

**HEADLEY PARK CHURCH TRUSTEES**  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 March 2021**

# **HEADLEY PARK CHURCH**

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**For the year ended 31 March 2021**

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**HEADLEY PARK CHURCH**  
**REPORT OF THE TRUSTEES**

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

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity Number**

1178587

**Principal address**

St Peter's Rise  
Headley Park  
Bristol  
BS13 7LZ

The Managing Trustees that have served since 1st April 2020 are:

<i>Senior Pastor:</i>	Neil Todman
Pastor:	Phil Raine (Resigned 6 <sup>th</sup> September 2020)
	Simon Dowland
Elder:	Daniel Brown
	Peter Foster
Deacons:	Mark Hodges
	Amy Rees
	Luke Dyer
	Claire Brown
	Helen Bainbridge
	Andrew Tancell
	Paul Barnes
	Vicki Baker

**BANKERS**

Lloyds Bank plc  
Knowle Branch  
Bristol

**Independent Examiner**

Roberta Sunderland ACMA  
50 Guest Avenue  
Bristol  
BS16 7GA

**HEADLEY PARK CHURCH**  
**REPORT OF THE TRUSTEES CONTINUED**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Documents**

‘Headley Park Church Constitution’ and ‘Headley Park Church Handbook’ both of which were adopted on 15 April 2018. This constitutes an incorporated charity.

**Recruitment and appointment of new trustees**

The method of admission to membership to Headley Park Church (hereinafter referred to as “HPC”) and appointment as a Deacon or Elder is set out in the Church Rules. At HPC the managing trustees consist of the Senior Pastor, Elders and Deacons who have been elected by those people who have been admitted into full membership of the church. All those who are able to agree with our basis of faith and submit to the church rules are encouraged to apply to become members of the church. All persons who have been full members for at least six months are able to apply for any vacancies on the diaconate that arise from time to time. The managing trustees are responsible for making decisions on all matters of general concern and importance to the church, including deciding how the funds are to be spent.

The managing trustees have formed sub-teams of Deacons to investigate matters in relation to property, finance and administration and then make recommendations to the managing trustees, who will decide how to act.

The Elders retain spiritual oversight of the church, in accordance with the church rules.

The managing trustees meet eleven times during the year.

**AIM AND PURPOSES**

Headley Park Church (HPC) exists to advance the Christian faith, primarily but not exclusively, within Bristol and the surrounding neighbourhood and to undertake such other charitable purposes that further the work of the Church.

Our aim is to transform lives and communities for Jesus.

**OBJECTIVES AND ACTIVITIES**

HPC is a Bible-centred, family church looking to serve people. We believe that Jesus is the Son of God and that His death and resurrection are good news for everyone who trusts in him. We aim to live out our faith in Christ in the community around us and we welcome as many people as possible to join in any of our regular activities, regardless of belief or background.

## **REPORT OF THE TRUSTEES CONTINUED**

When planning our activities for the year, the church has considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our community through:

- Worship and prayer, learning about the Gospel, and developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the local community
- Missionary and outreach work

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The Trustees confirm that they have had regard to the guidance on public benefit published by the Charity Commission. The main achievements of the charity during the year were:

### **Worship and Prayer**

HPC has continued to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. Our services provide an opportunity to hear a message from the Bible in a way that is inspiring and encouraging. During our morning services we focus on the Good News of Jesus and how it is relevant to 21<sup>st</sup> Century life. Our evening services provide an opportunity for people to consider how the Bible can be applied to their day-to-day lives. Because of the coronavirus we moved our services online completely during lockdown and have offered a hybrid model ever since. This has proved to be beneficial to the elderly and infirm particularly. We have also offered a CD and DVD service for those unable to access online content. These have either been posted with a personalised card or hand delivered by a member of the staff team. The advantage of hand delivery is that it has meant personal contact between a vulnerable adult and a member of the staff team on a weekly basis. This has enabled us to strengthen links with those in the community accessing this service and to address practical needs as they have come up.

We have continued to provide enriching activities for young people in the local community and have continued to provide opportunities for teenagers to express their faith. We have fully integrated the young people into the life of the church. Some use their musical talents; some work with younger children; some operate the AV equipment; some welcome new comers to the services. We have used online platforms to offer opportunities for children and teenagers to interact with one another during the pandemic.

The church is very much at the heart of the local community at Christmas time. This year we offered a number of online services which were accessed by hundreds of people. The Carol Service alone had more than 470 views.

## **REPORT OF THE TRUSTEES CONTINUED**

The church places an important emphasis on prayer and held regular prayer meetings on Thursday mornings. These were attended by a wide range of people at very different stages of life, so parents with pre-school children attended as well as a number of retired people. During the pandemic these switched to being on Zoom. They were a vital source of contact for those living alone.

We also created a lot of online content to give people hope during the pandemic, acknowledging different struggles people had faced in their lives that might help others see how faith in Christ could help them through this season. These were viewed by thousands of people. Several directly addressed mental health issues.

We also offer support to a number of other local churches to enable them to hold worship services by providing speakers either in-person or online.

### **The Church Premises**

The church building has been used far less frequently this year due to the pandemic. Many of our regular lets stopped meeting in-person.

### **Pastoral Care**

We have two kitchens that meet the stringent health and safety requirements and we have ensured that we have sufficient members who have the relevant certification. This allows us to offer lunches and allow members of the community to use the building for birthday parties and other community events. Although this wasn't possible on-site during the pandemic, it enabled us to provide many meals to people living in the community in the first lockdown especially.

On Mondays we run a coffee morning for over 60s which provides an opportunity for older folk in the local community to meet new friends over a drink and cake. This group closed throughout this financial year due to the pandemic, but continued to function as members of the staff team and volunteers from the Coffee Stop Committee made weekly phone calls to every Coffee Stop member. Thousands of calls were made during the pandemic making sure no-one felt completely alone and practical needs were met.

We have continued to provide one-off entertainment to our over 60s group by scripting, performing, recording and distributing DVDs and CDs.

Also on Fridays, we ran Club! for primary school aged children and a Zoom gathering for teenagers later in the evening.

We also took a large number of funerals during the pandemic. Our local crematorium didn't offer a streaming service so we recorded the services there ourselves and uploaded them so family and friends unable to attend could express their grief and join in the celebration for the life of the deceased.

## **REPORT OF THE TRUSTEES CONTINUED**

### **Mission and Evangelism**

Many of the activities identified above would also form part of our evangelism strategy.

We have held special services around Easter and Christmas that have proved very popular with the local community online.

We distributed information leaflets and Christmas cards to update the community about what is going on in the church and this keeps people informed of matters affecting our Church.

We packed "Presents for Prisoners" at Christmas time, so those in jail locally get at least one gift to open.

We also have a strong presence in the local schools. One of the pastors is a school governor, another pastor takes an assembly every week in a local primary school, and another of the church leaders is a governor in the other local primary school.

### **Staffing**

The church had two workers back from three years studying in the Middle East who assisted greatly with the additional administration created by the pandemic, headed up the CD and DVD ministry, and also filmed and edited all the Real Life Story YouTube content.

### **Outside relationships**

The church is a member of the FIEC and adopts the FIEC Basis of Faith as its own. We are also part of the South West Gospel Partnership.

### **Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our Deacons who have worked tirelessly on behalf of the church and for their invaluable contribution to our ministry as Trustees of the charity. We also want to acknowledge all the work done by other volunteers during the pandemic, largely unseen, supporting vulnerable people in this community by doing shopping, making calls, cooking meals and giving lifts to vital appointments.

### **Financial review**

Income this year was £210,848 and payments were £162,382. We are thankful for the generous gifts of our members and congregation in a year that was difficult for many. Expenses were reduced due to not being able to hold many of our normal activities. The trustees intend to use a majority of the surplus for a training fund for a trainee pastor.

### **Reserves policy**

It is HPC policy to maintain a balance on unrestricted funds (if possible) which equates to three months' voluntary income, approximately £30,000 to cover emergency situations that may arise from time to time.

**Principal funding sources**

The charity is mainly dependent on the generosity of individuals and trusts and the associated Gift Aid to continue its work.

**ON BEHALF OF THE BOARD OF TRUSTEES:**

Signed: Amy Rees, Trustee

Date: 27<sup>th</sup> January 2022

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADLEY PARK CHURCH**

I report on the accounts for the year ended 31 March 2021 set out on pages 10-12.

**Respective responsibilities of trustees and examiner**

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

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); and
- to state whether particular matters have come to my attention.

**Basis of the 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 statements below.



**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*RSunderland*

Roberta Sunderland ACMA  
50 Guest Avenue  
Bristol  
BS16 7GA

Date 18-1-2022

# HEADLEY PARK CHURCH

## STATEMENT OF RECEIPTS AND PAYMENTS for the year ended 31 March 2021

	Unrestricted funds	Restricted funds	2021 TOTAL FUNDS	2020 TOTAL FUNDS
Note	£	£	£	£
<b>RECEIPTS</b>				
Voluntary income	140,727	7,007	147,235	143,740
Gift aid and tax recovered	34,455	-	34,955	30,657
Rental income	23,830	-	23,830	19,057
Adventurers income	-	-	-	5,159
HP Tots	-	-	-	946
Youth groups income	-	-	-	5,169
Other groups	68	-	68	2,282
Coffee Stop income	100	-	100	3,650
Resources income	-	-	-	119
Other Income	4,660	-	4,660	3,262
<b>Sub Total</b>	<b>203,840</b>	<b>7,007</b>	<b>210,848</b>	<b>214,041</b>
<b>Assets and investments sales etc</b>				
Interest free loans received	-	-	-	-
Sale of land	-	-	-	96,631
<b>TOTAL RECEIPTS</b>	<b>203,840</b>	<b>7,007</b>	<b>210,848</b>	<b>310,672</b>
<b>PAYMENTS</b>				
<b>Charitable activities</b>				
Buildings	18,733	-	18,733	17,745
Employment costs	86,158	-	86,158	108,934
Furniture & Equipment	6,761	-	6,761	2,812
Guest speakers	225	-	225	1,436
Hospitality	2	-	2	1,945
Mission	30,930	-	30,930	32,518
Other expenses	-	4,107	4,107	4,403
Outreach	2,725	-	2,725	6,905
Publicity	889	-	889	1,416
Utilities	7,722	-	7,722	8,288
Gifts made	-	-	-	155
Youth groups	816	-	816	7,246
Coffee stop	486	-	486	2,889
Adventurers	-	-	-	7,693
<b>Management &amp; Administration</b>				
Support costs	2,659	-	2,659	3,612
Bank charges	169	-	169	392
Adjustment	-	-	-	16
<b>Sub Total</b>	<b>158,275</b>	<b>4,107</b>	<b>162,382</b>	<b>208,405</b>
<b>Assets and investments purchases etc</b>				
Interest free loan repaid	-	-	-	5,000
<b>Total payments</b>	<b>158,275</b>	<b>4,107</b>	<b>162,382</b>	<b>213,405</b>
<b>NET RECEIPTS(PAYMENTS)</b>	<b>45,565</b>	<b>2,900</b>	<b>48,466</b>	<b>97,267</b>
<b>Total funds brought forward</b>	<b>129,661</b>	<b>2,624</b>	<b>132,285</b>	<b>35,018</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>175,226</b>	<b>5,524</b>	<b>180,750</b>	<b>132,285</b>

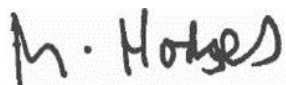
## HEADLEY PARK CHURCH

### STATEMENT OF ASSETS AND LIABILITIES at 31 March 2021

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	Note	2021 Total Funds £
<b>CURRENT ASSETS</b>		
Cash - Lloyds TSB Current Account		76,037
Kingdom Bank Saving Account		104,713
<b>NET ASSETS</b>		<u>180,750</u>
<b>FUNDS</b>		
Unrestricted funds		175,226
Restricted funds		5,524
<b>TOTAL FUNDS</b>		<u>180,750</u>
<b>OTHER ASSETS</b>		
Gift aid recoverable		-
<b>TOTAL</b>		<u>-</u>
<b>LIABILITIES</b>		
Interest free loan		-
<b>TOTAL</b>		<u>-</u>

The financial statements were approved by the Board of Trustees on  
26 January 2022 and were signed by:



.....  
**Mark Hodges**

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2021

### 1. ACCOUNTING POLICIES

#### Basis of Accounting

The financial statements have been prepared in accordance Section 133 of the Charities Act 2011 on a receipts and payments basis. All donations and other income are accounted for when received and tax refunds under gift aid are credited to the respective funds as and when the tax refunds are received. All expenditure is accounted for when paid.

#### Fund accounting

Restricted funds comprise amounts received for special purposes and used for those purposes during the year or held for those purposes at the balance sheet date. The use of donations and grants received for a specific purpose is restricted to that purpose.

#### Taxation

The Trust is a Registered Charity and accordingly is exempt from taxation on its income and gains which are all used for charitable purposes.

### 2. TRUSTEES' EXPENSES AND REMUNERATION

Remuneration of Managing Trustees is permitted and regulated by the Governing Document. The following Trustees were employed by the Trust and received remuneration (taxable pay) and expenses from the Trust for the year ended 31 March 2021 of:

Trustees	2021 Salary £
Neil Todman	30,972
Phil Raine	9,636
Simon Dowland	29,506
Helen Bainbridge	8,395

### 3. TANGIBLE FIXED ASSETS

Tangible fixed assets were not capitalised, being written off in the Statement of Receipts and Payments in the year of purchase.

## HEADLEY PARK CHURCH

### 4. RESTRICTED FUNDS

	<i>Balance brought forward</i> £	<i>Receipts in year</i> £	<i>Payments in year</i> £	<i>Balance carried forward</i> £
<b>Charitable Activities – Other:</b>				
Specific gifts	2,624	7,007	4,107	5,524
	<b>2,624</b>	<b>7,007</b>	<b>4,107</b>	<b>5,524</b>

#### Description of restricted funds

The specific gifts fund represents donations where the donor has expressed a wish that the donation be used for a specific purpose within the church.

### 5. UNRESTRICTED FUNDS

	<i>Balance brought forward</i> £	<i>Receipts in year</i> £	<i>Payments in year</i> £	<i>Balance carried forward</i> £
General fund	129,661	203,840	158,275	175,226