



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the Period

From 1st April 2023 to 31st March 2024

Charity Name: MILLBRIDGE CHURCH

Charity Registration Number: 1187290

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document.	Para 1.17	The advancement of the Christian Faith in accordance with the Basis of Faith primarily but not exclusively, within Minehead and the surrounding neighbourhood, including but not limited to: the prevention and relief of need, hardship and sickness; the advancement of education; and the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.
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	Weekly Sunday morning worship includes preaching and/or Bible teaching. Sunday evening worship takes place on alternate Sunday's. Age related activities are provided for children when present. All meetings are open to the general public. A midweek evening meeting is held to which anyone is welcome together with a morning midweek meeting for ladies to meet and to study the Bible and to pray. A monthly meeting for men allowing an opportunity to share in conversations, study and pray. Reach out lunches which are open to those in the community, are held monthly providing a warm safe space for those who find themselves isolated, lonely or in need. The Women's Group meet on average three times a month allowing an opportunity for biblical study, prayer and fellowship.

		Ducklings meet once a week during school term and provides an opportunity for guardians with pre-school children, to meet together encouraging children to socialise whilst providing a safe environment for adults to engage in conversation. Pastoral support and engagement with guardians allow for that interaction that would otherwise would not have been available. Prayer meetings take place twice monthly allowing for those housebound to engage in the fellowship of the church in their own homes. The church holds a fortnightly table tennis group which is open to anyone from within or outside the church fellowship. This brings together and encourages members, ex-members, congregation, and non-church goers under the church roof. Meetings are held in a relaxed environment where church, table tennis and the secular world get discussed, not forgetting playing table tennis, conversation, and refreshments. SPOT (Sharing Pursuits over Tea) reaches out twice a month to the community providing much needed fellowship over tea, coffee whilst engaging in games of scrabble, jigsaws, and conversation. Engagement with the local residential care homes allows for services to be taken out into the community providing fellowship to those who are unable to attend personally. Fellowship lunches take place every 2 months with an open invitation for those in the community to attend. Men's Breakfast and Ladies brunches events throughout the year, allow for conversation in an environment where the men and ladies wait upon each other. These are open to all and advertised throughout the community. The Church seeks to fulfil its charitable objectives by supporting a number of overseas missionaries working in various countries.
--	--	---

		Where appeals are either focused nationally or internationally, the Church facilitates the collection and sending of funds to various parts of the world where the Church either through local contacts or aid agencies, make provision by contributing towards the emergency relief appeals. Each Christmas, the church contributes through the generosity of members and non-members towards the shoebox appeal. A missions committee overseen by the Deacons, review all requests for appeals and donations ensuring that the necessary due diligence is completed and complied with. To maximise the use of the building for the community, an external group 'Somerset Sight' hosted training and awareness courses during 2023. The church is a sight friendly church.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit.	Para 1.18	The Trustees meet at a minimum, 4 times a year. All trustees are briefed and are in receipt of the Charity Commissions' guidance referenced through the publications PB3 Public Benefit Reporting, and the guidance issued by the Charity Commission about public benefit.

Additional information

	SORP reference	
Policy on grant making.	Para 1.38	Not Applicable
Policy on social investment including program related investment.	Para 1.38	Not Applicable
Contribution made by volunteers.	Para 1.38	All activities are undertaken by both members and non-members in a voluntary role. All activities are overseen by a member of the church who are responsible for each activity. The Deacons remain accountable for each activity undertaken. The extent and range of activities where individuals give their time, range from ensuring the upkeep and maintenance of the church and the church's assets through to facilitating each of the groups that use and are hosted by the church.

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	The demographics of both membership and the geographical area in which the charity is based, means that there is a reliance on volunteers in providing the necessary supervision and support for church-based activities. The Trustees acknowledge the commitment of members and non-members that they make which has a far wider impact among those we serve extending throughout the world. All groups and activities have developed during this past year, not only evidenced through the numbers attending but also, in raising the profile beyond the immediate vicinity of the church which provides much needed support to the beneficiaries and to the public, in line with the charity's purposes as outlined in the governing document. The charity responds according to need invariably at short notice. An example of this was to commemorate the death of Queen Elizabeth II at a service of remembrance and thanksgiving. With support from the local community in partnership with the Minehead Community Defibrillator Group, Millbridge hosts an external defibrillator easily accessible to the public details of which, is available to the SouthWest Ambulance Trust as part of their triage algorithm. Regular contributions are made to those in need by contributing to the local food bank. Work continues to engage locally with the organisation, Safe Families as we look to integrate the needs of those with links to the church with external stakeholders for support that goes over and beyond that in which we are able to give or commit to. Through regular appeals and commitments towards recipients, either through outreach or the work of Mission both at home and abroad, remain crucial in ensuring that the charitable aims, objectives and purposes remain fit for purpose.

		We remain focused to provide that financial support to those both at home and abroad this includes Operation Mobilisation and the Cranford Support Trust. Overseas, we have been able to support those in full time ministry as well as making financial provision for shelter and accommodation in Burkina Fasso, just two examples of how we as a church, continue to support those in need. Annually the church participates in the Samaritans Christmas Shoe Box appeal for disadvantaged children across the world. Millbridge church is part of the Somerset Local Government Warm Initiative scheme.
--	--	---

Additional information

Achievements against objectives set.	Para 1.41	Objectives determined by the members, set against the charity's constitution overseen by the charities Trustees, has allowed for the continuing financial support to those within our own community as well as missionaries abroad including supporting other charities nationally. This support is both as the need is identified as well as, through commitments to provide such support through our quarterly missionary giving. Charities and organisations that have been identified as recipients for this reporting period include, Operational Mobilisation, Caring for Life, Shoe Box appeal, Cranford Support Trust, Samaritans Purse following the earthquake appeal, the Hope Centre in Minehead, Slavic Gospel Association, Compassion and the Ouo appeal in Burkina Fasso. We continue to engage with local initiatives with the objective of meaningful engagement with the communities needs at heart.
Performance of fundraising activities against objectives set.	Para 1.41	All financial commitments as well as activities emanating from the church are regularly reviewed.
Investment performance against objectives.	Para 1.41	Not Applicable
Other.		The following policies were either adopted or reviewed during this reporting period: -

		Privacy and Data Protection; Fire Safety; Safe-Guarding; Risk Management; Social Media and Communication; Capability and Disciplinary; Church Workers Code of Conduct; Equal Opportunities, Grievance Procedure; Complaints; Reserves; Conflict of Interest; Health & Safety; General Financial Recommendations Policy; Church Safety including a Lone Worker Policy. All groups remain compliant with Data Protection and Safeguarding. Group activity leaders and those within the leadership team, remain compliant with the Disclosure and Barring service.
--	--	--

Financial Review

Review of the charity's financial position at the end of the period.	Para 1.21	Income .v. Expenditure is in line with that projected at the end of the reporting period 2022/2023. For the end of the present financial reporting period 2023/2024, income exceeded expenditure. We remain in a position whereby there is confidence in maintaining our objectives for the next reporting period. A contingency fund designated for the maintenance of the assets held was factored in during this financial year.
Statement explaining the policy for holding reserves stating why they are held.	Para 1.22	3-months reserves are held based on the average of the last 12 months to ensure that in the event of any Government restrictions, or the source of income is severely impacted upon, known expenditure can be met. This is reviewed annually.
Amount of reserves held.	Para 1.22	100% of 3-months expenditure = £4,500.00
Reasons for holding zero reserves.	Para 1.22	Not Applicable
Details of fund materially in deficit.	Para 1.24	Not Applicable
Explanation of any uncertainties about the charity continuing as a going concern.	Para 1.23	There are no concerns raised about the charity continuing as a going concern.

Additional information

The charity's principal sources of funds (including any fundraising).	Para 1.47	The main source of funds is through sacrificial giving. Any additional funding that is identified, is sought through engaging with members and non-members to contribute accordingly.
Investment policy and objectives including any social investment policy adopted.	Para 1.46	Not applicable
A description of the principal risks facing the charity.	Para 1.46	There are no reportable principal risks facing the charity. The demographics of those who freely give their time is constantly kept under review. Financially, we remain in a strong position in going forward but with the geographical demographics of the membership/locality together with an expected increase in expenditure, the potential for risk is one that has been recognised.
Other.	Para 1.46	In line with the recommendations of the Charity Commission, an internal financial control audit is carried out annually. Anticipated future stipend expenditure continues to be budgeted for. For this reason, the funds held continue to be in excess of that which the Trustees would normally recommend as we seek to employ a Pastor. Trustees accept the balance carried forward as being justified for the purposes in which they are held. The process in calling a Pastor to full-time ministry will continue into this next reporting period. By taking this decision, the financial position in going forward reflects the charity's overall balance.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document.	Para 1.25	Constitution
How is the charity constituted?	Para 1.25	Charitable Incorporated Organisation
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	Election to post by the members of the CIO according to governing document and the church handbook. This past year, it has been recognised that the position of Trustee, linked intrinsically to that of being elected as a Deacon have different roles and responsibilities. A change to the church handbook subject to the members approval will give due recognition to both roles. A resolution is to be tabled at a members meeting during the first quarter of the next financial reporting period.

Additional information

Policies and procedures adopted for the induction and training of trustees.	Para 1.51	All trustees on appointment, are briefed as to the requirements as laid down by the Charity Commission publication CC3 'Essentials for Trustees.' All trustees go through the disqualification, disclosure, and barring service. Ongoing development is subject to guidance forthcoming from the Charity Commission.
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	The constitution as the Governing Document and the Church Handbook, provide the framework for the structure of governance. In recognition of the demographics of the membership, the charity has identified the need to recognise those members who are unable to fulfil the requirements of full membership therefore, a level of Associate Membership has been introduced with non-voting rights. Policies and Procedures that provide the framework to protect the charities activities.
Relationship with any related parties.	Para 1.51	Fellowship of Independent Evangelical Churches (FIEC)
Other.		The Charities Act 2011 together with the Standard Operating Recommended

		Procedures (SORP) remain key in providing a foundation for the charity to remain compliant with legislation. The paper produced 'Charity Commission for England and Wales response to "Stronger Charities for a Stronger Society", report of session 2016-17 of the House of Lords Select Committee on Charities dated January 2018' and although predominantly directed at the Charity Commission, we as a charity, acknowledge the Charity Commissions responses in line with our Governing Document and Church Handbook.
--	--	---

Reference and Administrative details

Charity name	Millbridge Church
Other name the charity uses	Millbridge Evangelical Church Millbridge Evangelical Free Church
Registered charity number	1187290
Charity's principal address	8 Parkhouse Road Minehead Somerset TA24 8AB

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	Michael Wynford Green	Deacon		Church Members
2	David Robert James Capel	Deacon		Church Members
3	Andrew Joseph Buchanan	Deacon		Church Members
4	Roland F Petit	Deacon	9 th January - 31 st March 2024	Church Members

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
Michael Wynford Green	
David Robert James Capel	
Andrew Joseph Buchanan	
Roland Petit	9 th January - 31 st March 2024

Funds held as custodian trustees on behalf of others.

Description of the assets held in this capacity.	The Manse, 39 Lower Park Minehead. Somerset TA24 8AY Millbridge Church, 8 Parkhouse Road Minehead. Somerset TA24 8AB
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects.	Millbridge Church, after the transfer of assets from the Fellowship Property Trust Limited, became effective from 11 th June 2021 and is used to promote the charity's objective.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets.	Overseen by the charity's trustees in line with the charity's governing document and church rules.
Additional Supporting Information.	

Additional information**Names and addresses of advisers.**

Type of adviser	Name	Address
Auditor	Jean Armin MICB	Mews End Cottage, Quay Lane, Minehead TA24 5QU
Financial	HSBC plc	Wellington Square, Minehead TA24 5LH
Solicitor	Edward Connor	Via FIEC, 10 The Point, Market Harborough LE16 7QU

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not applicable

Declarations

Signature(s)		
Full name(s)	MICHAEL C. KEEN	DAVID ROBERT JAMES CAPLE
Position	Trustee	Trustee
Date	9 th July 2024	9 th July 2024



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

MILLBRIDGE CHURCH

1187290

Receipts and payments accounts

CC16a

**For the period
from**

**Period start
date**
1st April 2023

To

Period end date
31st March 2024

Section A Receipts and payments

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	Last Year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Offerings & Tax	35,123	-	-	35,123	-
Mission		3,803	-	3,803	-
Projects		298	-	298	-
Interest	128	-	-	128	-
Legacy	700		-	700	-
Groups	-	835	-	835	-
Other	894		-	894	-
	-	-	-	-	-
Sub Total(Gross income for AR)	36,845	4,937	-	41,781	36,893
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub Total	-	-	-	-	-
Total Receipts	36,845	4,937	-	41,781	36,893
A3 Payments					
Stipend	-	-	-	-	-
Manse & Church	11,127	-	-	11,127	-
Mission	12,349	-	-	12,349	-
Fellowship	3,316	-	-	3,316	-
Governance	620	-	-	620	-
Office	1,459	-	-	1,459	-
Groups	2,165	-	-	2,165	-
Other	1,629	-	-	1,629	-
	-	-	-	-	-
Sub Total	32,664	-	-	32,664	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub Total	-	-	-	-	-
Total Payments	32,664	-	-	32,664	-

Net of receipts/(payments)

A5 Transfers between funds

A6 Cash funds last year end

Cash funds this year end

4,180	4,937	-	9,117	36,893
-	-	-	-	-
-	-	-	-	-
4,180	4,937	-	9,117	36,893

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

Categories

Details

Unrestricted funds

Restricted funds

Endowment funds

to nearest £

to nearest £

to nearest £

B1 Cash funds

Funds Held	38,778	1,204	-
Contingency Funds	1,528	-	-
Reserves Fund	4,500	-	-
Total cash funds	44,806	1,204	-
(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK

Unrestricted funds

Restricted funds

Endowment funds

to nearest £

to nearest £

to nearest £

Details

B2 Other monetary assets

	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

B3 Investment assets

	-	-
	-	-
	-	-
	-	-
	-	-

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

B4 Assets retained for the charity's own use

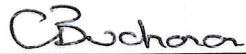
	-	-
	-	-
	-	-

		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature(s)		
Full name(s)	Andrew Buchanan	DAVID ROBERT JAMES CAPEL
Position	Trustee	Trustee
Date	9TH JULY 2024	9TH JULY 2024

27th May 2024

JEAN ARMIN MICB

**MEWS END COTTAGE
5 QUAY LANE
SOMERSET TA24 5QU**

arm1n_adm1n@btinternet.com

01643 703597

Ref. Millbridge Evangelical Church / Millbridge Church

Dear Audrey

The books presented to me are from April 2023 to March 2024

Your church is a Charitable Incorporated Organisation, known as Millbridge Church, banking with HSBC.

The annual income of your church is over £25,000 and your Trustees have requested an Independent Examination of your accounts. Your church is entitled to exemption under section 144 of the Charities Act 2011 to have its financial statements for year ended 31 March 2024 audited.

My Independent Examination included a review of the accounting records kept by the church and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts which may have required explanations from the Managing Trustees concerning any such matters.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention which give me reasonable cause to believe that the requirements to keep accounting records and to prepare accounts have not been met.

The contents of this letter and summary should be reported to your Church meeting.

Please note that an Independent Examination is no substitute for ongoing effective procedures to minimise / prevent losses due to error or corruption.

Yours sincerely,



Mrs Jean Armin MICB



Practice Licence Number 10366

MILLBRIDGE CHURCH CIO

Independent Examination summary document

As a Charitable Incorporated Organisation, responsibility for management of banking, payments and Gift Aid has been assigned to Audrey Williams. Andrew Buchanan (as a trustee) has responsibility for the accounting spreadsheet with help from Margaret Langdon. Other signatories are Mike Green and David Capel, both trustees.

My independent examination has indicated that:

Banking is with HSBC, at the Minehead branch. During the year a reserve account has been opened.

No minister or other paid staff are currently employed by the church, although a minister is sought.

The previous year's financial statement was available for reference.

The church accounts are recorded on spreadsheets, with a detailed analysis of transactions.

There is evidence that the cash book is kept up to date and has been correctly reconciled to the bank statements, although the reserve account had not been included in the reconciliation. A bank reconciliation to correct this has been created.

All the receipts and payments undertaken by the church have been properly recorded in the accounting records, and any cash income has been banked regularly.

Church income is purely from donations and subsequent Gift Aid claims.

Gift Aid has been claimed and recorded throughout the year, amounting to £5,515.92 received in the financial year.

Money collected for specific purposes has been used for those purposes. It was noted that donations received in the year 2022 – 2023 for a defibrillator were used to purchase the item in April 2023, leaving a zero balance for that project.

Payments made to church members for expenses are accompanied by evidence of costs incurred and are countersigned.

Payments made tally with invoices and with bank statement entries. Payments are made by Debit Card, Direct Debit or online transfer. Where applicable, VAT has been correctly calculated.

There is no petty cash account at present.

The Trustees' Annual Report and the Financial Report have been completed.

Insurance policies were in the file for the manse and the church, and the premiums shown as being paid. The adequacy of the insurance cover should be reviewed annually.

Minutes of the four meetings of the Managing Trustees have been seen, covering procedural matters.

Additional comments:

The manse has been unoccupied during the financial year.

The internal Financial Controls for Charities Document has been completed, with additional useful comments.

Work on the roof was funded from 'contingencies' (held in the deposit account). Despite this expenditure the overall funds increased over the year.

In line with the Reserves Policy stated in the Annual Trustees' Report there is a 3 month reserve of £4,500, held in the deposit account.