



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 25/07/2019 To 31/12/2020**

**Charity name: The Potters House Christian Fellowship UK Ipswich Church**

**Charity registration number: 1184609**

## **Objectives and Activities**

The Potter's House is a Christian organisation dedicated to the service of God and sharing the love of Jesus with the community around us.

Public meetings are held in person when permitted, or online according to government guidance on COVID restrictions. These meetings benefit the attendees in encouraging them in their Christian faith and providing invaluable social contact. COVID guidelines regarding social distancing, use of PPE and cleanliness are strictly followed.

Sick members are visited in person when possible, or contacted by telephone otherwise to promote their wellbeing.

## **Achievements and Performance**

Potters House Ipswich registered as a CIO 1184609 on 25 July 2019, previously operating as Registered Charity 1153363.

The church closed due to COVID restrictions in March 2020, holding services on Zoom along with members of the Bury congregation. Once restrictions were lifted in June, we resumed services at the building immediately, purchasing a thermometer and appropriate PPE, ensuring extra cleaning and clearly displaying notices about COVID guidance.

It was encouraging that almost all regular attendees returned immediately, with the exception of those shielding. They expressed gratitude for re-opening and the measures put in place for everyone's protection. We also provided access to meetings on Zoom for those who wished to continue to stay at home. We regularly made phone contact with those who could not attend during this time.

It quickly became noticeable that the mental well-being of those attending was greatly improved by meeting in person. People from other local churches which had remained shut were welcomed during this time and their feedback was also very positive. One student even travelled from Colchester to attend in person during term time.

We dropped leaflets through local letter boxes to advise the community that we had re-opened and had several visitors as a result, including a lady from a residential mental institution who was away from family and especially appreciated the services.

## Financial Review

Most of the donations during this period were received on line. The church was unable to put on events other than Sunday Services, resulting in reduced expenditure, but this was counteracted by spend on PPE. The church was able to give generously to overseas missionaries, in particular helping to finance the return of a couple from China. Our congregation has given faithfully during these uncertain times, leaving a healthy balance for future endeavours.

## Structure, Governance and Management

The Potters House Ipswich is governed by the Constitution of a Charitable Incorporated Organisation, dated 10 March 2019.

A new trustee, Travis Long, has been appointed following the resignation of a previous trustee. He was invited to the position on account of his experience as Pastor of the Potters House, Harlow and his good character.

## Reference and Administrative details

Charity name	The Potters House Christian Fellowship UK Ipswich Church
Other name the charity uses	Potters House, Ipswich
Registered charity number	1184609
Charity's principal address	The Meeting Place Community Centre Limerick Close Ipswich IP1 5LR

### 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	Eddie Hixson	Chair		
2	Ruth Hixson	Secretary		
3	Mark Claxton		25/07/2019-7/10/2021	
4	Travis Long		7/10/2021-31/10/2021	
5				
6				
7				
8				
9				
10				

## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Eddie Hixson	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	23/10/021	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Potters House Christian Fellowship UK Ipswich

No (if any)  
1184609

CC16a

## Receipts and payments accounts

For the period from	25/07/2019	To	31/12/2020
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### 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 £
<b>A1 Receipts</b>					
Offerings	20,196	-	-	20,196	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	20,196	-	-	20,196	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	20,196	-	-	20,196	-
<b>A3 Payments</b>					
Building Rent	4,828	-	-	4,828	-
Donations	8,460	-	-	8,460	-
Books	180	-	-	180	-
Conferences	200	-	-	200	-
Equipment	448	-	-	448	-
Insurance	547	-	-	547	-
Printing & Advertising	392	-	-	392	-
Running Costs	1,495	-	-	1,495	-
	-	-	-	-	-
	16,550	-	-	16,550	-
<b>A4 Asset and investment purchases, (see table)</b>					
Laptop	299	-	-	299	-
	-	1	-	-	-

<b>Sub total</b>	299	-	-	299	-
<b>Total payments</b>	16,849	-	-	16,849	-
<b>Net of receipts/(payments)</b>	3,347	-	-	3,347	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
<b>Cash funds this year end</b>	3,347	-	-	3,347	-

## 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 £
<b>B1 Cash funds</b>	Bank Account	4,114	-	-
	Petty cash	11	-	-
		-	-	-
	<b>Total cash funds</b>	4,125	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

## B5 Liabilities

		-	-
		-	-

### Details

	Fund to which liability relates	Amount due (optional)	When due (optional)
None		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ruth Hixson	23/10/2021