



## **Annual Report for the Year Ending 31 March 2021**

### **Swindon Commercial Chaplaincy**

**Incorporated 18 February 2014**

**Registered Charity 16/01/2017 Charity Number 1171134**

#### **Administrative**

Current Registered and Working Address:

SCC, The Pilgrim Centre, Regent Circus, Swindon, Wiltshire SN1 1PX

Web Site: [www.swindoncommercialchaplaincy.com](http://www.swindoncommercialchaplaincy.com)

Email: [scchaplaincy@gmail.com](mailto:scchaplaincy@gmail.com)

Tel: 07715 667019

Bank account: Reliance Bank Ltd., Faith House, 23-24 Lovat Lane, London. EC3R 8EB

Accountant: Mr Lawrence Harrison, LHA Accountants, 7 Bath Road, Swindon, Wiltshire SN1 4AS

Chaplains' Public Liability Insurance provided by Workplace Chaplaincy Mission UK.

This report was compiled by Marion Manning, Secretary.

#### **Organisation, Management Committee, and Trustees**

We are overseen by a Management Committee:

Chair Mr Brian Knight.

Other committee members: Mrs Mary Crichton, Mrs Christine Durant, Pastor Lucas Nape,

Mrs Marion Manning (Secretary), Mrs Sheila Wright (Operations Director),

Dr Susan Tredget, Mrs Julie Pobjoy (Treasurer), Mr David Templar, Revd Jacqui Knight and

Mrs Christine German.

Management Committee members who are also Trustees: Mr Brian Knight, Mrs Mary Crichton,

Mrs Christine Durant, Mrs Marion Manning, Mr David Templar, Revd Jacqui Knight and

Mrs Christine German.

We are also assisted by the following:

Mrs Rosalind Cowie (Social Media), Mrs Mary Day (Friends of SCC Admin).

#### **Our Vision Statement**

Swindon Commercial Chaplaincy exists for the benefit of the community we serve. Our work is mostly done on a voluntary basis. We are an ecumenical partnership of chaplains and our aim is to provide Chaplaincy to those who work in Swindon, and the surrounding area.

Chaplains seek to:

- Minister to the needs of all people who work in Swindon.
- Identify, understand and share in personal and work related issues.
- Value human skills and talents and to see work as part of God's purposes and concerns.

- Reflect spiritual and ethical values offering a ministry to all people, of any faith or none.
- Chaplains do not preach. We listen without judgement and support those with whom we come into contact.
- Our time is your time.

## **Covid 19**

Along with many others, we locked down our office and requested that our chaplains stop visiting at the end of March 2020. The chaplains obtained telephone numbers and email addresses where they could. They then continued to keep in touch with their people as much as possible. We also put messages on our website and social media pages to reach out to people if they needed to speak to someone. Some of our chaplains were able to start visiting again when we came out of lockdown. This was after everyone had done a risk assessment of their area. Some were not able to start due to personal health/age conditions, or their shops were too small to allow sufficient social distancing. Sheila and Marion continued to work from home, but were able to get back into the office more from October 2020, apart from the second lockdown in November 2020, and the third in January 2021.

## **Mrs Sheila Wright Operations Director**

Mrs Sheila Wright is now established as our Operations Director. She has personal chaplaincies at inSwindon BIDS Co., The Brunel Centre offices, Thamesdown Buses, the shops in Old Town, plus assisting a chaplain at the Orbital Park.

### **(Extract from an article written by Sheila for Christ Church magazine.)** I

am sure I do not have to tell any of you how challenging the past eight months have been. Many of you have been separated from loved ones and friends. We have been witness to tragedy and survival. We have also witnessed humanity at its best. The love shown towards each other helping and supporting without question at this difficult time has been truly inspirational. We pray this wonderful outpouring of love remains in the hearts of all our Lord's children. As with so many charities, we are struggling in the current climate. The retail sector has suffered greatly during this pandemic, and before. The High Street has lost Debenhams, Sainsbury's, Laura Ashley, Mothercare and more. Many are on the brink of closure. We hold them in our prayers. During lockdown it has not been possible for the Chaplains to visit their shops. However, they are staying in contact the very best they can, via email and telephone. They are also sending cards to their shops to reassure them we are still here for them.

Myself, Marion, and our chaplain Chris attend monthly zoom meetings with WCM UK (Workplace Chaplaincy Mission UK) headed by Rev Dick Johnson Development Officer. We have been exploring issues through different groups:

**Theology:** Looking at our theological response to the experience of these past months, considering reflections that others have to offer.

**Adapting:** Considering ways of doing Chaplaincy in a more virtual world. What we can do to maintain relationships with people and organisations from the private and public sector.

**Training:** How we can maintain training without face to face contact with Chaplains.

I am sure these discussions will be helpful as we go into the future.

## **Chaplaincy**

Numbers of chaplains remain stable. It always seems to be that when a new chaplain comes on board another moves away or has to retire. Charles and Madelaine continue to offer regular and emergency prayer for the whole of SCC

and those whom we visit. Revd Jacqui, and Chris continue to offer prayer at our meetings. This is being coupled with a short time of bible study when we are able to meet together. We have been having regular 'Chaplains Chat' meetings over zoom which usually end with a short time of prayer. There are always more openings for chaplains if we can find the people to fill them. If you know of anyone who is interested, please let us know. We continue to advertise for more chaplains in the local churches.

### **Chaplaincy Now**

Currently we have nine regular visiting chaplains. This is where they visit:

**Sheila:** Thamesdown Transport, Brunel Centre Office, in Swindon BIDS Company, Old Town small shops, Orbital Shopping Centre + Operations Director.

**Clive:** Greenbridge Retail Park.

**Sally and Maggie:** Brunel Centre.

**Janet:** Old Town Co-op, newsagent Newport Street, and Brunel Centre.

**Jacqui:** Havelock Street and Market Street shops.

**Chris:** Orbital Shopping Centre.

**Brenda Y:** Gorse Hill shops.

**Brenda T:** Primark.

We have calculated that the chaplaincy has provided 80 hours per week of voluntary work on behalf of the town of Swindon. This totals to 4160 hours per annum. We have the support of all of the businesses where we visit, as we are on their premises by their permission. We have also been recommended by Swindon Churches Together (SCT). We have the support of many churches across Swindon through prayer and financial giving.

### **Fundraising and Supporters**

The Friends of SCC scheme continues to be a resounding success. The donation amounts remain the same at a minimum fee of £10 per annum for individuals. The amount for churches, businesses, and other organisations is a minimum of £100 per annum. We are also very grateful to Emmanuel URC, Haydon Wick for continuing to include us on their tithing scheme for the current allocated five years. We receive quarterly payments from them under this scheme which is very helpful. The Methodist District grant ended, but they were able to pay one more year of £5000 with our new application, which we received in September. We are very grateful for this extra amount. Sheila and Dave are in the process of looking for further funding. This is not an easy task in the current financial climate. We are very grateful also that Highworth URC is continuing to support us with £2000 each year, following the initial three years that was originally agreed. As a charity, we now also receive an amount of money each year from HMRC in payment of our Gift Aid claim. Our thanks to our individual supporters who have completed a Gift Aid form with us. We also received £333.00 from Waitrose Swindon under their in-store green token scheme. We continue to be exceedingly grateful for all of our financial support. We could not carry on without you. Please see our accounts ending at 31 March 2021 for a schedule of monies received.

### **Other Fundraising Activities.**

All physical activities have ceased this year due to Covid. We donated the left over sweets that we normally use for prizes to Swindon Women's Aid, for the children for Christmas.

### **Other items**

The local chaplaincies conference had to be cancelled. Hopefully, it may happen next year. It is hoped it will bring together all chaplaincies in Swindon and the

surrounding areas, e.g. hospital, college, other retail chaplaincies from nearby towns, etc.

**BBC Wiltshire Radio** Sheila continues to have a slot reviewing the Sunday papers on Jonathan Fido's Sunday show. This is a good way of continuing to raise the profile of the Chaplaincy across the town and surrounding area. During these slots, she regularly gives out the chaplaincy telephone number for anyone to ring if they just need someone to talk to in these difficult times.

### **Goals for 2021/2022**

- 1 Recruit new chaplains and expand the area within Swindon that we are able to cover with the chaplaincy.
- 2 Continue to apply for grants and donations to keep the charity in a secure financial position.
- 3 Continue with other fundraising activities.
- 4 Continue to support other areas in raising chaplaincies.
- 5 Start a Monthly Business 'After Work' Club.
- 6 Continue to organise the local Retail Chaplaincies Conference

### **Signed on behalf of Swindon Commercial Chaplaincy:**

Mrs Sheila Wright  
Operations Director

Mrs Marion Manning  
Secretary

**Date: 30.11.2021**

**Date:30.11.2021**

**SWINDON COMMERCIAL CHAPLAINCY  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**SWINDON COMMERCIAL CHAPLAINCY  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
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**SWINDON COMMERCIAL CHAPLAINCY  
COMPANY INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2021**

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<b>Director</b>	Sheila Wright
<b>Company Number</b>	ce009639 (England and Wales)
<b>Registered Office</b>	The Pilgrim Centre Central Church Regent Circus Swindon Wiltshire SN1 1PX
<b>Accountants</b>	LHA Accountancy Services 7 Bath Road Old Town Swindon Wiltshire SN1 4AS

**SWINDON COMMERCIAL CHAPLAINCY**  
**(COMPANY NO: CE009639 ENGLAND AND WALES)**  
**DIRECTOR'S REPORT**

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The director presents her report and accounts for the year ended 31 March 2021.

**Principal activity**

Counselling support to the business community in SWINDON

**Directors**

Sheila Wright held office during the whole of the period.

**Statement of directors' responsibilities**

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors

.....  
Sheila Wright  
Director

Approved by the board on: 30 November 2021



# SWINDON COMMERCIAL CHAPLAINCY

## ACCOUNTANTS' REPORT

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### **Accountants' report to the director of Swindon Commercial Chaplaincy on the preparation of the unaudited statutory accounts for the year ended 31 March 2021**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Swindon Commercial Chaplaincy for the year ended 31 March 2021 as set out on pages 6 - 8 from the company's accounting records and from information and explanations you have given us.

This report is made solely to the Board of Directors of Swindon Commercial Chaplaincy, as a body, in accordance with the terms of our engagement. Our work has been undertaken solely to prepare for your approval the accounts of Swindon Commercial Chaplaincy and state those matters that we have agreed to state to them, as a body, in this report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Swindon Commercial Chaplaincy and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Swindon Commercial Chaplaincy has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and loss of Swindon Commercial Chaplaincy. You consider that Swindon Commercial Chaplaincy is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Swindon Commercial Chaplaincy. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

LHA Accountancy Services

7 Bath Road  
Old Town  
Swindon  
Wiltshire  
SN1 4AS

30 November 2021

**SWINDON COMMERCIAL CHAPLAINCY**  
**STATEMENT OF INCOME AND RETAINED EARNINGS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Turnover</b>	11,141	15,155
Administrative expenses	(11,346)	(14,450)
<b>Operating (loss)/profit</b>	(205)	705
<b>(Loss)/profit on ordinary activities before taxation</b>	(205)	705
Tax on (loss)/profit on ordinary activities	-	-
<b>(Loss)/profit for the financial year</b>	(205)	705
Retained earnings at the start of the year	8,150	7,445
(Loss)/profit for the financial year	(205)	705
Dividends	-	-
Retained earnings at the end of the year	7,945	8,150

**SWINDON COMMERCIAL CHAPLAINCY**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 MARCH 2021**

	Notes	2021 £	2020 £
<b>Current assets</b>			
Debtors	4	-	138
Cash at bank and in hand		10,015	10,454
		<u>10,015</u>	<u>10,592</u>
<b>Creditors: amounts falling due within one year</b>	5	(396)	(768)
<b>Net current assets</b>		<u>9,619</u>	<u>9,824</u>
<b>Net assets</b>		<u>9,619</u>	<u>9,824</u>
<b>Capital and reserves</b>			
Capital contribution reserve		1,674	1,674
Profit and loss account		7,945	8,150
<b>Shareholders' funds</b>		<u>9,619</u>	<u>9,824</u>

For the year ending 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director acknowledges her responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board and authorised for issue on 30 November 2021 and were signed on its behalf by

Sheila Wright  
Director

Company Registration No. ce009639

**SWINDON COMMERCIAL CHAPLAINCY  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2021**

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**1 Statutory information**

Swindon Commercial Chaplaincy is a private company, limited by shares, registered in England and Wales, registration number ce009639. The registered office is The Pilgrim Centre, Central Church Regent Circus, Swindon, Wiltshire, SN1 1PX.

**2 Compliance with accounting standards**

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

**3 Accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

***Basis of preparation***

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

***Presentation currency***

The accounts are presented in £ sterling.

**4 Debtors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accrued income and prepayments	-	138
	<u>          </u>	<u>          </u>

**5 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals	396	768
	<u>          </u>	<u>          </u>

**6 Average number of employees**

During the year the average number of employees was 2 (2020: 2).

**SWINDON COMMERCIAL CHAPLAINCY  
DETAILED PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2021**

This schedule does not form part of the statutory accounts.

	<b>2021</b> <b>£</b>	<b>2020</b> <b>£</b>
<b>Turnover</b>		
Sales	11,141	15,155
<b>Administrative expenses</b>		
Travel and subsistence	-	18
Rent	82	326
Internet	324	301
Postage	23	70
Subscriptions	75	-
Bank charges	8	9
Insurance	150	163
Sundry expenses	-	179
Accountancy fees	384	384
Management fees	10,300	13,000
	11,346	14,450
<b>Operating (loss)/profit</b>	(205)	705
<b>(Loss)/profit on ordinary activities before taxation</b>	(205)	705