

**Parkview Chapel,
Botesdale**

Receipts & Payments Account

&

Statement of Assets & Liabilities

For the period to 31 December 2024

Parkview Chapel, Botesdale

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Parkview Chapel, Botesdale

Legal & Administrative Details

Governing document:

Constitution dated 23 December 2016

Charity Registration Number

1170915

Trustees and Members

Mark Wallace (Chairman)
Hendrik du Toit
Matt Levett
David Miles
Ella Miles
Philip Miles
Matt Warnock
Emma Denton
Sarah Jane Harknett

Congregational leadership team

Kevin Gladwell
Amanda Kirk
Andrew Kirk
Philip Miles
Sarah Partridge (Resigned December 2024)

Address

The Street, Botesdale, Diss, Norfolk. IP22 1BX

Bankers

Cooperative Bank

Independent Examiner

Sarah Place Accountants Ltd, Unit 4B, Boldero Road, Bury St Edmunds, IP32 7BS

Parkview Chapel, Botesdale

Trustees Report for the year ended 31 December 2024

The Trustees submit their annual report and financial statements for the year ended 31 December 2024.

Objects:

The objects of the Charity for the public benefit, as per the constitution, are to advance the Christian faith in Botesdale, nearby villages and in such other parts of the United Kingdom or the world as the Charity Trustees may from time to time think fit.

This can be summarised as:

- Providing a safe space for people to explore the Bible's message of God's salvation through Jesus Christ.
- Encouraging those who respond to this message to grow as disciples.
- Providing support for those locally who are facing particular challenges in their lives.
- Encouraging each other to pray and worship both individually and together.

Structure, Governance and Management

The Charity is ultimately run by the Trustees. The Trustees have the authority to exercise their powers to further the objects of the Charity. The Trustees meet at least once a year but delegate the day-to-day decision making on the running of the Church to the Congregational Leadership Team, one of whom is also a Trustee. The Leadership Team meets monthly to consider the management and pastoral needs of the fellowship.

The Charity is established in the name of 'Parkview Chapel, Botesdale (Reg.Charity No. 1170915) as a 'Charitable Incorporated Organisation'.

The church: its aims and objectives:

Whilst Parkview Chapel describes a building, the essence of our church life is about ordinary people whose lives have been changed by Jesus Christ, the Son of God and who seek to live according to our understanding of the principles laid down in the New Testament for Christian living. We welcome opportunities to join with other Christians who share this same vision.

Parkview Chapel is a member of the 'Evangelical Alliance', 'Rural Ministries' and 'Partnership'; organisations that links together a number of churches that are similar in nature to us.

The year: its objectives and achievements:

During the year ended 31 December 2024 the church sought to fulfil its objectives in the following ways, having had regard to the guidance given by the Commission on public benefit, and in particular, the specific guidance on charities for the advancement of religion. Below is a summary of how we achieved this in the past year.

Regular Programme:

- As reported in previous years' trustees' reports, we have a regular programme of services and other events, with some occurring weekly, some monthly and some annually. The aim of all of this is to; help those attending put faith into practise through prayer, scripture, music

Parkview Chapel, Botesdale

Trustees Report for the year ended 31 December 2024

and communion; and to meet people in our community, to build relationships, and ultimately to introduce them to Jesus:

- Sundays:
- In our Sunday morning services during January we thought about being, 'Lost And Found,' based on people and things in Scripture that were lost and then found. In February and into March we looked at 'The Seven Prayers Of Jesus,' finishing with His prayer on the cross, which lead us nicely into Easter. After Easter, as a Church, we did 'The Bible Course' from the Bible Society. Just before the summer holidays we used some talks from the Keswick Convention 2023 to help us think about what it means to 'Be Human.' From September through to the end of November we went through the book of Philippians with some material entitled, 'Jesus Our Joy.' Finally for Christmas we piggy-backed on to the Christmas Magic And Comedy Show event (see below) by calling our teaching 'The Magic Of Christmas.' Each week the message delivered on Sunday was linked to the material that we used in our midweek Life Groups.
- Once a month we host 'Coffee On A Sunday.' This is a café style service. We still follow whichever teaching series we are on, but rather than have a speaker we discuss questions and share thoughts with each other.
- In August we enjoyed our annual day out to Southwold. This day we do not have a service, instead we go and sit on the beach, play games, swim, and chips and eat ice cream.
- We have hosted four shared meals this year. These always directly follow a service, and many regulars stay and eat together.

Children's And Youth Work:

- Each Sunday evening a group of young people meet for PYP. This has a varied programme of activities, from reflections on how the message of the Bible impacts lives to a variety of social events.
- Our Junior Friday Club, for children at primary school, is very popular. At this we read Bible stories, do craft activities, cook, play games, all of things you would expect with such an age group. Through this Kev has built many relationships with the parents of the children.
- The numbers for our Senior Friday Club continue to rise. Sometimes this can be well into the fifties for this drop-in type club, although not all of these young people tend to be in the building at the same time.
- Kevin Gladwell, our Church and Community Pastor, also regularly visits two local primary school and takes an assemblies.

Events:

- Since we believe that at the core of our faith is relationship, both heavenward to our heavenly Father and then with those around and both through our regular events and special occasions, we work to bring that about, notably through:
 - Our monthly coffee morning, 'Coffee on the Corner,' continues to be a really popular event.

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Trustees Report for the year ended 31 December 2024

- We have hosted two 'Men's Breakfasts' this year. Many who come are not Christians. We always invite someone to come and share something with us. This year we had Andrew Caldecott from 'Christian Vision For Men,' who is also passionate about men's mental health. We also had Steve Urwin who shared about his work with the Karro Food Group, and how his faith has affected both his work life and his private life.
- 'Fish And Chip Quiz Night' – In March, 18 teams, comprising of 111 people, attended for a fun night of quizzing and food.
- In June we hosted an indoor fete type event. A neighbour of the Church owns many of these types of games. This was aimed at the families who attend our children's work on a Friday. This was such fun that people didn't want to leave!
- In November a Church regular organised a 'Ladies Craft Evening.' She invited seven local people with different craft skills, to display what they do. Then the ladies had a go. This was so popular all of the ladies that attended insisted on another event being organised in 2025.
- 'Steve Price – Christmas Magic And Comedy Show' was our way of starting Christmas off with a bang. All tickets for this were sold. Steve is a very gifted magician. He also did a great job at sharing both the gospel and what Christmas is all about.

Serving Our Community:

- An increasing number of groups hire areas of the building to run their events and we are pleased to make it available to them in exchange for an appropriate donation.
- On a Monday and Wednesday we host two local village art groups.
- On a Friday we have 'Positive Steps,' a fitness group for the elderly.
- Our relationship with the Botesdale Health Centre has grown enormously this past year. Parkview is now the host for a weekly walking group, a monthly cancer support group, and separate to this a monthly visit from a representative from Macmillan Cancer Support.
- We now host on a monthly basis a lady from Diss Citizens Advice. This is a remote helpdesk for those who find getting into Diss difficult. It is proving particularly useful for people who do not have internet access in this age of everything being online.
- On a weekly basis we continue to host 'Lapwing Education,' an education group who work with young people who struggle in a school environment.
- The Mobile Post Office van has continued to use the Parkview car park on a weekly basis, which is proving vital for those who do not find travel easy.

Trustees

The Trustees met twice during the year, May and November, and were kept informed by circulation of the minutes of the monthly leadership team meetings in the intervening months.

Their continuing support and guidance are greatly valued by the congregational leadership team.

During the year two new trustees were appointed and on appointment was issued with a copy of the Charity's constitution, the Charity Commission guidance – '*The essential trustee*' and the Trustees' Report and Accounts for 2022

Parkview Chapel, Botesdale

Trustees Report for the year ended 31 December 2024

Leadership

The congregational leadership team meets monthly to consider matters relating to the life of the church. Each month financial updates are circulated so that finances can be monitored.

During the year 2 sub-groups of the team met, one to consider finance matters and the other safeguarding.

The rotating programme of reviewing key policies on an annual basis was undertaken and adjustments to either the policy or its implementation were made as required.

Beyond our villages

Contributions continue to be collected for the Waveney Foodbank and delivered to their premises. Gifts were passed to a number of bodies whose work has similar aims to Parkview Chapel, and details of these gifts can be found in Note 3 to the accounts on page 10

Premises

Two UPVC replacement windows have been installed during the year by skilled volunteers who willingly give of their time and skills to serve our community.

Volunteers

Although we have just one paid employee, much of the work of the Charity is undergirded by generous giving of their time by many volunteers.

Health and Safety

Our safeguarding lead and her deputy have worked this year to continue to update DBS checks on trustees and volunteers as necessary and are looking to further review the safeguarding policy in the light of updated guidance.

A review of the Health & Safety policy was completed and adjustments made to our operations as deemed necessary, one of which was the production of COSHH sheets for various cleaning agents and other chemicals used around the premises. A renewed effort to complete an inspection of the premises and record those findings on a checklist was initiated.

Public Benefit

The Trustees have taken account of the Charity Commission's guidance on Public Benefit where appropriate when exercising their powers and duties, planning and reviewing the aims, objectives and activities of Parkview Chapel. Throughout this report, Parkview Chapel has sought to demonstrate the ways that it delivers benefit to the public —whether they are members of our congregation, another church or have no church /religious affiliation.

Parkview Chapel, Botesdale

Trustees Report for the year ended 31 December 2024

Statement of Trustees Responsibilities

Charity law requires us as trustees to prepare financial statements for each accounting year which record the receipts and payments of the Charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the Charity and to take reasonable steps to prevent fraud or any other irregularities.

Serious Incidents

We are thankful to report that there were no serious incidents to be reported during 2024.

Financial Review

Church receipts into the Unrestricted Fund for the period came to £47,942. Much of this is given in a way that makes use of the government Gift Aid scheme to reclaim tax on the gifts as well as the Gift Aid on Small Donations Scheme.

Expenses from the Unrestricted Fund for the period came to £50,277. Overall, there was a deficit for the period of £2,335 on this fund.

Regular financial updates are produced for leadership group meetings.

Reserves Policy

It is our aim to maintain free reserves that equate between three and six months of normal expenditure, (£11,000 to £22,000) though there may be rare conditions under which we find that it will be necessary to go below this level. As of 31 December 2024, the level of unrestricted reserves was £28,178. This is above the level as per the reserves policy but with a building that is nearly 40 years old a programme of refurbishment is currently underway as described above which will impact expenditure.

A P Miles

Date: 22nd May 2025

Signed for and on behalf of the Trustees of Parkview Chapel

Parkview Chapel, Botesdale

Receipts and Payments Account for the year ended 31 December 2024

I report to the Trustees on my examination of the accounts of Parkview Chapel ('the Charity') for the year ended 31 December 2024 on pages 8 to 12..

Responsibilities and basis of report

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and 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.

Sarah Place Accountants Ltd
Unit 4B, Boldero Road
Bury St Edmunds, IP32 7BS

Parkview Chapel, Botesdale

Receipts and Payments Account for the year ended 31 December 2024

RECEIPTS AND PAYMENTS ACCOUNT

For the year ended 31st December 2024

	Notes	Restricted Funds	Unrestricted Funds	Total 2024	Total 2023
Receipts		£	£	£	£
Donations and grants		4,578	37,210	41,788	46,157
Bank interest		258	1,376	1,634	1,322
Dividends on investments		-	1,173	1,173	1,154
Rent for use of chapel		-	5,363	5,363	3,685
Friday Club Tuck Shop		-	2,060	2,060	1,411
Other income		-	760	760	1,595
		4,836	47,942	52,778	55,324
Payments					
Grants and donations	3	5,500	5,235	10,735	4,106
Wages/salaries	4	1,075	25,568	26,643	29,689
Pension contributions		-	2,141	2,141	2,020
Repairs and maintenance		-	671	671	83
Lighting and heating		-	4,373	4,373	2,396
Insurance		-	1,503	1,503	1,478
Telephone and broadband		-	522	522	719
Water and sewerage		-	287	287	291
Printing & stationery		-	345	345	185
Professional fees		-	360	360	337
Employee expenses		-	1,669	1,669	1,610
Cost of services		-	2,966	2,966	2,727
Youth work		-	1,412	1,412	1,298
Miscellaneous	5	-	1,685	1,685	1,843
Friday Club Tuck Shop		-	1,321	1,321	1,375
		6,575	50,058	56,633	50,157
Surplus/ (Deficit) for the year		(1,739)	(2,116)	(3,855)	5,167
Transfers		100	(100)	-	-
Purchase of equipment	6	-	(119)	(119)	(558)
Cash balance brought forward		7,183	30,513	37,696	33,087
Cash balance carried forward		£ 5,544	£ 28,178	£ 33,722	£ 37,696

Parkview Chapel, Botesdale

Statement of Assets & Liabilities As at 31 December 2024

Cash funds

	2024 £	2023 £
Current accounts	5,683	5,357
Deposit accounts	27,256	31,470
Friday club tuck shop	641	572
Cash unbanked at year end	142	296
	<u>£ 33,722</u>	<u>£ 37,695</u>

Other Monetary Assets

	2024		2023
	£	£	£
	Restricted	Unrestricted	Total
Gift Aid due	737	2,542	3,842
Debtors	-	140	-
	<u>£737</u>	<u>£2,682</u>	<u>£3,842</u>

Investment Assets

		2024 £	2023 £
	Fund	Cost	Value
COIF Ethical Investment fund	Legacy	12,000	16,797
COIF Investment fund	Designated	21,273	25,593
		<u>£33,273</u>	<u>£41,376</u>

Non-monetary Assets

- Property known as Parkview Chapel, its property was built in 1988 at a cost of £130,000 (approx.), and currently insured for £947,810.
- Furniture, equipment, piano, organ, books, etc. are additional items with detailed costs unknown, and combined are currently insured for £38,397.

Monetary Liabilities

- Pension contributions under auto enrolment of £178.53 were due at 31 December 2024.
- PAYE/NI contributions of £927.07 were due to HMRC in respect of the quarter to 31 December 2024
- Expenses of £458.51 incurred by Kevin Gladwell during December 2024 were unpaid at 31 December 2024
- The fee for Independent Examination of these accounts is expected to be around £360

Parkview Chapel, Botesdale

Notes to the Accounts

For the year ended 31 December 2024

1. Basis of accounts

The accounts have been prepared on a 'receipts and payments' basis with a statement of assets and liabilities

2. Funds

Restricted Funds

Employment Support is a fund established to support those who lack confidence to build a sense of self-worth through employment. However in the course of 2024 it became apparent that there is no immediate prospect of it being used for that purpose and following discussions with the donor those funds are being repurposed.

Croatia Mission Trip- this is a restricted fund for the purpose of supporting young people to go on a mission trip to Croatia each summer. Any balance is carried forward to future years. Due to a variety of factors this has not taken place in recent years, but it is anticipated that it could at some future date.

Legacy - This is as a result of a legacy that came to Parkview Chapel in September 2017.

Designated Fund

Building – this was a fund established on transfer of assets to the CIO in 2019 when the decision was taken to apply the capital and income from this fund to support the ongoing need for building maintenance

Unrestricted Fund

This is an unrestricted fund, and its purpose is to meet the day to day running costs of the fellowship including local outreach and pastoral care. From time to time the leaders may choose to transfer some of the funds to support one of the other funds as necessary.

Parkview Chapel, Botesdale

Notes to the Accounts For the year ended 31 December 2024

3. Mission Fund

During this year the following gifts have been made to both individuals and organisations with aims that compatible with this charity.

	<u>2024</u>	<u>2023</u>
	£	£
Gifts made to individuals	3,000	50
Bible Society	-	121
Bury Christian Youth (BCY)	200	150
Counties	200	150
East Anglian Air Ambulance	69	
Echoes International	200	150
Farming Community Network	88	-
Fishermens' Mission	-	100
Rural Ministries	200	150
Sizewell Hall	200	150
Sporting '87	-	-
Street Kids Direct	200	200
Suffolk Christian Camps	200	150
Sunnybrook Christian Trust (Amano School))	683	-
To Kenya With Love	2,000	-
Tools with a Mission	200	100
Walk the Walk	200	-
Waveney Foodbank	<u>1,164</u>	<u>680</u>
	<u>8,804</u>	<u>2,151</u>

Included in the total of £10,735 of 'Grants and Donations' listed in the 'Receipts and Payments Account' are £1,931 of donations passed from funds raised at the monthly 'Coffee on the Corner'.

£1,350 was paid to visiting speakers and is included under 'Costs of Services' in 'Receipts and Payments Account'.

4. Employees

Up to the end of March the Charity had two employees to whom the above employment costs refer, but from April that went down to one following the resignation of one

Payments were made to three of the trustees following their preaching at our services on a number of occasions. Apart from this no other trustee received any payment.

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Notes to the Accounts For the year ended 31 December 2024

5. Miscellaneous

	2024	2023
	£	£
TV licence	169	159
Evangelical Alliance subscription	90	90
GLO subscription	-	40
Thirtyoneeight payment	145	208
Christian Copyright Ltd subscription	362	340
Liberty Accounts	187	187
Information Commissioners Office	35	35
Bank charges	9	26
Website hosting	192	175
Stock of hoodies & tee shirts	309	-
Other	187	27
	1,685	1,287

6 New equipment

	2024	2023
	£	£
6 LED ceiling lights	-	447
Fire blanket	-	30
6 lt water extinguisher	-	81
3 chairs	20	-
Hi Sense microwave oven	99	-
	£119	£558

Movement of Funds

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

Restricted funds	Balance at 01.01.24	Receipts	Payments	Transfers	Balance at 31.12.24
	£	£	£	£	£
Employment Support	6,902	4,822	6,575	100	5,250
Croatia Mission Trip	281	13	-	-	294
Legacy	-	-	-	-	-
	7,183	4,835	6,575	100	5,544

Unrestricted Funds

Designated – Building	123	702	671	-	154
Unrestricted – General	30,390	47,239	49,505	(100)	28,024
	30,513	47,942	50,176	(100)	28,178