

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2023		31	12	2023

Charity name

Westward Ho! Baptist Church

Other names charity is known by

Registered charity number (if any)

1198050

Charity's principal address

Nelson Drive

Westward Ho!

Devon

Postcode

EX39 1LQ

## 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 Tim Sutton	Pastor		Church Members
2	David Wilson	Deacon/Secretary		Ditto
3	Nic Hopkinson	Deacon/Treasurer		Ditto
5	Laurence Boys	Deacon		Ditto
6	Alexis Okill	Deacon	1/1/23 - 30/11/23	Ditto
7	Rod Smith	Deacon		Ditto
8	Pete Last	Deacon	1/1/23 - 30/4/23	Ditto
9				
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## Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Baptist Union Corporation	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Andrew Littlejohn	Nethania, Torridge Road, Appledore EX39 1SF

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

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### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 1 <sup>st</sup> October 2022
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees must be members of the church with a demonstrated commitment to the life and events of the church and to their faith. Trustees are elected by the Church members for a period of three years, then must either offer themselves for re-election or choose to stand down. They may subsequently stand for re-election for one further three year term.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

<p>The Charity works with the South West Baptist Association and, where necessary, with the Baptist Union of Great Britain</p> <p>A Risk Assessment of the overall aspects of the Church's work and property is reviewed annually with individual Risk Assessments for specific groups or activities..</p> <p>Procedures are in place to ensure H&amp;S requirements are adhered to with nominated personnel performing regular checks.</p> <p>The charity acts in accordance with all DBS vetting procedures and appoints a senior church member as Safeguarding Officer</p> <p>The Trustees have reviewed current Data Protection procedures to ensure the charity complies with current legislation.</p>
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**Summary of the objects of the charity set out in its governing document**

The principal purpose of the Charity is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

The Church wishes to show the love of the Lord Jesus Christ in both word and deed and to bring people into a closer relationship with Him as living Lord.

The Church, whilst not being in any way exclusive, endorses the traditional beliefs of the Christian faith in matters of justice and morality and accepts the Statement of Faith of the Evangelical Alliance UK

Central to the work and witness of the church is the provision of regular public services of Christian worship. Morning and Evening Sunday worship and weekday prayer and Bible teaching sessions are regularly held with the Sunday service being relayed online. For those unable or still reluctant for COVID reasons to attend live events, fortnightly Online prayer meetings are run. The Church seeks to be a friendly and welcoming community, anyone is free to attend any of the times of worship.

Home Groups meet weekly or fortnightly, to maintain pastoral contact and to develop growth in faith and discipleship.

**TODDLERS, WHY, POPPIN, LIFT OFF and BREAKFASTS**

The Church runs a number of Community groups and activities. A toddlers group for Parents, Carers and Toddlers (Seaside Treasures), a children's club (Shine) and a Youth club (WHY) run in the main Worship Space on Thursday mornings and Friday evenings. All these are weekly events.

Our Saturday morning community event Poppin runs weekly, with a remit to offer friendship and support and also an opportunity to meet and to have their well-being enhanced.

Our Lift Off meets on Tuesday afternoons weekly with a program of speakers, activities and support.

Monthly on Saturday mornings separate Men's, Women's and Kid's Breakfasts are held, for friendship and fellowship.

All these events are very well attended, provide significant benefit for those who come along and demonstrate the love of the Lord Jesus Christ for all the community.

**HALL HIRINGS**

The hall is in regular use by community groups, with an arts group and a group catering for disadvantaged people meeting weekly, and also used by citizens meetings, community children's parties, other charities and occasional functions.

**SAFEGUARDING**

The Church ensures that all people working with children and vulnerable adults are vetted through DBS checks and has full safeguarding policies in place

**PASTORAL CARE**

The Church has a strong ethic for Pastoral Care, both for its members and for the community. A pastoral care system is run to endeavour to maintain a high standard. The Church has a Hardship Fund to assist with those needing financial assistance.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The church uses a significant portion of its income to make donations to other charities who have similar aims to the charity, working either in UK or overseas. The charities supported this year were:

- Baptist Mission Society
- Baptist Union Home Mission
- London City Mission
- Hope From Above
- Operation Mobilisation

### **CAP**

We continued with financial support of the local Christians Against Poverty (Debt and Addictions work) inter-churches group as well as participation in their activities.

### **Pantry and Referral Scheme**

We continued to operate a referral scheme for the local Foodbank, in which we can issue vouchers to those in need and refer them to the bank. In addition, we maintain a small 'pantry' which may be accessed by those in need of basic dry goods.

### **ALPHA**

In 2023 we resumed well-attended in person Alpha Groups, to provide a safe space for those exploring issues of faith.

The Trustees have had regard to the Charity Commission guidance on public benefit and are satisfied that the activities outlined above clearly demonstrate that the charity is providing such benefit.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The Church does not have a policy on grant making as no grants are made.

Apart from the functions of the Minister and remuneration for a Site Operations Manager, Cleaner and Ministry Assistant all church activities were run by unpaid volunteers who are members of or are regular attendees of the church.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### INITIAL START UP

The Church as a CIO charity commenced activities on 1<sup>st</sup> October 2022 when all the assets and activities of the former charity were formally transferred. There has been no change to the church's structure, leadership, activities or groups arising from this transfer.

#### RENEWING OUR VISION

The Leadership held a weekend review of how we should proceed and presented a new vision to the church based on 3 core ministries, no longer limited by a time frame: Prayer, Hospitality and Evangelism. This was adopted by the church and now forms the focus of our work and witness going forward.

The Church continues to be well supported financially by its members and had no need for fund raising activities. The financial support has enabled the purposes of the charity to be carried out as well as donations to be made to other charities with similar charitable purposes.

**Worship:** As more people felt comfortable with returning after COVID our numbers grew. Some due to age or illness have not returned but new worshippers have meant that the size of both morning and evening congregations match or exceed those prior to the pandemic.

**Live Streaming:** We have continued to livestream our morning worship on Facebook and You Tube with the evening worship being in-person only. New technology has been employed to provide the highest possible quality in sound and vision.

**Home groups:** These continued as in-person events during the year and we now have 6 groups meeting weekly or fortnightly as they choose.

#### SUPPORT FOR YOUTH AND FAMILY WORKER TRAINING

We continued to fund the last of three years remote and part time training through Moorlands College for our youth and family worker. She has been working part time for us during this period and on completion of her course she accepted an offer of an enlarged role as a staff member from the middle of 2023.

#### In Sum

Many people from the local community have been engaged, helped and encouraged and the work of the charity has been strengthened.

### Brief statement of the charity's policy on reserves

The Charity keeps sufficient reserves to meet all legal obligations in the event of the charity being wound up. This is principally to cover the Ministers salary during a contractual period of notice. Additionally a Designated Sinking Fund to cover Fabric repairs and maintenance has been established. This reserve will be held in addition to that held for legal reasons. The reserves level reflects the fact that church charities are rarely wound up suddenly and so liabilities can be reduced over a period of time.

**Details of any funds materially in deficit**

The Charity ensures that there are no funds in deficit.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity’s principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding is the giving by church members and donations from visitors. Income is also received from hiring the church hall.  
The church does not have fund raising activities.



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

**Signed on behalf of the charity’s trustees**

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

# Westward Ho! Baptist Church

Registered Charity Number 1198050

## Financial Statement and Accounts

January 1<sup>st</sup> 2023 – December 31<sup>st</sup> 2023



# Westward Ho! Baptist Church

Registered Charity No. 1198050

## GENERAL INFORMATION

The following information is supplied in accordance with the requirements of the Charities Acts:

- 1                   The Church is known as Westward Ho! Baptist Church. The Church is registered as a charity with the Charity Commission with number 1198050
- 2                   The Church is an evangelical fellowship of Christians, who acknowledge the Lord Jesus Christ as Saviour and Lord. The first meeting in Westward Ho! was in 1887.
- 3                   The Church is the beneficial owner (subject to the relevant Trusts) of assets, the legal titles to which are held by the Baptist Union Corporation Limited.  
The assets comprise the Church, the Church Hall and the Manse.
- 4                   The activities of the Church and the appointment of leaders of the constituent groups are the responsibility of the Trustees (Deacons), who at the commencement of the Charity were: Rev. Timothy Sutton (Pastor), David Wilson (Church Secretary), Peter Last Nic Hopkinson (Treasurer), Rod Smith, Laurence Boys, Alexis Okill
- 5                   The stipendiary Minister, Rev. Timothy Sutton, took up his post in September 2016.
- 6                   Separate details are maintained for the individuals who support the Church financially by means of Bankers' Orders, and in other ways, so that a record is maintained of the contributions made, especially for Gift Aid Tax reclaim purposes.
- 7                   The Church had no fund-raising costs during the year.
- 8                   The financial transactions between the Church and Trustees were:  
David Wilson was reimbursed against invoiced minor purchases.  
Nic Hopkinson was reimbursed against invoiced minor purchases.  
The Minister Rev Timothy Sutton is de facto one of the church's trustees and receives a stipend and other benefits in respect of his services as Minister, including the provision of manse accommodation owned by the church. He was reimbursed against invoiced expenses arising from his pastoral role.  
Rod Smith is a Trustee and is also employed by the church as the Site and Operations Manager. He received a salary for his employment but no other financial reward.  
He was reimbursed against invoiced expenses arising from his employed role.  
No trustee claimed or was given payment in lieu of expenses
- 9                   These accounts have been prepared on a receipts and payments basis
- 10                  The Previous Year 2022 Income and Expenditure figures are considerably less than the current year as the Charity began operating on 1st October 2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Westward Ho! Baptist Church

No (if any)  
1198050

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/2023

To

Period end date  
31/12/2023

### 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 and Tax Recoverable	106,476	1,536	-	108,012	22,854
Bank Interest	433	-	-	433	20
Lettings	5,088	-	-	5,088	1,736
Other Receipts	4,008	150	-	4,158	247
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>116,005</b>	<b>1,686</b>	<b>-</b>	<b>117,691</b>	<b>24,857</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>116,005</b>	<b>1,686</b>	<b>-</b>	<b>117,691</b>	<b>24,857</b>
<b>A3 Payments</b>					
Mission	10,946	218	-	11,164	4,130
Pastoral	1,202	1,973	-	3,175	
Church Repairs & Maintenance	19,114	#	-	19,114	2,846
Equipment	3,284		-	3,284	
Manse	4,218	-	-	4,218	996
Insurance & Legal	3,831	-	-	3,831	353
Utilities	6,713	-	-	6,713	1,344
Outreach	3,318	1,210	-	4,528	1,054
Minister	35,070	-	-	35,070	8,423
Youth Work	8,986	733	-	9,719	
IT	8,285		-	8,285	
Miscellaneous	13,512	101	-	13,613	5,409
	-	-	-	-	-
<b>Sub total</b>	<b>118,479</b>	<b>4,235</b>	<b>-</b>	<b>122,714</b>	<b>24,555</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>118,479</b>	<b>4,235</b>	<b>-</b>	<b>122,714</b>	<b>24,555</b>
<b>Net of receipts/(payments)</b>	<b>- 2,474</b>	<b>- 2,549</b>	<b>-</b>	<b>- 5,023</b>	<b>302</b>
<b>A5 Transfers between funds</b>	<b>267</b>	<b>- 267</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>28,986</b>	<b>10,237</b>	<b>-</b>	<b>39,223</b>	<b>38,921</b>
<b>Cash funds this year end</b>	<b>26,779</b>	<b>7,421</b>	<b>-</b>	<b>34,200</b>	<b>39,223</b>

## 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>	HSBC Community Account	2,314	-	-
	HSBC Business Manager Account	3,414	7,421	-
	BU Account	20,000	-	-
	Old Current Acct	100		
	Cash	951		
	<b>Total cash funds</b>	<b>26,779</b>	<b>7,421</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

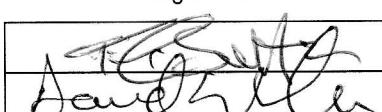

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<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>	Chairs & Tables		-	-
	Kitchen Equipment		-	-
	Computers, PA & Television		-	-
	Pool Table		-	-
	Children's Groups Equipment		-	-
	Scaffold Tower		-	-
	Music Equipment		-	-
	Fire Extinguishers		-	-
	Bibles		-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	TIM SUTTON	18/4/24
	DAVID WILSON	18/4/24

# Westward Ho! Baptist Church

Registered Charity No. 1198050

## Financial Statement for the Year Ended 31 December 2023

### FIXED ASSETS

The Fixed Assets of the charity are the properties listed below under Insurance.  
The Value of the Assets are declared as the Insurance values.

### FINANCIAL ASSETS

	2023	2022
<b>Current Assets:</b>		
Bank balances and Cash in Hand as at 12:01 am on 01.10.2022		
Community Account	2,314.23	2,909.66
Business Money Manager Account	10,835.29	15,984.23
BU Account	20,000.00	20,000.00
Cash in hand	951.45	329.44
Old Current Account	100.00	
<b>Total of Current Assets</b>	<b>34,200.97</b>	<b>39,223.33</b>

### LIABILITIES

<b>Pension Scheme Liability:</b>	0.00	
<b>Total Liabilities</b>	<b>0.00</b>	<b>0.00</b>

Insurance: All Index linked

Church	Building Cover	1,737,749
Church Hal	Building Cover	728,906
Church and Church Hall		110,250
	Contents combined cover	
Manse	Building cover	359,356
	Official contents	5,000
	Employer's Liability cover:	10,000,000
	Public Liability cover:	10,000,000

Accounts Approved on 2024

Tim Sutton (Church Pastor)

David Wilson (Church Secretary on behalf of the Trustees)

Nic Hopkinson (Church Treasurer)

Financial Statement prepared by Church Treasurer

# Westward Ho! Baptist Church

Registered Charity No. 1198050

## Details of Receipts and Payments

### Receipts – All Funds

	2023	2022
Offerings and tax recoverable		
Gifts - Cash	6,224.39	806.60
Gifts – Named	81,541.76	18,655.00
Gift Day	5,186.60	
Tax Reclaimed	15,059.26	3,392.50
<b>Sub Total</b>	<b>108,012.01</b>	<b>22,854.10</b>
Bank Interest	<b>432.84</b>	<b>19.56</b>
Lettings		
Hall Hire	5,088.00	1,736.00
<b>Sub Total</b>	<b>5,088.00</b>	<b>1,736.00</b>
Other receipts		
Donations	1,244.00	
Vaccine Clinic	1,000.00	
Men's Breakfast	1,019.75	190.90
Junior Church/Clubs	70.05	
Miscellaneous		
Postbox	824.00	55.95
<b>Sub Total</b>	<b>4,157.80</b>	<b>246.85</b>
<b>Total Receipts</b>	<b>117,690.65</b>	<b>24,856.51</b>

### Payments - All Funds

#### Donations

Mission Donations		
Derbyshire	1,800.00	450.00
Bideford Foodbank	600.00	200.00
BMS	1,000.00	
BUHM	3,217.50	1,517.50
Jack Saunders	600.00	150.00
London City Mission	200.00	
Dave Frisby OM	3,746.37	750.00
<b>Sub Total</b>	<b>11,163.87</b>	<b>3,067.50</b>
Pastoral Gifts	1401.62	113.00
Hardship Fund	1772.84	950.00
<b>Sub Total</b>	<b>14,338.33</b>	<b>4,130.50</b>

#### Repairs and maintenance

Site Manager & Cleaning	10,963.43	2,235.36
Maintenance – Buildings	8,150.19	300.94

# Westward Ho! Baptist Church

Registered Charity No. 1198050

Maintenance – Equipment	3,283.85	310.73
Maintenance – Manse	4,217.52	996.29
<b>Sub Total</b>	<b>26,614.99</b>	<b>3,843.32</b>
<b>Utilities, insurances etc</b>		
Insurance & Legal	3,830.68	353.40
Utilities	6,713.12	1,344.37
<b>Sub Total</b>	<b>10,543.80</b>	<b>1,697.77</b>
<b>Other payments</b>		
Outreach	4,528.47	1,054.55
Postbox	807.00	55.95
Children & Youth	1,655.52	466.27
Youth Worker	5,949.52	300.00
SWYM	2,114.00	1,997.60
Office & Printing	1,055.94	146.71
Lunches		
Bank Charges	166.16	39.99
Men's Breakfast	1,028.11	183.53
Subscriptions	2,150.40	
Catering	1,998.05	537.26
Visiting Speakers	450.00	
Minister – Stipend	28,803.32	7,068.00
Minister - Pension	3,988.83	953.25
Minister - General Expenses	2,277.79	401.89
Ministry Assistant	5,012.00	1,092.00
Training & Courses	435.00	244.83
IT & Church Online	8,285.58	193.17
Miscellaneous	510.20	149.33
<b>Sub Total</b>	<b>71,215.89</b>	<b>14,884.33</b>
<b>Total Payments</b>	<b>122,713.01</b>	<b>24,555.92</b>
Excess of Receipts over Payments	-5,022.36	300.59
Brought Forward Balance	39,223.33	
<b>Total carried forward balance</b>	<b>34,200.97</b>	<b>39,223.33</b>

# Westward Ho! Baptist Church

Registered Charity No. 1198050

## Funds Summary

	B/F Bal	Income	Expenditure	Transfers	C/F Bal
GENERAL - U	1,181.59	115,004.90	104,507.64	-8,132.82	3,546.03
Building Maint - D	1,964.49		7,130.19	8,400.00	3,234.30
Vaccine Clinic	5771.89	1,000.00	6,771.89		0.00
Youth - R	11.69	780.00	653.46	-138.23	0.00
BU Home Mission - R	30.00	187.50	217.50		0.00
SWYM - R	0		79.80	79.80	0.00
Lunches - R	1,264.00		1,055.25	-208.75	0.00
Poppin - R	497.67	568.25	324.44		741.48
Hardship - R	8502.00	150.00	1,972.84		6,679.16
Reserve	20,000.00				20,000.00
R(estricted) Totals	10,305.36	1,685.75	4,303.29	-267.18	7,420.64
All Funds Totals	39,223.33	117,690.65	122,713.01	0.00	34,200.97
					34,200.97



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Westward Ho! Baptist Church

On accounts for the year  
ended

31/12/2023

Charity no  
(if any)

1198050

Set out on pages

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended 31/12/2023 DD / MM / YYYY.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation  
of the accounts in accordance with the requirements of the Charities Act  
2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out  
under section 145 of the 2011 Act and in carrying out my examination, I  
have followed the applicable Directions given by the Charity Commission  
under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have  
come to my attention (~~other than that disclosed below \*~~) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn in order to enable a  
proper understanding of the accounts to be reached.

Signed:

Date: 01/03/2024

Name: Rev. Andrew Littlejohn

Relevant professional  
qualification(s) or body  
(if any):

ACAT

Address:

Nethania, Torridge Road,

Appledore

Bideford. EX39 1SF



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**