 has seen the challenges exaggerated by the previous period of Lockdown. The four Meeting House weekly meetings for worship and two monthly local meetings have been attended regularly, serving members, attenders and visitors. Some worshippers have continued with the online Zoom worship provided via Tunbridge Wells meeting and other Quaker sites. There have been fewer worshippers at two of the 6 Local Meetings while Sevenoaks and the 2 monthly Local Meetings have maintained their attendance throughout. Rochester has prospered with an increasingly involved group of attenders.

Maidstone Meeting, having transferred its Meetings for Business to Rochester Local Meeting in the previous year, has diminished in regular numbers due to deaths and ill health. Attenders and visitors continue to join the worship meetings, but irregularly. Maidstone Meeting House serves as a community resource for several groups, binding different faiths and local needs and interests. The Meeting House still hosts the Muslim Centre on a regular basis and a Jewish group on a monthly basis, as well as continuing their support for 4 local AA groups. Hiring is effectively full with new groups this year including counselling, a group for brain injury recovery and two more worshipping groups. The MH was open in May for use as a Polling Station.

The Rochester section is written partly in 3rd person, consistent with the rest of the annual report, but often slips into 1st person with "our" being used.

Rochester Meeting: The weekly Meeting for Worship has over 12 attendees. Their monthly Meeting for Worship for Business now follows immediately after a shorter (45min) Meeting for Worship and this has resulted in 8-10 (including newer Friends) attendees. Rochester Friends have welcomed visitors from other Meetings and churches. Newer Friends have continued to attend and have injected energy, challenges and questions into the Meeting. No members have left, joined, transferred or died in the past year.

Several Rochester Friends hold Area Meeting appointments: a Meeting for Suffering representative, an Area Meeting Trustee, an Area Meeting Nominations representative and the Convenor of the Spiritual Stewardship Group. They have appointed a new LM Clerk and Assistant Clerk as well as nominating person to liaise with the Outreach initiative "Discovering Quakers".

The Spiritual Stewardship Group, open to all, also meets to discuss broader concerns in depth. The regular Study Group is discussing 'Quaker Faith & Practice'. Several members attended the Woodbrooke course on "Simpler Meetings". The newly appointed Clerk attended an on-line Woodbrooke course on the right holding of Business Meetings.

The Rochester Spiritual Development Bursary Fund assisted one who sought clearness on her career path by funding a retreat at Claridge House. Nineteen members attended a day together at The Friars', Aylesford, at which the Kindlers led a session: "Exploring Spirituality", also funded from the Spiritual Development Bursary Fund.

Hiring income has increased, offering facilities for 21 organisations. The front access path which presented a safety risk has been re-laid. The Meeting House, being a listed building, limits major energy saving modifications. The Steward is vigilant in ensuring that there is a welcoming presence while minimising utility costs.

Rochester Meeting has renewed its membership of Medway Interfaith Action and seeks to support their activities in promoting inter-faith harmony, having donated from charitable funds. Two thousand pounds has been donated to Britain Yearly Meeting. Rochester continues to respond to Meeting House Appeals and has donated to Thirsk Meeting House Appeal, Malton Meeting House Appeal and to the Belfast Frederick Street Appeal.

Friends continue to make knitted blankets which are distributed to those who are in fuel poverty. The Meeting supports the Open House CIO homeless project which continues to thrive, and have agreed to discount the hiring cost for this project as part of our social action, equivalent to £2,520 as a charitable donation. The Meeting also continues to maintain a Quaker volunteer presence and is represented on the Board of Trustees. Rochester offered facilities and support for a Medway Winter Shelter at a similar discounted rate to Open House, estimated at £585. Rochester Friends wish to use their Meeting House as a community resource and encourage hiring by groups whose objectives are broadly consonant with Quaker values.

A shared lunch after Meeting is scheduled once a month to strengthen their community. The website rochesterquakers.org.uk continues to be developed and is aimed at enquirers and hirers at a cost of £90 p.a. in conjunction with the existing Facebook presence. Rochester has purchased library books to the value of £300, including compiling "Welcome Packs" to assist outreach to visitors and enquirers.

Sevenoaks Meeting: Attendance has been constant, with an average of 7.7 people a week, welcoming several visitors. One of the members regularly attends the Glenthorne on-line meeting.

The Meeting has welcomed a regular attender and one Friend has resigned from the Society. The Friend in a Care Home attends Meetings for Worship via the Zoom Link from Tunbridge Wells, but was able to attend a Bring & Share lunch in the Meeting House.

Liz Whelan is correspondence clerk to the Trustees and Duncan Dwinell is convenor with oversight for finance as well as Safeguarding Coordinator for West Kent. Two Friends continue to serve on the Nominations Committee. The Meeting has 3 Pastoral Friends, formerly Elders and Overseers.

The warden and his wife returned to Australia this year. Their place has been taken by their daughter and her husband.

Extensive work has been done on the garden by two gardeners fortnightly. The result is very welcoming, and the cost is felt worthwhile. Following notification from the warden of the deterioration of the flat roof fire escape, work has been completed with minor repairs underneath and it has been entirely re-felted. The walking tiles have also been replaced with purpose designed rubber matting, allowing free drainage. The work is guaranteed for 20 years.

The Meeting has collected donation funds for Woodbrooke Quaker Study Centre, Kudimba, D'Vine Singers, Quaker Action on Alcohol and Drugs, Quaker Mental Health Fund, the League of Friends at Sevenoaks Hospital and for Sevenoaks Welcomes Refugee.

From the Charity Budget, Sevenoaks donated to: Hospice in the Weald, Sevenoaks Welcomes Refugees, Princess Christian Trust, Spadework, Bernard Baron Cottages, Quaker Housing Trust, Samaritans, MENCAP, Citizen's Advice Bureau, and the Malton Quaker Meeting Project. The Meeting continues to use a collection box for the local foodbank, Sevenoaks Loaves & Fishes.

The AA and a Pilate's group have continued to use the Meeting House regularly and a U3A philosophy group meets monthly. New hirers include: Little Monsters Massage, Pip's Yoga, Kadampa Meditation Centre and Grumpy Pony Table-Top Games. The Meeting House was open to the annual Ride&Stride Churches Together event.

Sevenoaks maintains its own website, a Facebook page and a newsletter which is distributed online with paper copies available in the meeting house.

Friends held a 'bluebell walk' and shared readings and pictures session, focusing on Spirituality. They hosted a day's session with the Kindlers Group which was attended by Friends from Sevenoaks, Tonbridge, Sittingbourne and Rochester meetings. The subject was "Deepening Worship" and "Vocal Ministry"

The Discussion Group has finished using the booklet, *12 Quakers and Truth*, and has started *12 Quakers and Equality.*

Sevenoaks Welcomes Refugees expressed its gratitude for the spiritual and financial support Sevenoaks Quakers have offered, contributing to Sevenoaks becoming the first town in Britain to be recognised as a Town of Sanctuary in June 2023.

Tunbridge Wells Meeting has between 4 to 12 people at Meeting for Worship each week, including several new attenders and enquirers. A Friend was welcomed into membership this year and another attender has asked to initiate the membership process.

Tunbridge Wells Meeting House continues the Zoom Meetings which are used by two people regularly and up to two or three others occasionally. The reliability of the Internet connection has now been improved with the change in service provider, the upgrading of the laptop and the improvement of the microphone The Meeting House is being hired out weekly by two hirers. One is a local Triratna Buddhist group and the other is a private counsellor.

Tunbridge Wells MH held an online discussion group on the Salter Lecture, delivered by the Quaker ecological philosopher Rupert Read, and opened this up to the Area Meeting to attend. Friends found it helpful to share thoughts and feelings about the climate crisis with one another.

The Meeting House was opened as part of the annual Heritage Open Day initiative with information on the walls and Friends showing people around. Welcome and refreshments were offered to walkers and cyclists taking part in Kent Churches Ride & Stride. Tunbridge Wells MH has a new website for outreach and already 'seekers' come to meeting for worship as a result.

The Meeting has been hugely supported by having a paid Steward who is also an active member of the meeting. The Steward has met with and liaised with representatives from Habitat for Humanity (HfH) and West Kent YMCA for repairs and work to be identified.

The Stewardship Group has been used to filter and address practical issues and has so far functioned well using a WhatsApp group.

From its Charitable Budget allocation, the meeting identified five local organisations to share the money equally between: Domestic Abuse Volunteer Support Services, Nourish Food Bank, The Hub, Crosslight and the local Community Larders.

The Tunbridge Wells Meeting House is unique in West Kent and rare more widely in that it offers leased space and usage with the YMCA hostel programme, rent free, in partnership with Habitat for Humanity. This has proved entirely successful. There are 9 flats available for affordable housing of young people. The project was deemed a 'beacon example' by the Bishop of Rochester as an example of creative use of resources and space. While the AM owns the building, it has no responsibility for its running expenses other than the few rooms the LM uses. Insurance costs are reimbursed. Without this arrangement and Quaker involvement, the project would not be possible. Quaker trustees and executives from both the YMCA and HfH work closely. At least one of our members opened their home and has given accommodation to Ukrainian refugees. The Meeting has been actively participating in the Tunbridge Wells Interfaith Group.

Sittingbourne Local Meeting holds monthly meetings for worship held in the manner of Friends in a hired room. They have a reading from 'Quaker Faith & Practice', from 'Advices & Queries', or some other suitable source. They are at present a small group made up of approximately equal numbers of Friends and Attenders. Six to 8 people are expected to be present at each meeting for worship. The Meeting supports the Swale Food Bank. A discussion group joins together via Zoom monthly.

Tonbridge Local Meeting holds monthly meetings for worship held in the manner of Friends in a hired room attended by local Friends and attenders, with varying numbers. It supports all the post holders through regular contact and discussion. Courses to develop their roles, special interests and social concerns have been available via Zoom and latterly in face-to-face groups.

Beyond West Kent: WKAM continues to develop its relationship with East Kent Area Meeting in order to foster better practice and mutual support for its trustees and Safeguarding. WK supports other Quaker Meetings which make national appeals for specific help. The Area Meeting continues to send our representative to Sufferings and advertise national Quaker events throughout the Area Meeting via email.

Individual meetings have been supported throughout the year by a local Development Worker from the British Yearly Meeting (BYM) Vibrancy in Meetings programme. Ruth Audus has attended Zoom meetings of Trustees and Area meetings, as well as inviting WK Friends to discussions with other area meetings.

West Kent Area Meeting is actively involved in seeking collaboration in governance with other Area Meetings, especially but not exclusively, in South East England.

2. Spreading the message of quakers and interpreting and developing the thought and practice of the religious society

The annual 'Ride & Stride' Churches Together event in September afforded the opportunity to have a Quaker presence outside our Meeting Houses. Peace Pledge Union 'white poppies' have been advertised as being available from our meeting houses. Sevenoaks Meeting House garden has the 5 Testimonies displayed on posts, visible from the surrounding roads. Meeting houses display Quaker information, history and activities on their notice boards for all hirers to see. The West Kent website and Facebook presence give details of our meetings and our values, with links to national Quaker information. Individual Friends have gone out of their way to 'practise their faith and testimonies' locally in the community and with neighbours. Members have attended non-violent protests in regard to the environment, arms trade and immigration restrictions.

Our Meeting Houses are regular public reminders of a Quaker presence in West Kent, not just as seen from the outside. The monthly 'footfall' of our buildings' facilities is a significant indication of 'outreach'. Users range from mothers and babies, to yoga and Pilates groups, poetry and philosophy clubs, meditation sessions, several AA groups and worshippers of other faiths.

Several WK Friends comment regularly on social media and are happy to associate themselves and their opinions to the Quaker tradition. Kent Quakers, Quaker Space and Quaker Arts Network are active Facebook platforms for discussion. The average age of membership is above retirement and there are very few involved children. By using the facilities for positive good, both for Meetings and the communities, West Kent Quakers achieve most from the efforts available.

3. Undertaking quaker service for the relief of suffering at home and abroad

Mention has already been made of our Meetings' involvement with the homeless and the vulnerable. As each Local Meeting is empowered to authorise budgeted charitable resources, they find causes, concerns and activities which both meet our Quaker criteria and a perceived need. These range from a local shelter to international aid agencies. One such organisation has a personal connection with a local Friend: the Kudimba Foundation in Malawi for vulnerable children and young people. Funds raised and redundant technology are both sent to support this concern.

4. Funding the concerns that quaker meetings in the area of West Kent Quakers or beyond have adopted or agreed to support

Local Meetings raise funds for specific collections and are allocated funds based on their hiring income that they use for grants to individuals and organizations. Over £10,000 was donated to a variety of charitable causes. Moreover, Local meetings offer discounted hire charges to specific groups to support new ventures, struggling causes and the local AA groups.

5. Providing for the pastoral care of individual members and attenders including assistance to those in need and for education

The Pastoral Friends/Overseers provide care and fund practical issues for individual members. The bursary or overseers' funds assist those in need or for education.

The Safeguarding Co-ordinator has acted as a channel of communication with Thirty-one:eight, the Churches Child Protection Advisory Service (CCPAS); he liaises with the East Kent Safeguarding officer as Assistant. Our Safeguarding Policy is reviewed annually and is now modeled on the revised agreed BYM policy. There have been no referrals.

6. Maintaining and developing quaker meeting houses as places for public worship and from which to carry our witness into the world

Friends have felt safe in joining communally in worship and social gatherings. Zoom meetings have been held in the manner of Quakers, with eldership, oversight and regard for safeguarding. They have allowed house-bound and 'travel-reluctant' Friends to attend more regularly than previously, as well as attracting new attenders. Care has been taken to keep in contact with previous attenders who do not have access to, or prefer not to, use the Zoom facility.

The condition of our four meeting houses is maintained by quinquennial inspections by an independent surveyor. All A and B priority repairs and maintenance have been seen to and/or risk assessed. These are automatically paid for from central funds. The cost of major repairs has needed to be spread over three years since the most recent report. The general upkeep of the Tunbridge Wells MH is the responsibility of the lease holders, Habitat for Humanity. Maidstone, Rochester and Tunbridge Wells meeting houses are overseen by paid stewards. Sevenoaks has a resident warden. Rochester Meeting House is a Grade 2 listed building.

Sustainability and energy conservation have played a large part in improvements at Maidstone and Sevenoaks, especially double glazing. Tunbridge Wells has been completely modernized and Rochester has a more efficient heating system installed. Disabled access has been improved at Sevenoaks and Tunbridge Wells. Rochester Meeting and The Open House Project based there have embraced the Plastic Free Medway call to reduce the use of single use plastic and additionally to use kinder and more ecologically friendly products.

Each meeting house is tasked with an annual risk assessment of its premises. Area meeting funds cover the costs of necessary repairs and improvements. Trustees ensure that the properties comply with the expectations of our insurers, Congregational Insurance, via Edwards Insurance Brokers who also serve several Quaker area meeting clients (including East Kent) and Woodbrooke.

Each meeting house displays notices of activities for the public to read and the West Kent website offers timely information. Meetings advertise their events in the local free-distribution neighbourhood leaflets. WKAM is working to reduce its carbon footprint through the reduced use of plastics and opting for environmentally friendly cleaning and toiletry items.

7. Administering and maintaining the organisation of West Kent Quakers and contributing to the support of Britain yearly meeting

West Kent Quakers meets the 'public benefit' requirement of charities legislation, not only by welcoming public participation and the advancement of religion but also in other ways. For example, by our support for community activities and by working to meet the needs of disadvantaged individuals and groups, as demonstrated by the activities and achievements shown in Section 3. Cross-county Zoom meetings have served to unite both West and East Kent Quakers in a sense of 'common cause'. Shared policies and administration support has proved a boon.

Policies

Data protection policy

The policy, presently under continuing review, sets out our approach to:

- ensuring openness, transparency and fairness in the way we handle personal data;
- applying the Information Commissioner's 'information standards';
- keeping personal information secure.

We have agreed, jointly with East Kent, a revised Data Consent form.

Grant-giving policy

We have an Outreach Fund for the following purposes:

- To make non-friends, Friends and Attenders aware of what Quakerism has to offer, listening to the needs of others, and supporting Meetings in their spiritual development.
- To give our Quaker beliefs practical expression through service to the local and wider communities.
- Individual meetings may also make grants - for example, each local meeting has a Bursary Fund.

We also pay for our members and attenders to participate in courses that will either develop the spiritual life of the meeting or which support the individuals in the exercise of their responsibilities as clerks, trustees, overseers, prison ministers etc.

Investments selection policy

We do not feel that we have sufficient funds to engage in investments whose value may go down as well as up. We aim to place our money in ethically responsible banks (Co-op, Triodos, Charity Bank, Kent Savers Credit Union and Shared Interest currently). Our CAF accounts have recently been closed.

Safeguarding policy

WKAM, in line with East Kent, has agreed to adopt the revised Policy distributed by BYM. Our Area Meeting, and its constituent Local Meetings, take seriously their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the Meeting's care. In reality we have no children regularly attending, we have no employees, we sponsor no over-night events and our elderly Friends are deemed safe in their homes, at Meetings or in professional care. None of these imply that abuse could not happen. The Area Meeting is committed to:

- Listening to, relating effectively to, and valuing children and young people whilst ensuring their protection within church activities;
- Having a robust appointments procedure for posts involving contact and supervision of the young and vulnerable adults;
- Encouraging and supporting parents/carers;
- Ensuring that children's/youth workers are given support and training;
- Having a system for dealing with concerns about possible abuse; and,
- Maintaining good links with the statutory childcare authorities.

Equal Opportunities Policy

West Kent Area Meeting is firmly committed to the principal of equality. It strives to create an environment in which all Friends, attenders and other users of our buildings and services are treated with dignity without discrimination, victimisation or harassment on the grounds of identification of all ranges of gender, marital status, race, ethnic origin, nationality, national origin, class, language, disability, sexual orientation, beliefs, appearance, age or economic circumstances.

WKAM opposes all forms of discrimination and prejudice that fails to respect the individual. Local Meetings must be made aware of this policy.

Health And Safety Policy

In concern for the well-being of everyone using West Kent Area Meeting (WKAM), proper care shall be taken to ensure internally and externally the buildings, plant, and equipment are in a safe condition and that all equipment and hazardous materials are stored safely.

WKAM shall comply with current Health and Safety legislation, including Food Hygiene regulations, by ensuring an annual Health and Safety risk assessment of our properties and grounds is carried out to ensure that all and any defects or shortcomings are properly considered and repairs and improvements implemented.

- WKAM shall ensure quinquennial surveys, including a full gas and electrical examination, are carried out by professionally qualified people on all its properties.
- WKAM shall ensure emergency evacuation procedures, fire appliances, and first aid kits are maintained and that safety notices are displayed in prominent locations in all of its Local Meeting Houses. Organisers of events using WKAM premise and grounds shall seek permission from the Local Meeting regarding use of candles and naked flames. Smoking and alcohol are not permitted.
- Local Meetings shall ensure that users of their Meeting House take care, on leaving the premises, that everyone has left, that windows and doors are securely locked, and that keys to the property are returned promptly to those responsible for them.
- Whilst the Trustees are responsible for overseeing the compliance with the Health and Safety Policy, the day-to-day management of the Policy shall be with the Members of the Local Meetings.
- Local Meetings shall be responsible for making sure users/hirers of their premises conform to Health and Safety legislation, particularly in respect to any electrical appliances they bring into the premises.

Risk Management Policy

West Kent Area Meeting shall monitor the risks involved in its activities. Trustees require annual Risk Assessments from each Local Meeting. The risks concerned are those to individuals (safety and electrical risks), risks to property (fire and water) and risks to the organisation itself (financial and legal compliance).

Procedures shall be largely practical in terms of who does what and when, and how it is recorded, and the triggers for action to be taken. This covers all Local Meetings covered by WKAM.

Hirers' Policy

We are pleased to hire rooms to organisations whose activities are within the framework of Quaker principles. These principles are to peace, justice, equality, integrity and sustainability.

A proposed booking may be refused if:

- the aims or policies of the Hirer or Guests are in serious conflict with Quaker principles.
- the Hiring purpose/intent is linked to a political party or associated with alcohol or tobacco, has links to the armed forces or armament industry, or to the incitement of hatred or violence.
- misbehavior has occurred during a previous hiring or at another Quaker property.
- the Hirer persistently breaches our Booking Conditions.
- a contravention of Safeguarding, Fire or Health and Safety regulations may reasonably be anticipated.

All current legislation and regulations must be complied with during the Hire Period so as to ensure that no discrimination takes place regarding gender, race, colour, ethnicity, nationality, religion or belief, sexual orientation, disability or age.

No smoking, alcohol, gambling (including raffles) or proscribed drugs are permitted anywhere on the Premises.

Regular hirers must have their own public liability insurance.

Environmental Policy Statement

Everything we do in relation to the environment and sustainability is informed by these two guidelines from Quaker Faith and Practice, *Advices and Queries*, 1994:

Try to live simply. A simple lifestyle freely chosen is a source of strength. Do not be persuaded into buying what you do not need or cannot afford. Do you keep yourself informed about the effects your style of living is having on the global economy and environment?

We do not own the world, and its riches are not ours to dispose of at will. Show a loving consideration for all creatures, and seek to maintain the beauty and variety of the world. Work to ensure that our increasing power over nature is used responsibly, with reverence for life. Rejoice in the splendour of God's continuing creation.

Procedure For Dealing With Complaints Of Misconduct

The Complaint

Complaints about an individual must not be made in an open Meeting (e.g. LM, AM), with the exception of accusations of abuse, which should follow the safeguarding policy. All other complaints should, in the first instance be made to the appropriate Clerk, or in the case of a paid worker to the link Friend. If the complaint is of a complicated or serious nature the clerk can require that the complaint be put in writing.

Action to be taken by the Clerk

The Clerk should consider what action needs to be taken. If the complaint is easily resolved by speaking to the individual or group complained about then this is the appropriate action to take.

If the complaint is of a complicated or serious nature then the Clerk should appoint a Friend to investigate the complaint to determine whether there is a case to answer.

Action to be taken by the Investigator

The Investigator should make enquiries to ascertain whether there is a case to answer not to determine guilt or otherwise. He/she should interview the originator of the complaint, the person accused, any witnesses and any others they see fit. The Investigator will report back to the Clerk, who will make a decision to instigate a hearing if the finding of the Investigator warrants it.

Hearing

The Clerk, to whom the original complaint was made, will appoint a panel of three Friends, who have not been party to the issue of the complaint, to hear the complaint. The person making the complaint and the subject of the complaint will be able to put their case, and to call witnesses. The Panel will decide whether the complaint is justified and what action, if any, should be taken.

Appeal

Natural justice requires that either the complainant or the subject of the complaint should be able to appeal the decision of the Hearing Panel. In this case, an Appeal Panel will be convened by the Clerk, to whom the original complaint was made, of three Friends not already involved in the process. Both parties will again be able to make their case. The decision of the Appeal Panel is final. The complainant is encouraged to, and may, bring an advocate.

Financial review

General

The full financial results are set out on pages 18 to 28. In summary the total receipts from all sources amounted to £59,427 (2023: £56,985) and payments amounted to £81,358 (2023: £78,525). This resulted in an excess of payments over receipts on unrestricted funds of £21,931 before transfers (2023: £21,540).

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

Reserves policy

Our policy is to:

1) hold reserves sufficient to cover 2 years' deficit or 1-year expenditure averaged from previous 3 years, whichever is greater. There are currently unrestricted reserves totaling £131,856 which equates to 19 months of expenditure.

2) hold sufficient reserves to:
   i) Meet all repair bills and operating costs for our meeting houses; and,
   ii) Provide funding for any development projects that might be undertaken.

3) Once the above needs have been catered for, apply surplus funds for charitable purposes, while adhering to our position that it is for each of our constituent meetings to make their own decision about this.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statement for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statement unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its surplus or deficit for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgement and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 23 Sept 2024 and signed on its behalf by:



Duncan Dwinell (Trustee)

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024

I report to the trustees on my examination of the accounts of West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Lindeyer Francis Ferguson Ltd

Jonathan Healey FCA Date: 30 September 2024

Lindeyer Francis Ferguson Limited
Chartered Accountants
North House
198 High Street
Tonbridge
Kent TN9 1BE

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Receipts and Payments Account
For the year ended 31 March 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Receipts					
Incoming resources from generated funds:					
Voluntary income	2	16,039	-	16,039	23,271
Generated income	3	40,156	-	40,156	32,351
Investment income	4	3,232	-	3,232	1,363
Total incoming resources		59,427	-	59,427	56,985
Payments					
Cost of generating funds:					
Costs of generating voluntary income	5	8,121	-	8,121	6,579
Fundraising trading	6	54,724	-	54,724	52,653
Charitable activities	7	16,707	-	16,707	17,457
Governance costs	8	1,806	-	1,806	1,836
Total resources expended		81,358	-	81,358	78,525
Net payments		(21,931)	-	(21,931)	(21,540)
Transfers between funds		-	-	-	-
Net movement in funds		(21,931)	-	(21,931)	(21,540)
Reconciliation of funds:					
Cash balances brought forward		153,787	-	153,787	175,327
Cash balances carried forward		**131,856**	**-**	**131,856**	**153,787**

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2024

	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Cash funds				
Co-operative current account	4,325	-	4,325	4,821
Co-operative deposit account	718	-	718	16,229
Charity Bank	74,397	-	74,397	72,262
	79,440	**-**	**79,440**	**93,312**
Other monetary assets				
Trade debtors	2,985	-	2,985	3,904
Gift aid receivable	8,352	-	8,352	-
	11,337	**-**	**11,337**	**3,904**
Investment assets				
Kent saver credit union	15,107	-	15,107	15,107
Tridos deposit account	36,809	-	36,809	44,868
Shared interest	500	-	500	500
	52,416	-	**52,416**	**60,475**
Assets retained for the Charity's own use				
Meeting house - Sevenoaks	825,788	-	825,788	782,947
Meeting house - Rochester	1,059,827	-	1,059,827	973,436
Meeting house - Tunbridge Wells	1,943,732	-	1,943,732	1,761,804
Meeting house - Maidstone	554,332	-	554,332	519,387
	4,383,679	**-**	**4,383,679**	**4,037,574**

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2024

	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
Short term liabilities				
Trade creditors	-	-	-	630
Accruals	2,698	-	2,698	1,800
	2,698	**-**	**2,698**	**2,430**

The receipts and payments account and statement of assets and liabilities were approved by the Trustees on 23/9/2024 and signed on their behalf by: 23 ~~October~~ September 2024

D Dwinell
Trustee

E Whelan
Trustee

1 ACCOUNTING POLICIES

Basis of preparation of the financial statements
The financial statements have been prepared under the receipts and payments basis and in accordance with legal requirements. In preparing the Financial Statements the Charity complies with the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the charitable incorporated organisation. Monetary amounts in these financial statements are rounded to the nearest £.

There are no material uncertainties about the charitable incorporated organisation's ability to continue, so the going concern basis of accounting has been adopted.

Cash funds
This includes all cash and bank and building society current and deposit accounts where the money can be accessed immediately.

Other monetary assets
This includes trade debtors, and other debtors which relates to gift aid income accrued.

Investment assets
This includes all other bank and building society accounts where the money cannot be accessed immediately.

Assets for the Charity's own use
The assets held for use by the charity comprise the Meeting Houses which are vested in the name of Friends Trusts Limited as custodian trustees. The properties are stated at their insurance value.

The Meeting Houses within assets retained for the charity's own use are currently legally owned by, and available for use by, West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain.

Liabilities
This includes all amounts immediately due for payment and those payable in the future.

1 ACCOUNTING POLICIES continued

Receipts
All income is included in full when received.

Voluntary income is received by way of donations, grants and legacies, and includes any gift aid recovered.

Investment income is bank interest received, split between that received from cash funds and investment assets.

Incoming resources from charitable activities relates to Outreach and Inreach activities.

Payments
All payments are included in full when paid.

Costs of generating funds includes all costs associated with generating income from all sources other than undertaking charitable activities.

Charitable activities costs comprise all the expenditure incurred by the charity which relates to the services provided in undertaking events and projects which directly contribute to the acheivement of it's charitable aims and objectives.

Governance costs includes all direct costs including professional fees and costs relating to compliance with constitutional and statutory requirements.

Support costs provide the organisational infrastructure that enables the output producing activities to take place and have been apportioned to each of the categories of expenditure as detailed in Note 9.

2 VOLUNTARY INCOME

	2024 £	2023 £
Donations	16,039	21,271
Legacies	-	2,000
	16,039	23,271

The comparative figure includes restricted income of £Nil.

3 ACTIVITIES FOR GENERATING FUNDS

	2024	2023
	£	£
Lettings	36,458	32,320
Recharged insurance premiums	3,072	-
Other income	626	31
	40,156	32,351

The comparative figure includes restricted income of £Nil.

4 INVESTMENT INCOME

	2024	2023
	£	£
Bank interest	3,232	1,363
	3,232	1,363

5 COSTS OF GENERATING VOLUNTARY INCOME

		2024	2023
		£	£
Support costs	Note 9	8,121	6,579

The comparative figure includes expenditure from restricted funds of £Nil.

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

		2024	2023
		£	£
Rent and water		1,853	1,256
Heat and light		14,946	8,386
Maintenance, repairs and safety checks		11,786	24,230
Cleaning		13,860	8,833
Support costs	Note 9	12,279	9,948
		54,724	52,653

The comparative figure includes expenditure from restricted funds of £Nil.

7 CHARITABLE ACTIVITIES COSTS

		2024	2023
		£	£
Grants to individuals, Outreach and local projects		6,103	10,005
Conferences		750	345
Memberships		1,161	1,025
Sundries		1,186	-
Support costs	Note 9	7,507	6,082
		16,707	17,457

The comparative figure includes expenditure from restricted funds of £Nil. Within the grant figure above, £2,000 (2023: £1,498) was donated to Britain Yearly Meeting.

8 GOVERNANCE COSTS

	2024	2023
	£	£
Independent examination and accountancy	1,806	1,836
	1,806	1,836

The comparative figure includes expenditure from restricted funds of £Nil.

9 SUPPORT COSTS

	2024	2023
	£	£
Communications cost	1,341	909
Printing, postage and stationery	787	480
Stewardship	12,589	8,518
Insurance	5,006	4,108
Travel	945	1,751
Wages - Finance administrator	7,239	6,843
	27,907	22,609

9 Support costs (continued)

Support costs which have not already been allocated to the appropriate activity cost, are those which provide the organisational infrastructure that enables the output producing activities to take place, and have been apportioned on an estimated use basis as follows:

	2024	2023
	£	£
Cost of generating voluntary income	8,121	6,579
Fundraising trading	12,279	9,948
Charitable activities costs	7,507	6,082
	27,907	22,609

10 NET INCOME

Net income is stated after charging:	2024	2023
	£	£
Independent examiners fee	1,806	1,836

11 TRUSTEES' REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration (2023: none) and one trustee (2023: none) was reimbursed £32 for travel expenses during the year.

12 FUNDS

General funds
The general funds of the charity are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.

Designated funds
The designated funds of the charity are funds committed by the trustees for expenditure on particular activities. Details of the designated funds can be seen at the end of the note.

Restricted funds
These are the funds of the charity that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Current year	At 1 April 2023	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2024
	£	£	£	£	£
Unrestricted funds					
General funds					
Maidstone General fund	-	230	(230)	-	-
Rochester General fund	-	5,153	(5,153)	-	-
Sevenoaks General fund	-	2,835	(2,835)	-	-
Tunbridge Wells General fund	-	5,197	(5,197)	-	-
Area General fund	109,221	45,588	(1,866)	(52,252)	100,691
Total general funds	109,221	59,003	(15,281)	(52,252)	100,691
Designated funds					
Maidstone Bursary fund	7,863	-	(6,134)	-	1,729
Maidstone Legacy fund	8,782	-	-	-	8,782
Sittingbourne fund	-	424	(424)	-	-
Rochester Spiritual Development fund	13,529	-	(890)		12,639
Tonbridge fund	2,664	-	(2,664)	-	-
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Sevenoaks Legacy Fund	473	-	(473)	-	-
Area Premises fund	-	-	(52,252)	52,252	-
Area Outreach fund	4,539	-	(240)	-	4,299
Rochester General Meeting	3,000	-	(3,000)	-	-
Total designated funds	44,566	424	(66,077)	52,252	31,165
Total unrestricted funds	153,787	59,427	(81,358)	-	131,856
Total funds	**153,787**	**59,427**	**(81,358)**	**-**	**131,856**

12 FUNDS continued

Prior year

	At 1 April 2022	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2023
	£	£	£	£	£
Unrestricted funds					
General funds					
Maidstone General fund	-	1,148	(2,164)	1,016	-
Rochester General fund	-	6,025	(5,772)	(253)	-
Sevenoaks General fund	-	2,956	(3,892)	936	-
Tunbridge Wells General fund	-	4,757	(4,192)	(565)	-
Area General fund	84,721	39,815	(13,365)	(1,950)	109,221
Total general funds	84,721	54,701	(29,385)	(816)	109,221
Designated funds					
Maidstone Bursary fund	7,863	-	-	-	7,863
Maidstone Legacy fund	8,782	-	-	-	8,782
Sittingbourne fund	69	253	(495)	173	-
Rochester Spiritual Development fund	11,729	2,000	(200)	-	13,529
Tonbridge fund	2,942	-	(278)	-	2,664
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Sevenoaks Legacy Fund	473	-	-	-	473
Area Premises fund	-	31	(48,167)	48,136	-
Area Outreach fund	4,539	-	-	-	4,539
Area Reserve fund	47,493	-	-	(47,493)	-
Rochester General Meeting	3,000	-	-	-	3,000
Total designated funds	90,606	2,284	(49,140)	816	44,566
Total unrestricted funds	175,327	56,985	(78,525)	-	153,787
Total funds	**175,327**	**56,985**	**(78,525)**	**-**	**153,787**

Maidstone Bursary, Rochester Spiritual Development and **Tunbridge Wells Bursary funds** are all monies set aside for the use of Quakers for courses and training.

Sittingbourne fund and **Tonbridge fund** are for the two Quakers' meetings who hire premises monthly.

12 FUNDS continued

Maidstone Legacy fund, Sevenoaks Legacy fund, Tunbridge Wells Legacy fund, and **Rochester General Meeting** are for occassional funds from deceased Quakers in these areas.

Area Premises fund pays for the work on all buildings throughout the year.

Area Outreach fund covers activities during the year.

Area Reserve fund is a designated fund that the Trustees have considered to be required to cover shortfalls in any of the other designated funds that may arise from time to time.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRIT

England & Wales - Charity number 1166299

Accounts

Registered Charity number: 1166299

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain

TRUSTEES' ANNUAL REPORT
INCLUDING RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED
31 MARCH 2023

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CONTENTS

	Page
Charity Information	1
Trustees' Report	2
Independent Examiner's Report	11
Receipts and Payments Accounts	12
Statement of Assets and Liabilities	13
Notes to the Receipts and Payments Accounts	15

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CHARITY INFORMATION

Charity name:	West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as **West Kent Quakers**)
Trustees:	Liz Whelan Duncan Dwinell Merrill Woolf Estella Lovett John Roberts Eleanor Brooks – appointed 10/04/2022 Janet Aldyth Rowe – appointed 10/04/2022
Registered Charity number:	1166299
Principal Address:	West Kent Area Meeting c/o 30 Hollybush Lane Sevenoaks Kent TN13 3TJ
Independent Examiner:	Jonathan Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE
Bankers:	The Co-operative Bank plc Business Direct PO Box 250 Skelmersdale Lancashire WN8 6WT
Solicitors:	Gullands Solicitors 16 Mill Street Maidstone Kent ME15 6XT
Custodian Trustees:	Friends Trusts Limited

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The trustees submit their report together with the financial statements of the charity for the year ended 31 March 2023.

Structure, Governance and Management

Description of Charity's trusts: Constitution dated 12 March 2016 and charity commission scheme.

Objects of the charity: The furtherance of the general religious and charitable aims of the Religious Society of Friends (Quakers) in the area of West Kent Quakers and beyond.

Specific investment powers: To make investments in accordance with legal constraints and the ethical testimonies of the Religious Society.

Organisational structure: Day to day management is delegated to the Trustees who currently meet at least four times a year (once to include the Area Meting Clerk as required) and aim to include a representative from each of the four main meetings.

Trustees and Governance

Recruitment and appointment of trustees: All trustees are appointed by minute of West Kent Area Quaker Meeting in session. The Area Meeting appoints trustees, normally from its own membership. The body of trustees normally contains five or more persons. The appointments are reviewed at intervals not exceeding three years. A trustee can be re-appointed on no more than two occasions to give an unbroken term not exceeding nine years; that person cannot then be re-appointed as a trustee until a further three years has elapsed.

Since January 2020 East and West Kent trustee meetings have been attended by at least one trustee from the other area meeting. West Kent now has two trustees appointed from EKAM. The position of treasurer is vacant with two trustees serving as joint finance signatories in conjunction with our self-employed Finance Manager.

Public Benefit

When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

Activities and Achievements

1. Strengthening the life and witness of quaker meetings both in the area of West Kent Quakers and beyond

The year from April 2022 has seen the evolution of a 'new normal' for worship, Local Meeting affairs, Area Meeting involvement and community engagement. All meetings hold 'live' meetings for worship while Tunbridge Wells continues to offer a Zoom blended link to the Area as a whole. Friends also choose to join other Quaker Zoom groups during the week from a variety of sources, both British and from abroad.

Maidstone Meeting has transferred its meetings for business to Rochester Local Meeting as there was no one willing to be clerk and they have a shared steward. Their Meeting House serves as a community resource for several groups, binding different faiths and local needs and interests. Maidstone still hosts the Muslim Centre on a regular basis and a Jewish group on a monthly basis, as well as continuing their support for 4 local AA groups. New attenders have joined in worship, thereby increasing the weekly attendance reliably. The MH was used for a Wedding in the manner of Friends for the first time in many years. Outreach involved newly arrived Ukrainian families at social events.

Rochester Meeting has several of its members with Area Meeting (AM) responsibilities: AM Clerk, AM Nominations. Meeting for Sufferings representative and one AM Trustee. As we have no Elders or Overseers we have convened a Spiritual Stewardship Group to cover these functions as a group, plus Nominations decisions. This group is working well to cover these duties. Our decision to reduce worship to 45 minutes and have a longer afterword is useful to allow newcomers to ask questions.

Rochester MH hosts the Open House Project, to support the homeless and vulnerable. This remains strong. It is now a full CIO charity (called Open House Rochester). The LM allowed Insulate Britain (Trustee approved), when it took non-violent direct action for the cause, to use our Meeting House for night shelter on two occasions. Two homeless men used the garden as a tent pitch for as long as was safe and practicable while help and support was sought from other sources and authorities.

The LM has organised craft sessions to make knitted blankets and sleeping mats/blankets made of crisp packets to support the homeless. A monthly study group continues. Members attended the Arms Fair to take part in non-violent protest and individuals attended other such events, such as protesting against sponsorship of events from energy companies. The Meeting, and The Open House Project have embraced the Plastic Free Medway call to reduce the use of single use plastic and additionally to use kinder and more ecologically friendly products for cleaning.

Sevenoaks Meeting has several of its members with Area Meeting responsibilities: three trustees, the Safeguarding Coordinator, Nominations committee and three elders and overseers.

Hirers have returned if somewhat diminished in number. The AA Group, a baby massage session and a Pilate's group have continued to use the Meeting House regularly. A U3A philosophy group meets monthly and a quarterly meditation group has recently started.

Attendance remains steady between 8 and 10 with the occasional visitor. The mid-week meeting has been laid down for reasons of practicality. The LM has started using the booklet, "Quakers and Truth" for its monthly Discussion Group. Social events have ranged from 'How I became a Quaker' shared meal and discussion, to favourite readings, whether religious, topical or entertaining. We were open to the annual Ride&Stride Churches Together event.

The LM had extensive discussions about a concern brought forward by a Friend. The conclusion of the second session was as follows:

> 'We urge Yearly Meeting to initiate a process of considering, among our Meetings, the future of the Society of Friends in Britain. Are we sufficiently focussed on our spiritual message? Are we doing enough to "Publish the Truth"? Are we becoming distracted by too many concerns? Are our structures and practices fit for purpose? We believe that our Way has an important role to play in the world and its future lies in our hands.'

This concern has gone forward to Area Meeting for further discernment. This has been followed by an extensive article published in The Friend.

Tunbridge Wells Local Meeting has continued to offer blended meetings for worship with 'live' attendance similar to the other LMs. A member was married in the manner of Friends and an attender has applied for membership. The limited facilities have a few regular hirers and more are being sought.

The Tunbridge Wells Meeting House is unique in West Kent and rare more widely in that it offer leased space and usage with the YMCA hostel programme. This has proved entirely successful. Administered jointly with Habitat for Humanity (HfH), there are 9 flat available for affordable housing of young people. The project was deemed a 'beacon example' by the Bishop of Rochester as an example of creative use of resources and space. While the AM owns the building, it has no responsibility for its running expenses other than the few rooms the LM uses.

Without this arrangement and Quaker involvement, the project would not be possible. Quaker trustees and executives from both the YMCA and HfH work closely, aided by the newly appointed MH steward.

At least one of our members opened their home and has given accommodation to Ukrainian refugees. The Meeting has been actively participating in the Tunbridge Wells Interfaith Group and the Group held a meeting at the Meeting House and on Zoom on the topic of "Gender and Religion".

Sittingbourne LM holds monthly meetings for worship held in the manner of Friends in a hired room. They have a reading from QF&P, from Advices & Queries, or some other suitable source. They are at present a small group made up of approximately equal numbers of Friends and Attenders. We expect about 6 to 8 people to be present at each MfW. The Meeting supports the Swale Food Bank. A discussion group joins together via Zoom monthly.

Tonbridge LM holds monthly meetings for worship held in the manner of Friends in a hired room attended by local Friends and attenders with varying numbers.

We support all our post holders by regular contact and discussion. Courses to develop their roles, special interests and social concerns have been available via Zoom and latterly in real groups. We continue to develop our relationship with East Kent in order to foster better practice. We support other Quaker Meetings which make national appeals for specific help. We continue to send our representative to Sufferings and advertise national Quaker events throughout the Area Meeting via email.

Individual meetings have been supported throughout the year by a local Development Worker from the British Yearly Meeting (BYM) Vibrancy in Meetings programme. Carrie Comfort, followed by Ruth Audus have attended Zoom meetings of Trustees and Area meetings, as well as inviting WK Friends to discussions with other area meetings.

2. Spreading the message of quakers and interpreting and developing the thought and practice of the religious society

The annual 'Ride & Stride' Churches Together event in September afforded the opportunity to have a Quaker presence outside our Meeting Houses. Peace Pledge Union 'white poppies' have been advertised as being available from our meeting houses. Sevenoaks Meeting House garden has the 5 Testimonies displayed on posts, visible from the surrounding roads. Meeting houses display Quaker information, history and activities on their notice boards for all hirers to see. The West Kent website gives details of our meetings and our values, with links to national Quaker information. The Sevenoaks acting warden has set up a Facebook page for the MH. Its Newsletter continues to be published in line with local business meetings. Individual Friends have gone out of their way to 'practise their faith and testimonies' locally in the community and with neighbours. Members have attended non-violent protests in regard to the environment, arms trade and immigration restrictions. There have been bring and share lunches, both social and topical, and a talk about the Quaker Tapestry.

Our Meeting Houses are regular public reminders of a Quaker presence in West Kent, not just as seen from the outside. The monthly 'footfall' of our buildings' facilities is a significant indication of 'outreach'. Users range from mothers and babies, to yoga and Pilates groups, poetry and philosophy clubs, meditation sessions, several AA groups and worshippers of other faiths.

Several WK Friends comment regularly on social media and are happy to associate themselves and their opinions to the Quaker tradition. Kent Quakers, Quaker Space and Quaker Arts Network are active platforms for discussion. The average age of our membership is above retirement and we have very few involved children. By using our facilities for positive good, both for our Meetings and our communities, we achieve most from the efforts available.

3. Undertaking quaker service for the relief of suffering at home and abroad

Mention has already been made of our Meetings' involvement with the homeless and the vulnerable. As each Local Meeting is empowered to authorise budgeted charitable resources, they find causes, concerns and activities which both meet our Quaker criteria and a perceived need. These range from a local shelter to international aid agencies. One such organisation has a personal connection with a local Friend: the Kudimba Foundation in Malawi for vulnerable children and young people. Funds raised and redundant technology both are sent to support this concern.

4. Funding the concerns that quaker meetings in the area of West Kent Quakers or beyond have adopted or agreed to support

Local Meetings are allocated funds based on their hiring income that they use for grants to individuals and organizations. Over £10,000 was donated to a variety of charitable causes. Moreover, Local meetings offer discounted hire charges to specific groups to support new ventures, struggling causes and the local AA groups.

Maidstone Meeting donated funds to Médecins Sans Frontières, Britain Yearly Meeting and JPK Project, Sussex, providing residential support for people with a learning difficulty.

Sevenoaks LM has authorised charitable funds and donations to: the RNLI, Sevenoaks Counselling Service, Crawshawbooth Meeting House appeal, MIND, Claridge House (Quaker retreat) and Woodbrooke Quaker Study Centre. The LM supports the local Food Bank by regular weekly contributions which allow a Friends to buy good on its behalf.

Rochester Meeting's largest donation has been to Britain Yearly Meeting. We continue to support Quaker projects such as the Kendal roof fund and The Retreat, York, Young Friends General Meeting, Claridge House We also support The Open House Project and the British Red Cross, and continue to support any Quaker Meeting House making an appeal.

Tunbridge Wells have supported Domestic Abuse Volunteer Support Services, Mental Health Resource (AKA The Hub) and Tunbridge Wells Baptist Church Larder.

5. Providing for the pastoral care of individual members and attenders including assistance to those in need and for education

Our overseers provide care and fund practical issues for individual members. We use our bursary or overseers' funds to assist those in need or for education.

Our Safeguarding Co-ordinator has acted as a channel of communication with Thirty-one:eight, the Churches Child Protection Advisory Service (CCPAS); he liaises with the East Kent Safeguarding officer as assistant.

Our Safeguarding Policy is reviewed annually and is now modeled on the revised agreed BYM policy. There have been no referrals.

6. Maintaining and developing quaker meeting houses as places for public worship and from which to carry our witness into the world

By maintaining a practical level of virus hygiene protection by cleaning and air filter, Friends have felt safe in joining communally in worship and social gatherings. Our Zoom meetings have been held in the manner of Quakers, with eldership, oversight and regard for safeguarding. They have allowed house-bound and 'travel-reluctant' Friends to attend more regularly than previously, as well as attracting new attenders. Care has been taken to keep in contact with previous attenders who do not choose or have access to the Zoom facility.

The condition of our four meeting houses is maintained by quinquennial inspections by an independent surveyor. All A and B priority repairs and maintenance have been seen to and/or risk assessed. These are automatically paid for from central funds. The cost of major repairs has needed to be spread over two years since the most recent report. Sevenoaks has needed an entire brick outer wall fascia repointed. This will serve the building both structurally as well as helping with insulation for decades. The general upkeep of the Tunbridge Wells MH is the responsibility of the lease holders, Habitat for Humanity. Great effort has been made to replace the gas heating in Rochester with electric resulting in greatly increased usage costs. This has been mitigated by very careful stewardship of the facilities.

Maidstone, Rochester and Tunbridge Wells meeting houses now are overseen by a paid steward. Sevenoaks has a resident warden. Rochester Meeting House is a Grade 2 listed building.

Sustainability and energy conservation have played a large part in improvements at Maidstone and Sevenoaks, especially double glazing. Tunbridge Wells has been completely modernized and Rochester has a more efficient heating system installed. Disabled access has been improved at Sevenoaks and Tunbridge Wells. Rochester Meeting and The Open House Project based there have embraced the Plastic Free Medway call to reduce the use of single use plastic and additionally to use kinder and more ecologically friendly products for cleaning.

Each meeting house is tasked with an annual risk assessment of its premises. Area meeting funds cover the costs of necessary repairs and improvements. Trustees assure that the properties comply with the expectations of our insurers, Congregational Insurance, via Edwards Insurance Brokers who also serve several Quaker area meeting clients (including East Kent) and Woodbrooke.

Each meeting house displays notices of activities for the public to read and the West Kent website offers timely information. Meetings advertise their events in the local free-distribution neighbourhood leaflets. We are working to reduce our carbon footprint and use of plastics and to opt for environmentally friendly cleaning and toiletry items.

7. <u>Administering and maintaining the organisation of West Kent Quakers and contributing to the support of Britain yearly meeting</u>

West Kent Quakers meets the 'public benefit' requirement of charities legislation, not only by the advancement of religion but also in other ways - for example, by our support for community activities and by working to meet the needs of disadvantaged individuals and groups, as demonstrated by the activities and achievements shown in Section 3. Most Meetings now donate annually to Britain Yearly Meeting. Cross-county Zoom meetings have served to unite both West and East Kent Quakers in a sense of 'common cause'. Shared policies and administration support has proved a boon.

Policies

Data protection policy

The policy, presently under continuing review, sets out our approach to:

- ensuring openness, transparency and fairness in the way we handle personal data;
- applying the Information Commissioner's 'information standards';
- keeping personal information secure.

We have agreed, jointly with East Kent, a revised Data Consent form.

Grant-giving policy

We have an Outreach Fund for the following purposes:

- To make non-friends, Friends and Attenders aware of what Quakerism has to offer, listening to the needs of others, and supporting Meetings in their spiritual development.
- To give our Quaker beliefs practical expression through service to the local and wider communities.
- Individual meetings may also make grants - for example, each local meeting has a Bursary Fund.

We also pay for our members and attenders to participate in courses either that will develop the spiritual life of the meeting or which support the individuals in the exercise of their responsibilities- as clerks, trustees, overseers, prison ministers etc.

Investments selection policy

We do not feel that we have sufficient funds to engage in investments whose value may go down as well as up. We aim to place our money in ethically responsible banks (Co-op, Triodos, Charity Bank, Kent Savers Credit Union and Shared Interest currently). Our CAF accounts have recently been closed.

Safeguarding policy

WKAM in line with East Kent has agreed to adopt the revised Policy distributed by BYM. Our Area Meeting, and its constituent Local Meetings, take seriously their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the Meeting's care. In reality we have no children regularly attending, we have no employees, we sponsor no over-night events and our elderly Friends are deemed safe in their homes, at Meetings or are in professional care. None of these imply that abuse could not happen. The Area Meeting is committed to:

- Listening to, relating effectively to, and valuing children and young people whilst ensuring their protection within church activities;
- Having a robust appointments procedure for posts involving contact and supervision of the young and vulnerable adults;
- Encouraging and supporting parents/carers;
- Ensuring that children's/youth workers are given support and training;
- Having a system for dealing with concerns about possible abuse;
- Maintaining good links with the statutory childcare authorities.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

Financial review

General

The full financial results are set out on pages 12 to 21. In summary the total receipts from all sources amounted to £56,985 (2022: £49,176) and payments amounted to £78,525 (2022: £57,143). This resulted in an excess of payments over receipts on unrestricted funds of £21,540 before transfers (2022: £7,967).

Reserves policy

Our policy is to:

1) hold reserves sufficient to cover 2 years' deficit or 1-year expenditure averaged from previous 3 years, whichever is greater. There are currently unrestricted reserves totaling £153,787 which equates to 24 months of expenditure.

2) hold sufficient reserves to:

   i) Meet all repair bills and operating costs for our meeting houses;
   ii) Provide funding for any development projects that might be undertaken;

3) Once the above needs have been catered for, apply surplus funds for charitable purposes – while adhering to our position that it is for each of our constituent meetings to make their own decision about this.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statement for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statement unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its surplus or deficit for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgement and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 14/11/2023 and signed on its behalf by:

Duncan Dwinell
Trustee

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

I report to the trustees on my examination of the accounts of West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Lindeyer Francis Ferguson Ltd

Jonathan Healey FCA Date: 6 December 2023

Lindeyer Francis Ferguson Limited
Chartered Accountants
North House
198 High Street
Tonbridge
Kent TN9 1BE

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Receipts and Payments Account
For the year ended 31 March 2023

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Receipts					
Incoming resources from generated funds:					
Voluntary income	2	23,271	-	23,271	26,341
Generated income	3	32,351	-	32,351	22,116
Investment income	4	1,363	-	1,363	719
Total incoming resources		56,985	-	56,985	49,176
Payments					
Cost of generating funds:					
Costs of generating voluntary income	5	6,579	-	6,579	4,570
Fundraising trading	6	52,653	-	52,653	36,560
Charitable activities	7	17,457	-	17,457	14,231
Governance costs	8	1,836	-	1,836	1,782
Total resources expended		78,525	-	78,525	57,143
Net payments		(21,540)	-	(21,540)	(7,967)
Transfers between funds		-	-	-	-
Net movement in funds		(21,540)	-	(21,540)	(7,967)
Reconciliation of funds:					
Cash balances brought forward		175,327	-	175,327	183,294
Cash balances carried forward		**153,787**	**-**	**153,787**	**175,327**

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2023

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Cash funds				
Co-operative current account	4,821	-	4,821	27,067
Co-operative deposit account	16,229	-	16,229	1,876
Charity Bank	72,262	-	72,262	71,190
	93,312	**-**	**93,312**	**100,133**
Other monetary assets				
Trade debtors	3,904	-	3,904	1,311
	3,904	**-**	**3,904**	**1,311**
Investment assets				
Kent saver credit union	15,107	-	15,107	15,107
Tridos deposit account	44,868	-	44,868	59,587
Shared interest	500	-	500	500
	60,475	**-**	**60,475**	**75,194**
Assets retained for the Charity's own use				
Meeting house - Sevenoaks	659,489	-	782,947	699,059
Meeting house - Rochester	819,942	-	973,436	869,139
Meeting house - Tunbridge Wells	1,419,350	-	1,761,804	1,419,350
Meeting house - Maidstone	473,488	-	519,387	463,738
	3,372,269	**-**	**4,037,574**	**3,451,286**

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2023

	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
Short term liabilities				
Trade creditors	630	-	630	2,807
Accruals	1,800	-	1,800	2,155
	2,430	**-**	**2,430**	**4,962**

The receipts and payments account and statement of assets and liabilities were approved by the Trustees on 14/11/2023 and signed on their behalf by:

D Dwinell
Trustee

E Whelan
Trustee

1 ACCOUNTING POLICIES

Basis of preparation of the financial statements
The financial statements have been prepared under the receipts and payments basis and in accordance with legal requirements. In preparing the Financial Statements the Charity complies with the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the charitable incorporated organisation. Monetary amounts in these financial statements are rounded to the nearest £.

There are no material uncertainties about the charitable incorporated organisation's ability to continue, so the going concern basis of accounting has been adopted.

Cash funds
This includes all cash and bank and building society current and deposit accounts where the money can be accessed immediately.

Other monetary assets
This includes trade debtors, and other debtors which relates to bank interest accrued on investments.

Investment assets
This includes all other bank and building society accounts where the money cannot be accessed immediately.

Assets for the Charity's own use
The assets held for use by the charity comprise the Meeting Houses which are vested in the name of Friends Trusts Limited as custodian trustees. The properties are stated at their insurance value.

The Meeting Houses within assets retained for the charity's own use are currently legally owned by, and available for use by, West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain.

Liabilities
This includes all amounts immediately due for payment and those payable in the future.

1 Accounting policies continued

Receipts
All income is included in full when received.

Voluntary income is received by way of donations, grants and legacies, and includes any gift aid recovered.

Investment income is bank interest received, split between that received from cash funds and investment assets.

Incoming resources from charitable activities relates to Outreach and Inreach activities.

Payments
All payments are included in full when paid.

Costs of generating funds includes all costs associated with generating income from all sources other than undertaking charitable activities.

Charitable activities costs comprise all the expenditure incurred by the charity which relates to the services provided in undertaking events and projects which directly contribute to the acheivement of it's charitable aims and objectives.

Governance costs includes all direct costs including professional fees and costs relating to compliance with constitutional and statutory requirements.

Support costs provide the organisational infrastructure that enables the output producing activities to take place and have been apportioned to each of the categories of expenditure as detailed in Note 9.

2 VOLUNTARY INCOME

	2023 £	2022 £
Donations	21,271	16,559
Legacies	2,000	9,782
	23,271	26,341

The comparative figure includes restricted income of £Nil.

3 ACTIVITIES FOR GENERATING FUNDS

	2023	2022
	£	£
Lettings	32,320	21,562
Other income	31	554
	32,351	22,116

The comparative figure includes restricted income of £Nil.

4 INVESTMENT INCOME

	2023	2022
	£	£
Bank interest	1,363	719
	1,363	719

5 COSTS OF GENERATING VOLUNTARY INCOME

		2023	2022
		£	£
Support costs	Note 9	6,579	4,570

The comparative figure includes expenditure from restricted funds of £Nil.

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

		2023	2022
		£	£
Rent and water		1,256	1,863
Heat and light		8,386	9,061
Maintenance, repairs and safety checks		24,230	11,548
Cleaning		8,833	7,179
Support costs	Note 9	9,948	6,909
		52,653	36,560

The comparative figure includes expenditure from restricted funds of £Nil.

7 CHARITABLE ACTIVITIES COSTS

		2023	2022
		£	£
Grants to individuals, Outreach and local projects		10,005	9,205
Conferences		345	129
Memberships		1,025	605
Sundries		-	68
Support costs	Note 9	6,082	4,224
		17,457	14,231

The comparative figure includes expenditure from restricted funds of £Nil. Within the £10,005 grant figure above, £1,498 was donated to Britain Yearly Meeting.

8 GOVERNANCE COSTS

	2023	2022
	£	£
Independent examination and accountancy	1,836	1,782
	1,836	1,782

The comparative figure includes expenditure from restricted funds of £Nil.

9 SUPPORT COSTS

	2023	2022
	£	£
Communications cost	909	841
Printing, postage and stationery	480	15
Stewardship	8,518	6,755
Insurance	4,108	133
Professional fees	-	853
Travel	1,751	1,055
Wages - Finance administrator	6,843	6,051
	22,609	15,703

9 Support costs continued

Support costs which have not already been allocated to the appropriate activity cost, are those which provide the organisational infrastructure that enables the output producing activities to take place, and have been apportioned on an estimated use basis as follows:

	2023	2022
	£	£
Cost of generating voluntary income	6,579	4,570
Fundraising trading	9,948	6,909
Charitable activities costs	6,082	4,224
	22,609	15,703

10 NET INCOME

Net income is stated after charging:	2023	2022
	£	£
Independent examiners fee	1,836	1,782

11 TRUSTEES' REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration (2022: none), nor been reimbursed for expenses during the year (2022: none).

12 FUNDS

General funds
The general funds of the charity are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.

Designated funds
The designated funds of the charity are funds committed by the trustees for expenditure on particular activities. Details of the designated funds can be seen at the end of the note.

Restricted funds
These are the funds of the charity that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for

	At 1 April 2022	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2023
	£	£	£	£	£
Unrestricted funds					
General funds					
Maidstone General fund	-	1,148	(2,164)	1,016	-
Rochester General fund	-	6,025	(5,772)	(253)	-
Sevenoaks General fund	-	2,956	(3,892)	936	-
Tunbridge Wells General fund	-	4,757	(4,192)	(565)	-
Area General fund	84,721	39,815	(13,365)	(1,950)	109,221
Total general funds	84,721	54,701	(29,385)	(816)	109,221
Designated funds					
Maidstone Bursary fund	7,863	-	-	-	7,863
Maidstone Legacy fund	8,782	-	-	-	8,782
Sittingbourne fund	69	253	(495)	173	-
Rochester Spiritual Development fund	11,729	2,000	(200)	-	13,529
Tonbridge fund	2,942	-	(278)	-	2,664
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Sevenoaks Legacy Fund	473	-	-	-	473
Area Premises fund	-	31	(48,167)	48,136	-
Area Outreach fund	4,539	-	-	-	4,539
Area Reserve fund	47,493	-	-	(47,493)	-
Rochester General Meeting	3,000	-	-	-	3,000
Total designated funds	90,606	2,284	(49,140)	816	44,566
Total unrestricted funds	175,327	56,985	(78,525)	-	153,787
Total funds	**175,327**	**56,985**	**(78,525)**	**-**	**153,787**

12 FUNDS continued

Prior year	As restated At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	As restated Transfers £	As restated At 31 March 2022 £
Unrestricted funds					
General funds					
Maidstone General fund	-	1,470	(3,454)	1,984	-
Rochester General fund	-	6,647	(8,731)	2,084	-
Sevenoaks General fund	-	3,130	(4,563)	1,433	-
Tunbridge Wells General fund	-	4,418	(3,989)	(429)	-
Area General fund	75,467	23,109	(8,783)	(5,072)	84,721
Total general funds	75,467	38,774	(29,520)	-	84,721
Designated funds					
Maidstone Bursary fund	8,715	-	(852)	-	7,863
Maidstone Legacy Fund	-	8,782	-	-	8,782
Sittingbourne fund	-	184	(115)	-	69
Rochester Spiritual Development fund	11,729	-	-	-	11,729
Tonbridge fund	2,653	400	(111)	-	2,942
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Sevenoaks Legacy Fund	-	1,000	(527)	-	473
Area Premises fund	-	36	(26,018)	25,982	-
Area Outreach fund	4,539	-	-	-	4,539
Area Reserve fund	73,475	-	-	(25,982)	47,493
Rochester General Meeting	3,000	-	-	-	3,000
Total designated funds	107,827	10,402	(27,623)	-	90,606
Total unrestricted funds	183,294	49,176	(57,143)	-	175,327
Total funds	**183,294**	**49,176**	**(57,143)**	**-**	**175,327**

Maidstone Bursary, Rochester Spiritual Development and **Tunbridge Wells Bursary funds** are all monies set aside for the use of Quakers for courses and training.

Sittingbourne fund and **Tonbridge fund** are for the two Quakers' meetings who hire premises monthly.

12 FUNDS continued

Maidstone Legacy fund, Sevenoaks Legacy fund, Tunbridge Wells Legacy fund, and **Rochester General Meeting** are for occassional funds from deceased Quakers in these areas.

Area Premises fund pays for the work on all buildings throughout the year.

Area Outreach fund covers activities during the year.

Area Reserve fund is a designated fund that the Trustees have considered to be required to cover shortfalls in any of the other designated funds that may arise from time to time.

13 PRIOR YEAR ADJUSTMENT

At the end of each financial year, the surplus or deficit of Local Meeting houses should be moved to the Area Meeting General Fund, and it was noticed that this had not been completed in recent years. Therefore, the comparatives have been restated accordingly. This has no effect on unrestricted funds in total and is only a presentational change, as shown in Note 12.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRIT

England & Wales - Charity number 1166299

Accounts

Registered Charity number: 1166299

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain

TRUSTEES' ANNUAL REPORT
INCLUDING RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED
31 MARCH 2022

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CONTENTS

	Page
Charity Information	1
Trustees' Report	2
Independent Examiner's Report	10
Receipts and Payments Accounts	11
Statement of Assets and Liabilities	12
Notes to the Receipts and Payments Accounts	14

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CHARITY INFORMATION

Charity name:	West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as **West Kent Quakers**)
Treasurer:	Steve Giddins – resigned 10 October 2021 Not replaced
Trustees:	Liz Whelan Duncan Dwinell Merril Woolf Estella Lovett John Roberts – appointed 10 January 2022
Registered Charity number:	1166299
Principal Address:	West Kent Area Meeting c/o 30 Hollybush Lane Sevenoaks Kent TN13 3TJ
Independent Examiner:	Jonathan Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE
Bankers:	The Co-operative Bank plc Business Direct PO Box 250 Skelmersdale Lancashire WN8 6WT
Solicitors:	Gullands Solicitors 16 Mill Street Maidstone Kent ME15 6XT
Custodian Trustees:	Friends Trusts Limited

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The trustees submit their report together with the financial statements of the charity for the year ended 31 March 2022.

Structure, Governance and Management

Description of Charity's trusts: Constitution dated 12 March 2016 and charity commission scheme.

Objects of the charity: The furtherance of the general religious and charitable aims of the Religious Society of Friends (Quakers) in the area of West Kent Quakers and beyond.

Specific investment powers: To make investments in accordance with legal constraints and the ethical testimonies of the Religious Society.

Organisational structure: Day to day management is delegated to the Trustees who currently meet at least four times a year (once to include the Area Meeting Clerk as required) and aim to include a representative from each of the four main meetings.

Trustees and Governance

Recruitment and appointment of trustees: All trustees are appointed by minute of West Kent Area Quaker Meeting in session. The Area Meeting appoints trustees, normally from its own membership. The body of trustees normally contains five or more persons. The appointments are reviewed at intervals not exceeding three years. A trustee can be re-appointed on no more than two occasions to give an unbroken term not exceeding nine years; that person cannot then be re-appointed as a trustee until a further three years has elapsed.

In January 2020 East and West Kent trustee area meetings agreed to have at least one trustee from the other area meeting attend reciprocally as a co-opted attender. This supports shared best practice. The treasurer, not in membership and now resigned, did not act as trustee.

Public Benefit

When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

Activities and Achievements

1. Strengthening the life and witness of Quaker meetings both in the area of West Kent Quakers and beyond

The year from March 2021 has presented WKAM with many of the same challenges experienced nationally. Our hiring income, still below normal, was buoyed by generous donations to maintain a level bank balance. Face-to-face meetings returned according to Government allowances with Friends maintaining hygiene and social distancing expectations, as well as having the Zoom option of remote worship. Cash collections were not possible. The year's experience has allowed bonds of both fellowship and Friendship to be nurtured or created a new and have proven resilient and encouraging.

Meetings for worship have been held every week from the beginning of COVID-19 Lockdown by Zoom from Tunbridge Wells and Rochester, both exclusively or blended, or by attendance when regulations and restrictions allowed at all four Meeting Houses and at open air meetings in Tonbridge Memorial Gardens and Tunbridge Wells Common. These meetings have been advertised via our websites and notified via email and notices posted at our Meeting Houses.

Our Zoom meetings have been held in the manner of Quakers, with eldership, oversight and regard for safeguarding. Our 'face-to-face' meetings have followed our COVID policies and protocols and continue to do so. Zoom meetings have allowed house-bound and 'travel-reluctant' Friends to attend more regularly than previously, as well as attracting new attenders. Care has been taken to keep in contact with previous attenders who do not choose or have access to the Zoom facility.

The Zoom facility is also available to hirers, supporting groups like AA and potentially attracting new clients. Throughout this difficult and challenging period we have sought that inner stillness which is the foundation on which we try to build right relationships with God, with our neighbour and with the physical environment. Local meetings have found their own ways to share their spiritual journey. Tunbridge Wells Friends have continued their Book Group, Tuesday Study Group and Mid-week meeting on Thursdays online. Maidstone Friends having joined together via a network of emails, shared readings and simultaneous private prayer, returned to the Meeting House with confidence and gathered worship, having gained a number of new attenders. Rochester have run three house groups throughout the year, offering spiritual development to groups of around five people in each group. Sevenoaks has resumed both its monthly Discussion Group and Tuesday evening meetings for worship.

We support all our post holders by regular contact and discussion. Courses to develop their roles, special interests and social concerns have been available via Zoom and latterly in real groups. We have sought to develop our relationship with East Kent in order to foster better practice. Two Friends from the East Kent Area Meeting are due for appointment as West Kent trustees in April. We support other Quaker Meetings which make national appeals for specific help. We continue to send our representative to Sufferings and advertise national Quaker events throughout the Area Meeting via email.

Individual meetings have been supported throughout the year by a local Development Worker from the BYM Vibrancy in Meetings programme. Carrie Comfort has attended Zoom meetings of Trustees and Area meetings, as well as inviting West Kent Friends to discussions with other area meetings. Maidstone Meeting has asked that its business be undertaken by Rochester Local Meeting as the post of clerk was difficult to fill.

2. Spreading the message of Quakers and interpreting and developing the thought and practice of the religious society

COVID restrictions have made 'outreach' particularly challenging. Our usual practices of opening our Meeting Houses to visitors has been necessarily limited, until Government restriction were relaxed. Our Meeting Houses spoke our missions and testimonies silently until the doors could be re-opened. The Open House Project at Rochester and the use of Maidstone Meeting House for COVID-safe worship by both Muslims and Jews are testaments of our inclusive mission.

The annual 'Ride & Stride' Churches Together event in September afforded the opportunity to have a Quaker presence outside our Meeting Houses. Peace Pledge Union 'white poppies' have been advertised as being available from our meeting houses. Sevenoaks Meeting House garden has the 5 Testimonies displayed on posts, visible from the surrounding roads. Meeting houses display Quaker information, history and activities on their notice boards for all hirers to see. The West Kent website gives details of our meetings and our values, with links to national Quaker information. Individual Friends have gone out of their way to 'practise their faith and testimonies' locally with neighbours. As hirers and visitors returned, our presence and worshipping community could be witnessed in degrees.

3. Undertaking Quaker service for the relief of suffering at home and abroad

Our Tunbridge Wells meeting has continued its partnership with 'Habitat for Humanity' and the YMCA on a scheme (the 'Stepping Stones Project') having created eight accommodation units for vulnerable young people. The scheme has been seen as a model for reassignment of property resources for the good of the community.

Our Rochester Meeting House has been the venue for the Open House Project, which supports homeless and vulnerable people (about 55 each week); members of Rochester Meeting have been active in the organisation and operation of the project. Insulate Britain asked for and were granted Rochester Meeting House as a welcoming hostel facility following their late-night release from police custody.

Our Maidstone Meeting participated in the Maidstone Winter Shelter Scheme, making its facilities available on one night a week during the winter months to provide accommodation for homeless people.

Our Quaker prison chaplain had not been allowed to minister to the needs of inmates at the Elmley cluster of prisons. However, she has kept in touch with released inmates as best as she can and intends to serve as prison protocol might allow.

4. Funding the concerns that Quaker meetings in the area of West Kent Quakers or beyond have adopted or agreed to support

Local Meetings are allocated funds based on their hiring income that they use for grants to individuals and organizations. Nearly £5,000 was donated to a variety of charitable causes. We financially support British Yearly Meeting, Woodbrooke and Claridge House annually. We support refugee groups locally and in Calais, MIND, local Food Banks, Maidstone Winter Shelter, Young Lives Foundation, Kudimba project, Toilet Twinning, Medecin sans Frontiers, York Retreat (mental illness) and a host of local charities through weekly collections. We are strengthening our bonds with other faith groups through Inter-Faith groups. Local meetings offer discounted hire charges to specific groups to support new ventures, struggling causes and the local AA groups.

5. Providing for the pastoral care of individual members and attenders including assistance to those in need and for education

Our overseers provide care and fund practical issues for individual members. We use our bursary or overseers' funds to assist those in need or for education and have provided financial help for psychiatric therapy to a family.

Our Safeguarding Co-ordinator has acted as a channel of communication with Thirty-one:eight, the Churches Child Protection Advisory Service (CCPAS); he attended a 31:8 Co-ordinator's course on line and liaises with the East Kent Safeguarding officer as assistant.

Our Safeguarding Policy is reviewed annually and is now modelled on the agreed BYM policy due to be fully implemented by December 2022.

6 Maintaining and developing Quaker meeting houses as places for public worship and from which to carry our witness into the world

The condition of our four meeting houses is maintained by quinquennial inspections by an independent surveyor. The inspections arranged for August 2021, using a newly appointed firm for all six Meeting Houses in Kent, highlighted several maintenance issues, but no major structural problems. The Sevenoaks Meeting House roof and cellar needed specific repair to leaks and drainage gullies; this work has been complete satisfactorily. Tree work outside Maidstone Meeting House has also been done, eliminating potential damage by branches and root ingress. Rochester and Maidstone are overseen by a paid steward. Sevenoaks has a resident warden and Tunbridge Wells is developing a new policy following its refurbishment. Rochester Meeting House is a Grade 2 listed building, recently re-confirmed.

Maidstone Meeting House served as HQ for the Health Authorities during a local COVID outbreak centred on the area. The Maidstone steward worked in close communication to ensure safe access to the building as might be necessary.

Sustainability and energy conservation have played a large part in improvements at Maidstone and Sevenoaks, especially double glazing. The Sevenoaks memorial bench is made entirely from recycled plastic. Tunbridge Wells has been completely modernized and Rochester has a more efficient heating system installed.

Disabled access has been improved at Sevenoaks and Tunbridge Wells. Rochester Meeting and The Open House Project based there have embraced the Plastic Free Medway call to reduce the use of single use plastic and additionally to use kinder and more ecologically friendly products for cleaning.

Each meeting house is tasked with an annual risk assessment of its premises. Area meeting funds cover the costs of necessary repairs and improvements. Trustees assure that the properties comply with the expectations of our insurers, Congregational Insurance, via Edwards Insurance Brokers who also serve several Quaker area meeting clients (including East Kent) and Woodbrooke.

Each meeting house displays notices of activities for the public to read and the West Kent website offers timely information. Meetings advertise their events in the local free-distribution neighbourhood leaflets. We are working to reduce our carbon footprint and use of plastics and to opt for environmentally friendly cleaning and toiletry items.

7. Administering and maintaining the organisation of West Kent Quakers and contributing to the support of Britain yearly meeting

West Kent Quakers meets the 'public benefit' requirement of charities legislation, not only by the advancement of religion but also in other ways - for example, by our support for community activities and by working to meet the needs of disadvantaged individuals and groups, as demonstrated by the activities and achievements shown in Section 3. Most Meetings now donate annually to Britain Yearly Meeting. Cross-county Zoom meetings have served to unite both West and East Kent Quakers in a sense of 'common cause'. Shared policies and administration support has proved a boon.

Policies

Data protection policy

The policy, presently under review, sets out our approach to:

- Ensuring openness, transparency and fairness in the way we handle personal data;
- Applying the Information Commissioner's 'information standards';
- Keeping personal information secure.

Grant-giving policy

We have an Outreach Fund for the following purposes:

- To make non-friends, Friends and Attenders aware of what Quakerism has to offer, listening to the needs of others, and supporting Meetings in their spiritual development.
- To give our Quaker beliefs practical expression through service to the local and wider communities.
- Individual meetings may also make grants - for example, each local meeting has a Bursary Fund.

We also pay for our members and attenders to participate in courses either that will develop the spiritual life of the meeting or which support the individuals in the exercise of their responsibilities- as clerks, trustees, overseers, prison ministers etc.

Investments selection policy

We do not feel that we have sufficient funds to engage in investments whose value may go down as well as up. We aim to place our money in ethically responsible banks (Co-op, Triodos, Charity Bank and Shared Interest currently).

Safeguarding Policy

WKAM has agreed to adopt the Policy distributed by BYM with full implementation by December 2022.

Our Area Meeting, and its constituent Local Meetings, take seriously their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the Meeting's care. The Area Meeting is committed to:

- Listening to, relating effectively to, and valuing children and young people whilst ensuring their protection within church activities;
- Having a robust appointments procedure for posts involving contact and supervision of young and vulnerable adults;
- Encouraging and supporting parents/carers;
- Ensuring that children's/youth workers are given support and training;
- Having a system for dealing with concerns about possible abuse; and,
- Maintaining good links with the statutory childcare authorities.

Review of major risks

Each of our local meetings is required to carry out an annual health and safety risk assessment in order to identify the areas of risk, to specify the required actions, to prioritise them, to assign accountability and to give target dates for completion in conjunction with quinquennial reports. The annual risk assessment and flat roof inspection has been completed in 2022.

Financial review

General

The full financial results are set out on pages 11 to 20. In summary the total receipts from all sources amounted to £49,176 (2021: £30,685) and payments amounted to £57,143 (2021: £52,305). This resulted in an excess of payments over receipts on unrestricted funds of £7,967 before transfers (2021: £21,620).

Reserves policy

Our policy is to:

1) Hold sufficient reserves to:
    i) Meet all repair bills for our Meeting Houses, mainly resulting from Quinquennial Inspections;
    ii) Meet any additional staffing costs that might arise in the event of long-term sickness or redundancy; and
    iii) Provide funding for any development projects that might be undertaken.

2) Once the above needs have been catered for, apply surplus funds for charitable purposes – while adhering to our position that it is for each of our constituent meetings to make their own decision about this.

The level of reserves considered to be required is six months of expenditure at a minimum. This allows for immediate closing costs. There are currently unrestricted reserves totalling £175,327 which equates to 36 months of expenditure. This additional level of reserves above the minimum ensures there are funds available for major repair works on the Meeting Houses as required.

The COVID-19 pandemic has meant the Trustees have given careful consideration to the level of reserves and have looked in to how donations can be increased, expenditure reduced and funds used responsibility.

The Pandemic has had a severe impact on income in the following financial year but Friends have donated generously while legacies and reduced project costs have also helped.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statement for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statement unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its surplus or deficit for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgement and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 10.10.22 and signed on its behalf by:

.....

Duncan Dwinell
Trustee

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2022

I report to the trustees on my examination of the accounts of West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Lindeyer Francis Ferguson Ltd

Jonathan Healey FCA

Date: 12 October 2022

Lindeyer Francis Ferguson Limited
Chartered Accountants
North House
198 High Street
Tonbridge
Kent TN9 1BE

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Receipts and Payments Account
For the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Incoming resources from generated funds:					
Voluntary income	2	26,341	-	26,341	19,630
Generated income	3	22,116	-	22,116	10,073
Investment income	4	719	-	719	982
Total incoming resources		49,176	-	49,176	30,685
Payments					
Cost of generating funds:					
Costs of generating voluntary income	5	4,570	-	4,570	5,748
Fundraising trading	6	36,560	-	36,560	34,878
Charitable activities	7	14,231	-	14,231	10,059
Governance costs	8	1,782	-	1,782	1,620
Total resources expended		57,143	-	57,143	52,305
Net payments		(7,967)	-	(7,967)	(21,620)
Transfers between funds		-	-	-	-
Net movement in funds		(7,967)	-	(7,967)	(21,620)
Reconciliation of funds:					
Cash balances brought forward		183,294	-	183,294	204,914
Cash balances carried forward		**175,327**	**-**	**175,327**	**183,294**

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2022

	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Cash funds				
Co-operative current account	27,067	-	27,067	9,478
Co-operative deposit account	1,876	-	1,876	1,874
Charity Bank	71,190	-	71,190	70,783
	100,133	-	**100,133**	**82,135**
Other monetary assets				
Trade debtors	1,311	-	1,311	724
Gift aid		-	-	6,937
	1,311	-	**1,311**	**7,661**
Investment assets				
Kent saver credit union	15,107	-	15,107	15,107
Tridos deposit account	59,587	-	59,587	59,537
Tridos fixed term deposit	-	-	-	26,015
Shared interest	500	-	500	500
	75,194	-	**75,194**	**101,159**
Assets retained for the Charity's own use				
Meeting house - Sevenoaks	659,489	-	699,059	659,489
Meeting house - Rochester	819,942	-	869,139	819,942
Meeting house - Tunbridge Wells	1,419,350	-	1,419,350	1,419,350
Meeting house - Maidstone	473,488	-	463,738	473,488
	3,372,269	-	**3,451,286**	**3,372,269**

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2022

Short term liabilities				
Trade creditors	2,807	-	2,807	-
Accruals	2,155	-	2,155	-
	4,962	-	4,962	-

The receipts and payments account and statement of assets and liabilities were approved by the Trustees on 10 Oct. 22 and signed on their behalf by:

D Dwinell
Trustee

E Whelan
Trustee

1 ACCOUNTING POLICIES

Basis of preparation of the financial statements
The financial statements have been prepared under the receipts and payments basis and in accordance with legal requirements. In preparing the Financial Statements the Charity complies with the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the charitable incorporated organisation. Monetary amounts in these financial statements are rounded to the nearest £.

There are no material uncertainties about the charitable incorporated organisation's ability to continue, so the going concern basis of accounting has been adopted.

Cash funds
This includes all cash and bank and building society current and deposit accounts where the money can be accessed immediately.

Other monetary assets
This includes trade debtors, and other debtors which relates to bank interest accrued on investments.

Investment assets
This includes all other bank and building society accounts where the money cannot be accessed immediately.

Assets for the Charity's own use
The assets held for use by the charity comprise the Meeting Houses which are vested in the name of Friends Trusts Limited as custodian trustees. The properties are stated at their insurance value.

The Meeting Houses within assets retained for the charity's own use are currently legally owned by, and available for use by, West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain.

Liabilities
This includes all amounts immediately due for payment and those payable in the future.

1 Accounting policies continued

Receipts

All income is included in full when received.

Voluntary income is received by way of donations, grants and legacies, and includes any gift aid recovered.

Activities for generating funds relates to income received from letting the Meeting Houses when they are not being used for Quaker activities.

Investment income is bank interest received, split between that received from cash funds and investment assets.

Incoming resources from charitable activities relates to Outreach and Inreach activities.

Payments

All payments are included in full when paid.

Costs of generating funds includes all costs associated with generating income from all sources other than undertaking charitable activities.

Charitable activities costs comprise all the expenditure incurred by the charity which relates to the services provided in undertaking events and projects which directly contribute to the acheivement of it's charitable aims and objectives.

Governance costs includes all direct costs including professional fees and costs relating to compliance with constitutional and statutory requirements.

Support costs provide the organisational infrastructure that enables the output producing activities to take place and have been apportioned to each of the categories of expenditure as detailed in Note 9.

2 VOLUNTARY INCOME

	2022	2021
	£	£
Donations	16,559	19,630
Legacies	9,782	-
	26,341	19,630

The comparative figure includes restricted income of £Nil.

3 ACTIVITIES FOR GENERATING FUNDS

	2022	2021
	£	£
Lettings	21,562	9,734
Other income	554	339
	22,116	10,073

The comparative figure includes restricted income of £Nil.

4 INVESTMENT INCOME

	2022	2021
	£	£
Bank interest	719	982
	719	982

5 COSTS OF GENERATING VOLUNTARY INCOME

		2022	2021
		£	£
Support costs	Note 9	4,570	5,748

The comparative figure includes expenditure from restricted funds of £Nil.

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

		2022	2021
		£	£
Rent and water		1,863	547
Heat and light		9,061	4,695
Maintenance, repairs and safety checks		11,548	14,918
Cleaning		7,179	6,028
Support costs	Note 9	6,909	8,690
		36,560	34,878

The comparative figure includes expenditure from restricted funds of £Nil.

7 CHARITABLE ACTIVITIES COSTS

		2022 £	2021 £
Grants to individuals, Outreach and local projects		9,205	5,215
Conferences		129	(1,456)
Memberships		605	868
Library		-	-
Sundries		68	119
Support costs	Note 9	4,224	5,313
		14,231	10,059

The comparative figure includes expenditure from restricted funds of £Nil.

8 GOVERNANCE COSTS

	2022 £	2021 £
Audit and accountancy	1,782	1,620
	1,782	1,620

The comparative figure includes expenditure from restricted funds of £Nil.

9 SUPPORT COSTS

	2022 £	2021 £
Communications cost	841	1,148
Printing, postage and stationery	15	73
Stewardship	6,755	6,610
Insurance	133	5,194
Professional fees	853	660
Travel	1,055	558
Wages - Finance administrator	6,051	5,508
	15,703	19,751

9 Support costs continued

Support costs which have not already been allocated to the appropriate activity cost, are those which provide the organisational infrastructure that enables the output producing activities to take place, and have been apportioned on an estimated use basis as follows:

	2022	2021
	£	£
Cost of generating voluntary income	4,570	5,748
Fundraising trading	6,909	8,690
Charitable activities costs	4,224	5,313
	15,703	19,751

10 NET INCOME

Net income is stated after charging:	2022	2021
	£	£
Independent examiners fee	1,782	1,620

11 TRUSTEES' REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration (2021: none), nor been reimbursed for expenses during the year (2021: none).

12 FUNDS

General funds
The general funds of the charity are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.

Designated funds
The designated funds of the charity are funds committed by the trustees for expenditure on particular activities. Details of the designated funds can be seen at the end of the note.

Restricted funds
These are the funds of the charity that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

	At 1 April 2021	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2022
	£	£	£	£	£
Unrestricted funds					
General funds					
Maidstone General fund	-	1,470	(3,454)	1,984	-
Rochester General fund	4,770	6,647	(8,731)	-	2,686
Sevenoaks General fund	1,483	3,130	(4,563)	-	50
Tunbridge Wells General fund	5,519	4,418	(3,989)	-	5,948
Area General fund	63,695	23,109	(8,783)	(1,984)	76,037
Total general funds	75,467	38,774	(29,520)	-	84,721
Designated funds					
Maidstone Bursary fund	8,715	-	(852)	-	7,863
Maidstone Legacy fund	-	8,782	-	-	8,782
Sittingbourne fund	-	184	(115)		69
Rochester Spiritual Development fund	11,729	-	-	-	11,729
Tonbridge fund	2,653	400	(111)	-	2,942
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Sevenoaks Legacy Fund	-	1,000	(527)	-	473
Area Premises fund	-	36	(26,018)	25,982	-
Area Outreach fund	4,539	-	-	-	4,539
Area Reserve fund	73,475	-	-	(25,982)	47,493
Rochester General Meeting	3,000	-	-	-	3,000
Total designated funds	107,827	10,402	(27,623)	-	90,606
Total unrestricted funds	183,294	49,176	(57,143)	-	175,327
Total funds	**183,294**	**49,176**	**(57,143)**	-	**175,327**

12 FUNDS continued

Prior year

	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
Unrestricted funds					
General funds					
Maidstone General fund	-	2,617	(4,090)	1,473	-
Rochester General fund	1,341	7,923	(4,494)	-	4,770
Sevenoaks General fund	-	2,420	(937)	-	1,483
Tunbridge Wells General fund	329	7,458	(2,268)	-	5,519
Area General fund	68,982	9,928	(13,742)	(1,473)	63,695
Total general funds	70,652	30,346	(25,531)	-	75,467
Designated funds					
Maidstone Bursary fund	8,425	-	290	-	8,715
Sittingbourne fund	-	-	(22)	22	-
Rochester Spiritual Development fund	11,929	-	(200)	-	11,729
Tonbridge fund	2,653	-	-	-	2,653
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Area Premises fund	-	339	(26,842)	26,503	-
Area Outreach fund	4,539	-	-	-	4,539
Area Reserve fund	100,000	-	-	(26,525)	73,475
Rochester General Meeting	3,000	-	-	-	3,000
Total designated funds	134,262	339	(26,774)	-	107,827
Total unrestricted funds	204,914	30,685	(52,305)	-	183,294
Total funds	**204,914**	**30,685**	**(52,305)**	-	**183,294**

Maidstone Bursary, Rochester Spiritual Development and **Tunbridge Wells Bursary funds** are all monies set aside for the use of Quakers for courses and training.

Sittingbourne fund and **Tonbridge fund** are for the two Quakers' meetings who hire premises monthly.

Maidstone Legacy fund, Sevenoaks Legacy fund, Tunbridge Wells Legacy fund, and **Rochester General Meeting** are for occassional funds from deceased Quakers in these areas.

Area Premises fund pays for the work on all buildings throughout the year.

12 FUNDS continued

Area Outreach fund covers activities during the year.

Area Reserve fund is a designated fund that the Trustees have considered to be required to cover shortfalls in any of the other designated funds that may arise from time to time.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRIT

England & Wales - Charity number 1166299

Accounts

Registered Charity number: 1166299

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain

TRUSTEES' ANNUAL REPORT
INCLUDING RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED
31 MARCH 2021

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CONTENTS

	Page
Charity Information	1
Trustees' Report	2
Independent Examiner's Report	9
Receipts and Payments Accounts	10
Statement of Assets and Liabilities	11
Notes to the Receipts and Payments Accounts	12

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

CHARITY INFORMATION

Charity name:	West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain (abbreviated as **West Kent Quakers**)
Treasurer:	Steve Giddins
Trustees:	Liz Whelan Duncan Dwinell Merril Woolf Estella Lovett
Registered Charity number:	1166299
Principal Address:	West Kent Area Meeting c/o 30 Hollybush Lane Sevenoaks Kent TN13 3TJ
Independent Examiner:	Jonathan Healey FCA Lindeyer Francis Ferguson Limited Chartered Accountants North House 198 High Street Tonbridge Kent TN9 1BE
Bankers:	The Co-operative Bank plc Business Direct PO Box 250 Skelmersdale Lancashire WN8 6WT
Solicitors:	Gullands Solicitors 16 Mill Street Maidstone Kent ME15 6XT
Custodian Trustees:	Friends Trusts Limited

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The trustees submit their report together with the financial statements of the charity for the year ended 31 March 2021.

Structure, Governance and Management

Description of Charity's trusts: Constitution dated 12 March 2016 and charity commission scheme.

Objects of the charity: The furtherance of the general religious and charitable aims of the Religious Society of Friends (Quakers) in the area of West Kent and beyond.

Specific investment powers: To make investments in accordance with legal constraints and the ethical testimonies of the Religious Society.

Organisational structure: Day to day management is delegated to the Trustees who currently meet four times a year and aim to include a representative from each of the four main meetings.

Trustees and Governance

Recruitment and appointment of trustees: All trustees are appointed by minute of West Kent Area Quaker Meeting in session. The Area Meeting appoints trustees, normally from its own membership. The body of trustees normally contains five or more persons. The Constitution allows for extraordinary circumstances which have occurred with the passing of a Trustee. The Board are actively looking to bring forward another Trustee to bring the compliment back to five. The appointments are reviewed at intervals not exceeding three years. A trustee can be re-appointed on no more than two occasions to give an unbroken term not exceeding nine years; that person cannot then be re-appointed as a trustee until a further three years has elapsed.

In January 2020 East and West Kent trustees agreed to have one trustee from the other area meeting attend reciprocally as a co-opted attender. This supports shared best practice. The treasurer, not in membership, does not at present act as trustee.

Public Benefit

When planning the activities for the year, the trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Activities and achievements

1. Strengthening the life and witness of Quaker meetings both in the area of West Kent Quakers and beyond

The year from March 2020 in lockdown has presented WKAM with many of the same challenges experienced nationally. Our hiring income dropped dramatically. Face-to-face meetings largely ceased, cash collections were not possible. Furthermore, the fellowship of meeting together needed to find a new and experimental expression of Friendship. The years' experience has fostered new bonds of both fellowship and Friendship and have proven resilient and encouraging.

Meetings for worship have been held every week from the beginning of COVID-19 Lockdown by Zoom from Tunbridge Wells and Rochester, both exclusively or blended, or by attendance when regulations and restrictions allowed at all four Meeting Houses and at open air meetings in Tonbridge Memorial Gardens and Tunbridge Wells Common. These meetings have been advertised via our websites and notified via email and notices posted at our Meeting Houses.

Our Zoom meetings have been held in the manner of Quakers, with eldership, oversight and regard for safeguarding. Our 'face-to-face' meetings have followed our COVID policies and protocols and continue to do so. Zoom meetings have allowed house-bound and 'travel-reluctant' Friends to attend more regularly than previously, as well as attracting new attenders. Care has been taken to keep in contact with previous attenders who do not choose or have access to the Zoom facility. The Zoom facility is also available to hirers, supporting groups like AA and potentially attracting new clients.

Throughout this difficult and challenging period, we have sought that inner stillness which is the foundation on which we try to build right relationships with God, with our neighbour and with the physical environment. Local meetings have found their own ways to share their spiritual journey. Tunbridge Wells Friends have continued their Book Group, Tuesday Study Group and Mid-week meeting on Thursday online. Maidstone Friends have joined together via a network of emails, shared readings, and simultaneous private prayer. Rochester have run three house groups throughout the year, offering spiritual development to groups of around five people in each group.

We support all our post holders by regular contact and discussion. Courses to develop their roles, special interests and social concerns have either not been available or cancelled. We have sought to develop our relationship with East Kent in order to foster better practice. We support other Quaker Meetings which make national appeals for specific help. We continue to send our representative to Sufferings and advertise national Quaker events throughout the Area Meeting via email.

Individual meetings have been supported throughout the year by a local Development Worker from the BYM Vibrancy in Meetings programme. Carrie Comfort has attended Zoom meetings of Trustees and Area meetings, as well as inviting WK Friends to discussions with other area meetings.

2. Spreading the message of the Quakers and interpreting and developing the thought and practice of the religious society

COVID restrictions have made 'outreach' particularly challenging. Our usual practices of opening our Meeting Houses to visitors has been necessarily curtailed. Our Meeting Houses have spoken our missions and testimonies silently.

The annual 'Ride & Stride' Churches Together event in September afforded the opportunity to have a Quaker presence outside our Meeting Houses. Sam Dwinell managed to cycle to every Meeting House in Kent sponsored by several Friends. Both Rochester and Maidstone Meeting Houses have remained open for other faith groups to worship regularly, each following our COVID expectations and their own policies. Peace Pledge Union 'white poppies' have been advertised as being available from our meeting houses. Sevenoaks Meeting House garden has the 5 Testimonies displayed on posts, visible from the surrounding roads. Meeting houses display Quaker information, history and activities on their notice boards for all hirers to see. The West Kent website gives details of our meetings and our values, with links to national Quaker information. Individual Friends have gone out of their way to 'practise their faith and testimonies' locally with neighbours.

3. Undertaking Quaker service for the relief of suffering at home and abroad

Our Tunbridge Wells meeting has continued its partnership with 'Habitat for Humanity' and the YMCA on a scheme (the 'Stepping Stones Project') having created eight accommodation units for vulnerable young people. The scheme has been seen as a model for reassignment of property resources for the good of the community.

Our Rochester Meeting House has been the venue for the Open House Project, which supports homeless and vulnerable people (about 55 each week); members of Rochester Meeting have been active in the organisation and operation of the project. Our Maidstone Meeting participated in the Maidstone Winter Shelter Scheme, making its facilities available on one night a week during the winter months to provide accommodation for homeless people.

Our Quaker prison chaplain has not been allowed to minister to the needs of inmates at the Elmley cluster of prisons. However, she has kept in touch with released inmates as best as she can.

4. Funding the concerns that Quaker meetings in the area of West Kent Quakers or beyond have adopted or agreed to support

Local Meetings are allocated funds based on their hiring income that they use for grants to individuals and organizations. Nearly £5000 was donated to a variety of charitable causes. We financially support British Yearly Meeting, Woodbrooke and Claridge House annually. We support refugee groups, Toilet Twinning, relief work in Syria and Bhopal, Medecins sans Frontiers, York Retreat (mental illness) and a host of local charities through weekly collections. We are strengthening our bonds with other faith groups through Inter-Faith groups. Local meetings offer discounted hire charges to specific groups to support new ventures, struggling causes and the local AA groups.

5. Providing for the pastoral care of individual members and attenders including assistance to those in need and for education

Our overseers provide care and fund practical issues for individual members. We use our bursary or overseers' funds to assist those in need or for education and have provided financial help for psychiatric therapy to a family.

Our Safeguarding Co-ordinator has acted as a channel of communication with Thirty-one:eight, the Churches Child Protection Advisory Service (CCPAS); he attended a 31:8 Co-ordinator's course on line and liaises with the East Kent Safeguarding officer as assistant.

Our Safeguarding Policy is reviewed annually and is now modelled on the agreed BYM policy due to be fully implemented by December 2022.

6. Maintaining and developing Quaker meeting houses as places for public worship and which to carry out witness into the world

The condition of our four meeting houses is maintained by quinquennial inspections by an independent surveyor. The next inspections have been arranged for August 2021 using a newly appointed firm for all 6 Meeting Houses in Kent. Rochester and Maidstone are overseen by a paid steward. Sevenoaks has a resident warden and Tunbridge Wells is developing a new policy following its refurbishment. Rochester Meeting House is a Grade 2 listed building, recently re-confirmed.

Sustainability and energy conservation have played a large part in improvements at Maidstone and Sevenoaks, especially double glazing. Tunbridge Wells has been completely modernized and Rochester has a more efficient heating system installed. Disabled access has been improved at Sevenoaks and Tunbridge Wells. Rochester Meeting and The Open House Project based there have embraced the Plastic Free Medway call to reduce the use of single use plastic and additionally to use kinder and more ecologically friendly products for cleaning.

Each meeting house is tasked with an annual risk assessment of its premises. Area meeting funds cover the costs of necessary repairs and improvements. Trustees assure that the properties comply with the expectations of our new insurers, Congregational Insurance, via Edwards Insurance Brokers who also serve several Quaker areas.

7. Administering and maintaining the organisation of West Kent Quakers and contributing to the support of Britain yearly meeting

West Kent Quakers meets the 'public benefit' requirement of charities legislation, not only by the advancement of religion but also in other ways - for example, by our support for community activities and by working to meet the needs of disadvantaged individuals and groups, as demonstrated by the activities and achievements shown in Section 3. Most Meetings now donate annually to Britain Yearly Meeting. Cross-county Zoom meetings have served to unite both West and East Kent Quakers in a sense of 'common cause'. Shared policies and administration support has proved a boon.

Policies

Data protection policy

The policy sets out our approach to:

- Ensuring openness, transparency and fairness in the way in which we handle personal data;
- Applying the Information Commissioner's information standards; and
- Keeping personal information secure.

Grant giving policy

We have an Outreach Fund for the following purposes:

- To make non-friends, Friends and Attenders aware of what Quakerism has to offer, listening to the needs of others, and supporting Meetings in their spiritual development
- To give our Quaker beliefs practical expression through service to the local and wider communities
- Individual meetings may also make grants – for example, Maidstone, Rochester and Tunbridge Wells each have a Bursary Fund.

We also pay for our members and attenders to participate in courses either that will develop the spiritual life of the meeting or which support the individuals in the exercise of their responsibilities – as clerks, overseers, prison ministers etc.

Investment selection policy

We do not feel that we have sufficient funds to engage in investments whose value may go down as well as up. We aim to place our money in ethically responsible banks (Co-op, Triodos, Charity Bank and Shared Interest currently). Our CAF accounts have recently been closed.

Safeguarding policy

Our Area Meeting, and its constituent Local Meetings, take seriously their responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the Meeting's care. The Area Meeting is committed to:

- Listening to, relating effectively to, and valuing children and young people whilst ensuring their protection within church activities;
- Encouraging and supporting parents/carers;
- Ensuring that children's/youth workers are given support and training;
- Having a system for dealing with concerns about possible abuse; and
- Maintaining good links with the statutory childcare authorities.

We have a detailed policy to guide the implementation of the above aims. The policy is reviewed annually and was updated in late 2020; we have continued our membership of Thirty-one:eight the renamed Churches Child Protection Advisory Services (CCPAS).

Review of major risks

Each of our local meetings is required to carry out an annual health and safety risk assessment in order to identify the areas of risk, to specify the required actions, to prioritise them, to assign accountability and to give target dates for completion in conjunction with quinquennial reports, the next being due in 2022.

Financial review

General

The full financial results are set out on pages 10 to 19. In summary the total receipts from all sources amounted to £30,685 (2020: £58,991) and payments amounted to £52,305 (2020: £78,954). This resulted in an excess of payments over receipts on unrestricted funds of £21,620 before transfers (2020: £19,963).

Reserves policy

Our policy is to:

1) Hold sufficient reserves to:
    i) Meet all repair bills for our Meeting Houses, mainly resulting from Quinquennial Inspections;
    ii) Meet any additional staffing costs that might arise in the event of long-term sickness or redundancy; and
    iii) Provide funding for any development projects that might be undertaken

2) Once the above needs have been catered for, apply surplus funds for charitable purposes – while adhering to our position that it is for each of our constituent meetings to make their own decision about this.

The level of reserves considered to be required is six months of expenditure at a minimum. This allows for immediate closing costs. There are currently unrestricted, free reserves totalling £183,294 which equates to 42 months of expenditure. This additional level of reserves above the minimum ensures there are funds available for major repair works on the Meeting Houses as required.

The COVID-19 pandemic has meant the Trustees have given careful consideration to the level of reserves and have looked in to how donations can be increased, expenditure reduced and funds used responsibility.

The Pandemic has had a severe impact on income in the following financial year but Friends have donated generously while legacies and reduced project costs have also helped.

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the Trustees to prepare financial statement for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with the United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the trustees must not approve the financial statement unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its surplus or deficit for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgement and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 7/12/2021 and signed on its behalf by:

Duncan Dwinell
Trustee

WEST KENT AREA QUAKER MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS (QUAKERS) IN BRITAIN

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

I report to the trustees on my examination of the accounts of West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Lindeyer Francis Ferguson LTD

Jonathan Healey FCA Date: 9 December 2021

Lindeyer Francis Ferguson Limited
Chartered Accountants
North House
198 High Street
Tonbridge
Kent TN9 1BE

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Receipts and Payments Account
For the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Receipts					
Incoming resources from generated funds:					
Voluntary income	2	19,630	-	19,630	18,959
Generated income	3	10,073	-	10,073	38,937
Investment income	4	982	-	982	1,095
Total incoming resources		30,685	-	30,685	58,991
Payments					
Cost of generating funds:					
Costs of generating voluntary income	5	5,748	-	5,748	5,371
Fundraising trading	6	34,878	-	34,878	47,476
Charitable activities	7	10,059	-	10,059	23,107
Governance costs	8	1,620	-	1,620	3,000
Total resources expended		52,305	-	52,305	78,954
Net payments		(21,620)	-	(21,620)	(19,963)
Transfers between funds		-	-	-	-
Net movement in funds		(21,620)	-	(21,620)	(19,963)
Reconciliation of funds:					
Cash balances brought forward		204,914	-	204,914	224,877
Cash balances carried forward		**183,294**	-	**183,294**	**204,914**

West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain
Statement of Assets and Liabilities
As at 31 March 2021

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Cash funds				
Co-operative current account	9,478	-	9,478	17,079
Co-operative deposit account	1,874	-	1,874	16,815
Charity Bank	70,783	-	70,783	45,317
	82,135	-	**82,135**	**79,211**
Other monetary assets				
Trade debtors	724	-	724	4,151
Gift aid	6,937	-	6,937	6,937
	7,661	-	**7,661**	**11,088**
Investment assets				
Kent saver credit union	15,107	-	15,107	15,107
Tridos deposit account	59,537	-	59,537	84,338
Tridos fixed term deposit	26,015	-	26,015	25,758
Shared interest	500	-	500	500
	101,159	-	**101,159**	**125,703**
Assets retained for the Charity's own use				
Meeting house - Sevenoaks	659,489	-	659,489	652,489
Meeting house - Rochester	819,942	-	819,942	819,942
Meeting house - Tunbridge Wells	1,419,350	-	1,419,350	1,419,350
Meeting house - Maidstone	473,488	-	473,488	473,488
	3,372,269	-	**3,372,269**	**3,365,269**

The receipts and payments account and statement of assets and liabilities were approved by the Trustees on 7/11/2021 and signed on their behalf by:

D Dwinell
Trustee

E Whelan
Trustee

1 ACCOUNTING POLICIES

Basis of preparation of the financial statements
The financial statements have been prepared under the receipts and payments basis and in accordance with legal requirements. In preparing the Financial Statements the Charity complies with the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the charitable incorporated organisation. Monetary amounts in these financial statements are rounded to the nearest £.

There are no material uncertainties about the charitable incorporated organisation's ability to continue, so the going concern basis of accounting has been adopted.

Cash funds
This includes all cash and bank and building society current and deposit accounts where the money can be accessed immediately.

Other monetary assets
This includes trade debtors, and other debtors which relates to bank interest accrued on investments.

Investment assets
This includes all other bank and building society accounts where the money cannot be accessed immediately.

Assets for the Charity's own use
The assets held for use by the charity comprise the Meeting Houses which are vested in the name of Friends Trusts Limited as custodian trustees. The properties are stated at their insurance value.

The Meeting Houses within assets retained for the charity's own use are currently legally owned by, and available for use by, West Kent Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain.

Liabilities
This includes all amounts immediately due for payment and those payable in the future.

1 Accounting policies continued

Receipts
All income is included in full when received.

Voluntary income is received by way of donations, grants and legacies, and includes any gift aid recovered.

Activities for generating funds relates to income received from letting the Meeting Houses when they are not being used for Quaker activities.

Investment income is bank interest received, split between that received from cash funds and investment assets.

Incoming resources from charitable activities relates to Outreach and Inreach activities.

Payments
All payments are included in full when paid.

Costs of generating funds includes all costs associated with generating income from all sources other than undertaking charitable activities.

Charitable activities costs comprise all the expenditure incurred by the charity which relates to the services provided in undertaking events and projects which directly contribute to the acheivement of it's charitable aims and objectives.

Governance costs includes all direct costs including professional fees and costs relating to compliance with constitutional and statutory requirements.

Support costs provide the organisational infrastructure that enables the output producing activities to take place and have been apportioned to each of the categories of expenditure as detailed in Note 9.

2 VOLUNTARY INCOME

	2021 £	2020 £
Donations	19,630	18,959

The comparative figure includes restricted income of £Nil.

3 ACTIVITIES FOR GENERATING FUNDS

	2021	2020
	£	£
Lettings	9,734	38,204
Other income	339	733
	10,073	38,937

The comparative figure includes restricted income of £Nil.

4 INVESTMENT INCOME

	2021	2020
	£	£
Bank interest	982	1,095
	982	1,095

5 COSTS OF GENERATING VOLUNTARY INCOME

		2021	2020
		£	£
Support costs	Note 9	5,748	5,371

The comparative figure includes expenditure from restricted funds of £Nil.

6 FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

		2021	2020
		£	£
Rent and water		547	1,004
Heat and light		4,695	4,964
Maintenance, repairs and safety checks		14,918	27,862
Cleaning		6,028	5,524
Support costs	Note 9	8,690	8,122
		34,878	47,476

The comparative figure includes expenditure from restricted funds of £Nil.

7 CHARITABLE ACTIVITIES COSTS

		2021	2020
		£	£
Grants to individuals, Outreach and local projects		5,215	10,443
Conferences		(1,456)	6,708
Memberships		868	942
Library		-	19
Sundries		119	30
Support costs	Note 9	5,313	4,965
		10,059	23,107

The comparative figure includes expenditure from restricted funds of £Nil.

8 GOVERNANCE COSTS

	2021	2020
	£	£
Audit and accountancy	1,620	3,000
	1,620	3,000

The comparative figure includes expenditure from restricted funds of £Nil.

9 SUPPORT COSTS

	2021	2020
	£	£
Communications cost	1,148	183
Printing, postage and stationery	73	745
Stewardship	6,610	6,705
Insurance	5,194	2,304
Professional fees	660	495
Travel	558	1,510
Wages - Finance administrator	5,508	6,516
	19,751	18,458

9 Support costs continued

Support costs which have not already been allocated to the appropriate activity cost, are those which provide the organisational infrastructure that enables the output producing activities to take place, and have been apportioned on an estimated use basis as follows:

	2021 £	2020 £
Cost of generating voluntary income	5,748	5,371
Fundraising trading	8,690	8,122
Charitable activities costs	5,313	4,965
	19,751	18,458

10 NET INCOME

Net income is stated after charging:	2021 £	2020 £
Independent examiners fee	1,620	3,000

11 TRUSTEES' REMUNERATION AND BENEFITS

Expenses of £Nil were reimbursed in the year (2020: one trustee was reimbursed £1,607).

12 FUNDS

General funds
The general funds of the charity are funds which can be used in accordance with the charitable objects, at the discretion of the trustees.

Designated funds
The designated funds of the charity are funds committed by the trustees for expenditure on particular activities. Details of the designated funds can be seen at the end of the note.

Restricted funds
These are the funds of the charity that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
Unrestricted funds					
General funds					
Maidstone General fund	-	2,617	(4,090)	1,473	-
Rochester General fund	1,341	7,923	(4,494)	-	4,770
Sevenoaks General fund	-	2,420	(937)	-	1,483
Tunbridge Wells General fund	329	7,458	(2,268)	-	5,519
Area General fund	68,982	9,927	(13,742)	(1,473)	63,695
Total general funds	70,652	30,346	(25,531)	-	75,468
Designated funds					
Maidstone Bursary fund	8,425	-	290	-	8,715
Sittingbourne fund	-	-	(22)	22	-
Rochester Spiritual Development fund	11,929	-	(200)	-	11,729
Tonbridge fund	2,653	-	-	-	2,653
Tunbridge Wells Bursary fund	2,716	-	-	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Area Premises fund	-	339	(26,842)	26,503	-
Area Outreach fund	4,539	-	-	-	4,539
Area Reserve fund	100,000	-	-	(26,525)	73,475
Rochester General Meeting	3,000	-	-	-	3,000
Total designated funds	134,262	339	(26,774)	-	107,827
Total unrestricted funds	204,914	30,685	(52,305)	-	183,294
Total funds	**204,914**	**30,685**	**(52,305)**	-	**183,294**

12 FUNDS continued

Prior year

	At 1 April 2019	Incoming Resources	Outgoing Resources	Transfers	At 31 March 2020
	£	£	£	£	£
Unrestricted funds					
General funds					
Maidstone General fund	49,528	1,649	(4,237)	(46,940)	-
Rochester General fund	23,572	8,118	(6,777)	(23,572)	1,341
Sevenoaks General fund	76,379	3,613	(5,502)	(74,490)	-
Tunbridge Wells General fund	19,783	4,634	(4,305)	(19,783)	329
Area General fund	3,255	40,335	(18,764)	44,156	68,982
Total general funds	172,517	58,349	(39,585)	(120,629)	70,652
Designated funds					
Maidstone Bursary fund	10,519	-	(2,094)	-	8,425
Maidstone Disaster fund	444	-	(444)	-	-
Sittingbourne fund	8	187	(288)	93	-
Rochester Spiritual Development fund	12,634	-	(705)	-	11,929
Tonbridge fund	2,909	21	(277)	-	2,653
Tunbridge Wells Bursary fund	2,823	-	(107)	-	2,716
Tunbridge Wells Legacy fund	1,000	-	-	-	1,000
Area Premises fund	8,179	434	(35,294)	26,681	-
Area Outreach fund	4,699	-	(160)	-	4,539
Area Reserve fund	6,145	-	-	93,855	100,000
Rochester General Meeting	3,000	-	-	-	3,000
Total designated funds	52,360	642	(39,369)	120,629	134,262
Total unrestricted funds	224,877	58,991	(78,954)	-	204,914
Total funds	**224,877**	**58,991**	**(78,954)**	**-**	**204,914**

Maidstone Bursary, Rochester Spiritual Development and **Tunbridge Wells Bursary funds** are all monies set aside for the use of Quakers for courses and training.

Maidstone Disaster fund was set aside to fund world disasters at short notice, this has now been removed to prioritise other areas.

Sittingbourne fund and **Tonbridge fund** are for the two Quakers' meetings who hire premises monthly.

Tunbridge Wells Legacy fund and **Rochester General Meeting** are for occassional funds from deceased Quakers in these areas.

12 FUNDS continued

Area Premises fund pays for the work on all buildings throughout the year.

Area Outreach fund covers activities during the year.

Area Reserve fund is a designated fund that the Trustees have considered to be required to cover shortfalls in any of the other designated funds that may arise from time to time.