



Trustees' Annual Report for the period

From 1 October 2019 To 30 September 2020

Charity name: Chandler's Ford Chaplaincy

Charity registration number: 1173997

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To serve people working in, visiting and frequenting Chandler's Ford by providing pastoral and spiritual care through a chaplaincy service. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | Before the restrictions associated with the pandemic came into place, Chaplains made regular visits to shops and a care home to be available to staff. Between March and June 2020, we endeavoured to stay in touch by email, notes through doors and telephone calls. These communications were valued and included information about support available to business. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | Yes – service is available to all in Chandler's Ford, is free and publicised by leaflets, posters and a dedicated website. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | It is not in our constitution or objects to make grants. |
| Policy on social investment including program related investment | Para 1.38 | We hold limited funds and do not make social investments. |
| Contribution made by volunteers | Para 1.38 | We are an entirely volunteer run Charity, and our activities are very much focussed on being present in workplaces and available to whoever might have a need. As such the Charity could not exist without its volunteers. |

| | | |
|-------|--|-------|
| Other | | None. |
|-------|--|-------|

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | Visits have been very much welcomed by those who have received them, and this was particularly true as visits recommenced after restrictions lifted and people wanted to talk about their experiences and difficulties, and valued renewed social contact. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|---|
| Achievements against objectives set | Para 1.41 | We aim to increase the number of people in Chandler's Ford who can access Christian based support, and are always exploring new opportunities or responding to enquiries. Regrettably restrictions relating to coronavirus meant that some new developments begun in the reporting period had to be paused until workplaces permitted external visitors once again. |
| Performance of fundraising activities against objectives set | Para 1.41 | We have no fundraising targets as funds currently sufficient to meet our minimal overheads. |
| Investment performance against objectives | Para 1.41 | We do not hold large sums on deposit, so have no investment performance targets. |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | The charity's position is sound. It holds sufficient funds to meet one year's operating costs, which is mainly website hosting and public liability insurance. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | There is no policy for holding reserves but we tend usually to have about 1 year of operating costs in the accounts. Amount concerned is very small though c.£200. |
| Amount of reserves held | Para 1.22 | c.£200. |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | None. |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | No uncertainties – see above. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|---|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Donations from Churches Together in Chandler's Ford and also grants made from a legacy held and managed by the Methodist Church in Chandler's Ford. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A |
| A description of the principal risks facing the charity | Para 1.46 | Principal risk at present relates to difficulties recruiting new volunteers. There is scope to do more but insufficient volunteers available. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Charity Commission Model Constitution |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | Charitable Incorporated Organisation (Foundation model constitution) |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Trustees are those at time of incorporation of charity and represent people with an interest in Chaplaincy, a commitment to its ethos and key skills needed. No person or body is entitled to appoint trustees. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | All are required to undertake regular Safeguarding training, complete a Register of Interests and confirm that they are not disqualified from acting as a trustee under s.178 of the Charities Act 2011. The letter of appointment sets out the statutory responsibilities of Trustees and the expected time commitment. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The Trustees meet regularly to review policies, discuss ways in which the Chaplaincy can expand & have oversight of activities. There is a Team Leader to whom Chaplains can refer to for day to day issues. The Team Leader will escalate issues to Trustees for guidance/ to make aware, if required. The Chaplaincy is a member of Workplace Chaplaincy Mission (UK). Since the pandemic regular zoom meetings have been held which allow Team Leaders from across the country to discuss issues, share resources and opportunities and form working groups on new areas of collaboration. Chaplains have been able to join in training sessions via zoom across the country, and develop their skills and knowledge. |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Chandler's Ford Chaplaincy |
| Other name the charity uses | Chandler's Ford Workplace Chaplaincy |
| Registered charity number | 1173997 |
| Charity's principal address | The Parish Office, St. Boniface Church, Hursley Road, Chandler's Ford SO 53 2FT |
| | |

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|---------------------------|-----------------|-----------------------------------|---|
| 1 | Rev Dr Ian Bird | Chair | | |
| 2 | Mrs Paula Gleeson | | | |
| 3 | Mr Adrian Nance | | | |
| 4 | Mrs Jacqueline Richardson | Treasurer | | |
| 5 | Mr David Wrighton | | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|------|--|
| | None | |
| | | |
| | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
| | | |
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| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| None | | |
| | | |
| | | |
| | | |

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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|--|

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

| | | |
|--|---------------------------------|----------------------|
| Signature(s) | JHRichardson | Paula Gleeson |
| Full name(s) | JACQUELINE HILARY RICHARDSON | PAULA LOUISE GLEESON |
| Position (eg Secretary, Chair, etc) | SECRETARY | TRUSTEE |

| | |
|------|---------------------------|
| Date | 5 TH JULY 2021 |
|------|---------------------------|



CHARITY COMMISSION
FOR ENGLAND AND WALES

Chandler's Ford Chaplaincy

1173997

CC16a

Receipts and payments accounts

| | | | |
|------------------------|------------|----|------------|
| For the period from | 01/10/2019 | To | 30/09/2020 |
|------------------------|------------|----|------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|---|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Legacy from Methodist Church | 200 | - | - | 200 | 200 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 200 | - | - | 200 | 200 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 200 | - | - | 200 | 200 |
| A3 Payments | | | | | |
| Workplace Chaplaincy UK Team M'ship | 75 | - | - | 75 | 75 |
| Website hosting | 117 | - | - | 117 | 116 |
| Business cards, printing & lanyards | - | - | - | - | 113 |
| Attendance at local training day | - | - | - | - | 10 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 192 | - | - | 192 | 314 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 192 | - | - | 192 | 314 |
| Net of receipts/(payments) | | | | | 114 |
| A5 Transfers between funds | | | - | - | - |
| A6 Cash funds last year end | | | - | 246 | 360 |
| Cash funds this year end | | | | 254 | 246 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Lloyds Bank Account | 254 | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 254 | - | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval |
|---|---------------|-----------------------|------------------|
| | J Richardson | JACQUELINE RICHARDSON | 5/7/2021 |
| | Paula Gleeson | PAULA LOUISE GLEESON | 5.7.2021 |