



**REGISTERED CHARITY NUMBER: 1170141**

**GRACE CHURCH, BRIDGEND  
CIO**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED**

**31 December 2020**

The Trustees present their report of the charity for the year ended 31 December 2020.

### **OBJECTIVES AND ACTIVITIES**

The objects of the charity, in summary, are to advance the Christian religion and to glorify God for the benefit of the public, in accordance with the Basis of Faith.

The church meets on Sundays and some Wednesdays in The Sarang Thomas Centre, Bryntirion, the premises of Union School of Theology, Wales Campus. Other activities during the week take place in facilities in the local community and in homes of church members.

As a result of the coronavirus national lockdown that began in March 2020, all face-to-face activities of the church were suspended according to Welsh Government guidelines. Sunday morning services and two of the three regular home group meetings were moved on to Zoom.

Sunday evening face-to-face services were resumed on 27<sup>th</sup> September and were closed again during the Welsh “firebreak lockdown.” Morning services began face-to-face on 15<sup>th</sup> November and the evening services were held on Zoom. Face-to-face services were once again suspended from 20<sup>th</sup> December 2020 as Wales went into Tier 4 lockdown. Services continued on Zoom and YouTube.

All face-to-face meetings were subject to strict Risk Assessments in accordance with up-to-date guidance from Welsh Government.

The church is a member of the FIEC (Fellowship of Independent Evangelical Churches) and the AECW (Associating Evangelical Churches of Wales), and through FIEC links, Affinity.

The objects of the church (CIO) are achieved through teaching the Bible, making the gospel of the Lord Jesus Christ known in the local community, encouraging members of the church and congregation in their spiritual growth, running the Christianity Explored course, After-School Club, Youth Bible Study Group, Sunday School, Toddler Group and Senior’s Coffee Morning and expressing God’s love for people through responsible social action.

In support of these activities during 2020 the pastor of the church, and the assistant pastor engaged in regular ministry from the Bible on Sundays through public worship services supported by some of the elders and church members who also served as preachers. The morning sermon series comprised:

- A series in Exodus 11-15 in January.
- Jude, Titus and Philemon and Acts 19-20 in February.
- Easter series on Zechariah 9-14 and then Acts 21-28.
- Series followed in Exodus 15-18 and 1 Corinthians 1-6.
- A short advent series in the book of Esther.
- Matthew 1-2 for Christmas.

We are grateful to God for the service of our employees: John Orchard, Dominic White and Katherine Orchard, as well as all the members of our church and congregation who volunteer their services week by week to make sure that all we do glorifies the Lord and the church runs as smoothly as possible.

## **Public Benefit**

In operating the charity, the trustees have taken into account the requirements to carry out the purposes of the Church for the public benefit as required by the Charity Commission.

With respect to the public benefit requirement, the church was involved in a number of regular activities before the coronavirus regulations prevented meeting. Up until mid-March these included a Coffee Morning for senior citizens and others, an After-School Club which was held in a local primary school. In addition, the church ran a Parent and Toddler group in Bryntirion which was attended by people from the communities of Broadlands, Cefn Glas and Bryntirion. The church also started a craft group in the local area and through this group donated hand-made lap blankets to Oaklands Residential Home for the use of their residents. The church has also continued regular support of the Bridgend Foodbank through donations of food and money. The church was also engaged with local schools by participating in school assemblies and other projects as required. Regular services and seasonal meetings were Oaklands Residential Home.

The pastor and assistant pastor were called upon to give support and pastoral care to members of the local community and the pastor of the church, John Orchard, serves the local community in his capacity as Governor of a local Primary School.

The church responded to the coronavirus in a number of ways:

- Releasing the pastor, John Orchard to volunteer as an Honorary Chaplain at the Princess of Wales Hospital.
- Delivering "Help" leaflets in local streets to encourage residents to get in touch if they needed practical or spiritual support.
- Offering help and support through the website.
- Taking up special collections for communities abroad hard hit by Covid-19.
- Formalising pastoral care of members of the church and congregation through regular contact during the first national lockdown.
- Holding an online Light party for local families over the Halloween period.
- Making up Christmas packs for the pastor to distribute in the local hospital.
- Making and delivering blankets and Christmas gifts to a local care home for elderly people.

## **ACHIEVEMENTS AND PERFORMANCE**

Church members have continued to appreciate the variety and depth of bible teaching that the church offers and before the coronavirus lockdown often invited others to attend. The numbers of people attending on Sunday mornings had slightly decreased and the numbers on Sunday evenings varied. The numbers attending the local home groups had increased. From March 2020 Sunday services have been broadcast online (Zoom and YouTube) and this resulted in new people attending the church by virtual means.

During the year, 2 members transferred their membership to another local church, 5 people left membership and 2 associates left membership. 3 new members and 2 associate members were welcomed in.

The Assistant Pastor of the church (Dominic White) left at the end of August to take up the role of part-time Pastor at Ogmre-By-Sea Church and temporary part-time Pastor of Calvary Chapel, Ogmre Vale, thus cementing Grace Church's long-term support to both those congregations.

The Parent and Toddler Group (Zippy's), which serves the local community was very well attended before lockdown and was appreciated by those who came along. Numbers had been stable.

The After-School Club in a local Primary School was enjoyed by those who attended before the March lockdown. Parents appreciated the weekly meetings which were run free of charge. Numbers of children attending increased.

The pastor's support to some local schools by holding school assemblies was very much appreciated.

During the year the church supported through prayer and financial giving the following organisations: two missionaries in India, one of whom was undertaking community medical work among one of the poorest people groups; a church in one of the deprived South Wales valleys.

Over 1,500 copies of the LIFE Christmas magazine were delivered in the local area in December.

Towards the end of 2019 and into the beginning of 2020 our Pastor was given 3 months off as sabbatical time.

### **Financial Review**

Giving by members and other supporters was £49,303 (£50,495 in 2019). Total income was £64,234 (£59,998 in 2019). No restricted funds were carried over. Total expenditure for the year was £60,858 (£67,499 in 2019). Total surplus carried over to 2021 was £22,753 (£19,377 in 2019).

The trustees also note that as at the date of the statement of assets & liabilities the charity had:

- no funds which were materially in deficit
- no outstanding debt secured by a charge on any of the assets of the charity
- no outstanding guarantees
- no requirement from its members or under the Companies Act 2006 to obtain an audit of these accounts.

### **Reserves Policy**

Three months operating funds are kept in reserve, primarily to pay staff salaries and rent. The trustees receive regular reports on the finances and also expenditure against budget. If the financial reserves fall below the safety level the treasurer would report monthly to the trustees. In the event of a projected deficit, the trustees would inform church members and make an appeal for funds from within the church.

During the Covid-19 lockdowns the trustees met monthly in order to monitor the finances of the church. To this end they received monthly financial reports from the Hon. Treasurer.

### **Risk Management**

The trustees are responsible for safeguarding the church's assets and ensuring their proper application in accordance with charity law and hence taking reasonable steps for the prevention and detection of fraud, error and other irregularities.

In 2020 the trustees identify that the keys risks were:

- Financial sustainability (Red)
- Staffing levels (Amber)
- Safeguarding issues (Amber).

As noted in the Activities section above, the coronavirus significantly affected the activities of the church which were rearranged to enable the church to continue to operate within Welsh Government guidelines. The Secretary to the Trustees kept the trustees informed about Welsh

Government guidelines so that when places of worship were able to meet, the trustees were abreast of the latest regulations.

Full risk assessments were drafted and approved by the trustees before any face-to-face services were commenced. The church responded to local lockdowns and “firebreak lockdown” by moving services online. Even when face-to-face services were held, the online facility continued (live-stream and YouTube) were continued to enable members of the congregation who were shielding or who felt unable to attend were able to continue to benefit.

When the Tier 4 Welsh lockdown was announced on the evening of 19<sup>th</sup> December it was decided to close the Sunday morning service the next day, and for the Christmas period at least, and move the 2 services that day online. This decision was taken for the reasons of public health.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

In matters of belief the church abides by its Basis of Faith, and in matters of practice by its Church Rules.

The trustees have a Safeguarding Policy as well as a Health and Safety Policy and Food Hygiene Policy. The CIO also has a Data Protection Policy to comply with GDPR and is registered with the ICO.

The day-to-day management of the charity is carried out by the trustees with administrative support.

Trustees meetings are normally held at least four times a year (but due to coronavirus were held monthly from March 2020) and elders’ meetings are held as required, usually fortnightly. The latter are primarily concerned with the spiritual life of the church. Matters of governance are dealt with by the trustees.

Church members meetings are usually held at least four times a year, but were affected by the pandemic, under temporary governance rules it was possible to hold the AGM by Zoom on 30<sup>th</sup> September 2020.

One of the trustees continued to serve as the charity’s honorary treasurer, bringing his book-keeping skills to the role. Regular statements were given to the trustees on a monthly basis through the pandemic (normally quarterly) reporting financial activities and performance against the budget.

The accounts are subject to an annual inspection by an independent examiner.

Health and Safety, Safeguarding and other matters likely to present a risk to the charity are reviewed by the trustees at each trustees meeting.

All members of the church and congregation who work (in a voluntary capacity) with children and vulnerable adults are checked through the DBS process before being allowed to serve in a support or teaching capacity.

## **Payments to Trustees**

Wages of £19,471 including PAYE and NIC were paid in respect of John Orchard for this financial period, John is a trustee of the charity and who serves as full time pastor of the church. Authority for such a payment is provided in the governing documents. In addition, the sum of £8,622 was paid in wages to Mrs Katherine Orchard, who is not a trustee.

Wages of £15,373 including PAYE and NIC were paid in respect of Dominic White who was a trustee of the charity. Dominic White's last day of service as Assistant Pastor was 31<sup>st</sup> August 2020.

Funds were paid into the pension fund which was established for the CUA in September 2015. Employer's contributions were as follows: J Orchard £525, K Orchard £88 and D White £440.

#### **Key Management Personnel**

John Orchard – full-time salaried pastor.

Dominic White - full-time salaried assistant pastor (until 31<sup>st</sup> August 2020).

Roger Bletsoe/Peter Isaac – Honorary Treasurer (part-time volunteers).

Sheila Stephen – Secretary to the Trustees (part-time volunteer).

#### **ADMINISTRATIVE DETAILS**

##### **Name of Charity**

Grace Church Bridgend was formed as a Charitable Incorporated Organisation in February 2017, taking over the charitable purposes, assets and activities from a Charitable Unincorporated Association of the same name (charity number 1107950).

##### **Registered Charity Number**

11070141

##### **Registered Address**

c/o

18 Bryn Henfaes

Broadlands

Bridgend

CF31 5EW

##### **Trustees**

Mr Jonathan Stephen (Chairman)

Mr John Orchard

Mr Roger Bletsoe

Mr Dominic White (resigned 31<sup>st</sup> August 2020).

Mr Mark Liam Steele

##### **Signed on behalf of the Trustees:**

**NAME : Carr Jonathan Stephen (Chair)**

**SIGNED**

**DATE: 22<sup>nd</sup> February 2021**

**Grace Church Bridgend**  
**Charity number 11070141**  
**Year ended 31 December 2020**

**RECEIPTS AND PAYMENTS ACCOUNT**

	Unrestricted funds £	Restricted funds £	Year to 31-Dec-20 £	Year to 31-Dec-19 £
<b>Receipts</b>				
Offerings	48,921	779	<b>49,700</b>	50,495
Gift Aid	9,877		<b>9,877</b>	5,482
Miscellaneous Income	4,644		<b>4,644</b>	3,976
Bank Interest	13		<b>13</b>	45
<b>Total receipts</b>	<b>63,455</b>	<b>779</b>	<b>64,234</b>	<b>59,998</b>
<b>Payments</b>				
Salary Costs	44,619		<b>44,619</b>	49,184
Mission Gifts	3,372	779	<b>4,151</b>	4,520
Rent	7,800		<b>7,800</b>	7,800
General Expenditure	4,288		<b>4,288</b>	5,995
<b>Total payments</b>	<b>60,079</b>	<b>779</b>	<b>60,858</b>	<b>67,499</b>
<b>Net of receipts/(payments)</b>	<b>3,376</b>	<b>-</b>	<b>3,376</b>	<b>-7,500</b>
Opening cash funds	19,377	-	<b>19,377</b>	26,877
<b>Cash funds this year end</b>	<b>22,753</b>	<b>-</b>	<b>22,753</b>	<b>19,377</b>

**STATEMENT OF ASSETS AND LIABILITIES**

	Unrestricted funds £	Restricted funds £	Closing funds £	Opening funds £
<b>Cash funds</b>				
Cash	-	-	-	-
Current Account	6,740	-	<b>6,740</b>	1,367
Deposit Account	16,013	-	<b>16,013</b>	18,010
<b>Total cash funds</b>	<b>22,753</b>	<b>-</b>	<b>22,753</b>	<b>19,377</b>

**Equipment and assets**

The church owns computer equipment purchased from the general fund.

**Liabilities**

The church had no liabilities at the year end.

Signed on behalf of the trustees by:

Name

Signature

Date

**Carr Jonathan Stephen**

**22<sup>nd</sup> February 2021**

**Independent examiner's report to the trustees of Grace Church, Bridgend**

I report on the receipts and payments accounts of Grace Church, Bridgend (registered charity number 1170141) ("the charity") for the year ended 31<sup>st</sup> December 2020, as set out on the following page.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts and consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) but that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner's report**

My examination was carried out in accordance with the general directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters.

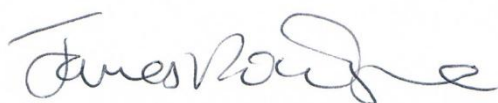
The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act, or
- the accounts do not accord with the accounting records

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



James Wynne, ACA (ICAEW)



54 West Farm Road, Ogmore by Sea, CF32 0PU

22<sup>nd</sup> February 2021