

Pendle Hill Area Quaker Meeting

Trustees Annual Report and Financial Statements

for the year ended 31st December 2022

**Pendle Hill Area Quaker Meeting
Report of the Management Committee
for the year ended 31 December 2022**

The Board of Trustees presents its report and unaudited financial statements for the year ended 31st December 2022.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name	Pendle Hill Area Quaker Meeting
Status:	Pendle Hill Area Meeting is a charity registered under Charity Commission Reg. No. 224603.
Clerk	Anthony Robinson
Principal Office	(address of Clerk of Trustees) 4 Moss Close Helmshore Rossendale BB4 4JQ
Treasurer	Stanley Lee 44 Armadale Road Ladybridge BOLTON BL3 4QB
Trustees	Lucy Armstrong Norma Lee Chris Tonge Hilary Whitehead Tony Robinson Gordon Benson Wendy Hampton
Custodian Trustee	Friends Trusts Ltd.
Independent Examiner	Jennifer Daniel FCCA DChA Slade & Cooper Limited Beehive Mill Jersey Street, MANCHESTER M4 6JG
Bankers	Pendle Hill Area Meeting: Cooperative Bank Bolton Quaker Meeting: Cooperative Bank, Charities Deposit Fund, F&C Fund Management. Blackburn Quaker Meeting: Lloyds Bank, The Charity Bank. Chorley Quaker Meeting: Chorley Building Society. Clitheroe Quaker Meeting: Yorkshire Bank, Marsden Building Society & Furness Building Society Crawshawbooth Quaker Meeting: Nat West plc & N.S & 1. Account Marsden Quaker Meeting: Santander Deposit account, Yorkshire Bank Current Account

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Governing Document was adopted on 13 September 2008. Necessary revisions and amendments were made with the agreement of the Area Meeting on 14 November 2015; 12 November 2016; and 11 March 2017.

Trustees

Suitable persons from among the Members of the Area Meeting are identified by the Area Meeting Nominations Committee. A person's name is put forward to the Area Meeting and if discerned to be appropriate the appointment of the person as a Trustee is recorded in the Area Meeting minutes. Trustees are encouraged to attend training courses organised nationally by Britain Yearly Meeting.

OBJECTIVES AND ACTIVITIES

Constitution and purpose

The Area Meeting is a charity established for the advancement of Quakerism and other related charitable purposes such as derive from or bear witness to the principles and practices of the Religious Society of Friends (Quakers). The principal activity is the holding of public meetings for worship in the constituent Local Meetings of Blackburn, Bolton, Chorley, Clitheroe, Crawshawbooth and Marsden.

The affairs of the Area Meeting are governed by "Quaker Faith and Practice", the Book of Discipline of Britain Yearly Meeting and the Area Meeting governing document. Pendle Hill Area Meeting is a charity registered under Charity Commission Reg. No. 224603. The Members of the Area Meeting are all those persons whose names are for the time being recorded in its official register maintained in accordance with the procedures of the Religious Society of Friends (Quakers) in Britain (Britain Yearly Meeting).

- Strengthening the life and witness of Quaker meetings both in the area of Pendle Hill Area Meeting and beyond;
Meeting for worship is held bi-weekly in one Meeting House, weekly in four Meeting Houses and once weekly in a church schoolroom. All are public meetings for worship which are advertised outside the venues, online on our website and on the national Quaker website and on social media via two Facebook pages and one Twitter account and through a church bulletin. Of those 26 Meetings for worship 20 are held 'blended' there is online participation through a Zoom link for those wishing to join the meeting remotely for whatever reason. The links to public online link are available through clerks to each of the six local groups.

Local Meetings have been part of wider ecumenical and Christians Together groups to support wider religious experience, understanding and tolerance.

- Use of Property;
We maintain five meeting houses that we have used to hold public Meeting for Worship and which are available for community and individual use which is in line with our beliefs and concerns at the discretion of Friends in the meeting. Within those buildings we promote

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Quakerism, our public meetings for worship, our beliefs and our work in the world locally nationally and internationally through posters, books and leaflets. Burial grounds are maintained in such a way that they reflect our values, Chapel Hill is tidied annually in such a way that it is welcoming to people and wildlife. Blackburn Meeting is a welcome green space open when the Meeting House is in use. Clitheroe's green strip is tidy and provides a talking point next to the public carpark. Crawshawbooth's large well kept garden has been a welcome community green space used when there is a Quaker presence in the building and a valuable community green space when open in the summer. Marsden's garden provided mature trees and a green aspect to an urban area. Tong cemetery, associated with Bolton Meeting, has been cared for by the council as a valued green space.

- Undertaking Quaker service for the relief of suffering at home and abroad;
Friends Fellowship of Healing meetings are held by Friends in Pendle Hill Area Meeting, two Meeting Houses are regularly used for these meetings to relieve suffering and support those in need of healing from within the Quaker and wider community, they are open to all.
- Funding the concerns that Quaker meetings in the area of Pendle Hill Area Meeting or beyond have adopted or agreed to support:
We have had financial contributions which have been used to support our concerns for example this year: Promotion of environmental concerns within the community and in the world: Support of Money for Madagascar relief of poverty and girls education; Destitution project in Bolton; Refugee group welcome in Blackburn; Friends of Hlekweni's peace work and poverty relief; Chorley Help the Homeless.
- Providing for the pastoral care of individual members and Attenders including assistance to those in need and for education:
We have people appointed to take care of eldership, pastoral care. We hold learning events and discussion groups as well as supporting understanding and answering enquires of members, members of the public and attenders in the meetings. In addition it is part of our membership that we all share in the responsibility for these tasks, we do them for each other.
- Maintaining and developing Quaker meeting houses as places for public worship and from which to carry our witness into the world:
Use by the local communities close to our Meeting properties.
We have continued to practice good stewardship to maintain our premises to a high standard that demonstrates a warm welcome to the public. We are in the process of developing equal access facilities at our oldest Meeting House, each Meeting House has its own programme of works and maintenance which is budgeted for by the local meeting and overseen by trustees for high expenditure. Other Meeting Houses have welcomed in community groups including those doing yoga, having coffee mornings for refugees, welcoming refugees for Friendship, promoting environmental action, children's groups, Buddhist group, Cookery Club for vulnerable adults,
- Administering and maintaining the organisation of Pendle Hill Area Meeting and contributing to the support of Britain Yearly Meeting.
Friends make financial contributions and treasurers locally and as a group/ Area Meeting monitor the use of funds, produce financial reports to trustees and annual audited accounts.

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Friends have served Britain Yearly Meeting through being part of committees of the national body, on Quaker Life Representative Council, Meeting for Sufferings (national executive body) and the Book of discipline drafting committee and attendance at our Yearly Meeting of our national body Britain Yearly Meeting. These bodies all maintain and develop Quaker thought and beliefs as well as advertising our presence to the world.

Friends have used the services of an accountancy firm for some financial record keeping and accounting but other than that Friends serve the Area Meeting and in some cases the wider Yearly Meeting voluntarily to maintain our organisation

ACHIEVEMENTS AND PERFORMANCE

The charity's main activities and who it tries to help are described below. All its charitable activities are undertaken to further Pendle Hill Area Quaker Meeting charitable purposes for the public benefit.

Strengthening the life and witness of Quaker meetings both in the area of Pendle Hill Area Meeting and beyond;

The online element of our worship has allowed us to welcome worshippers from abroad as well as across this area and the UK. We hold one Meeting for Church Affairs (Business Meeting) for ten months of the year which are open to members and to any attenders who seek permission to attend. Two socials are held each year to help build and maintain our worshipping community and these are open to all associated with our Meetings. We maximise welcome and attendance through advertising and supporting people financially where that is helpful. Quakers from this Area Meeting attend other Quaker Meetings both virtually and in person for fellowship and education to strengthen our meeting and others. Once a month we hold a Children's Meeting for those people who are too young to benefit from largely silent worship, this has encouraged families into worship.

We have held both Meetings for Worship for Marriage and for Remembrance, these are both Spiritually enriching for our own community and have been a wonderful way to have a meeting in which there are many non-Quaker attenders who experience our way of worship and see our values in action.

- Spreading the message of Quakers and interpreting and developing the thought and practice of the Religious Society:

This last year we have been developing a website and within that information on Quakerism, links to wider messages and information on Quakerism and links to our national resources to make known our openness to all. We have also attended Quaker gatherings; Britain Yearly Meeting, Quaker Life Rep Council, Northern Friends Peace Board, public Regional Gatherings of Quakers, one of which was organised by our Area Meeting, for education on freedom, imprisonment and equality. These are also for community building and to further understanding of our beliefs and our work in the world.

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Discussion groups, open to all, have been held regularly in one location and online and periodically in three locations to help interpret and develop Quaker thought and beliefs. These have been informative, and well attended.

We have supported online education on the Quaker way over the year through Essentials of Quakerism series and Hearts and Minds Prepared series which have been well attended and reportedly helpful to those who have taken part. New attenders have joined Meetings as a result in some part of the network of Meetings in this country and abroad.

Clitheroe Meeting House was open for public access during two very large public event to provide a restful space and facilities for individuals and families.

We have welcomed several school groups who have been told about Quakerism as part of a specifically Quaker education or as part of a school religious education event. Youth groups have also been welcomed and introduced to Quakerism.

Local Meetings have been part of wider ecumenical and Christians Together groups to support wider religious experience, understanding and tolerance.

- Developing Quaker meeting houses as places for public worship and from which to carry our witness into the world;

Use by the local communities close to our Meeting properties.

We have continued to practice good stewardship to maintain our premises to a high standard that demonstrates a warm welcome to the public. We are in the process of developing equal access facilities at our oldest Meeting House, each Meeting House has its own programme of works and maintenance which is budgeted for by the local meeting and overseen by trustees for high expenditure. Other Meeting Houses have welcomed in community groups including those doing yoga, having coffee mornings for refugees, welcoming refugees for Friendship, promoting environmental action, children's groups, Buddhist group, Cookery Club for vulnerable adults,

PUBLIC BENEFIT STATEMENT

Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aims and objectives, and in planning its future activities, which is an annual process. Many examples of such public benefit have been described earlier in this report.

SAFEGUARDING

With support for Britain Yearly Meeting and 31:8, Pendle Hill Area Meeting has a new Safeguarding policy and procedure to ensure appropriate care of children and vulnerable adults. The policy includes provision for the safeguarding training of a number of role holders to various levels depending on the exact role in the Area Meeting. We now have a safeguarding Trustee.

Pendle Hill Area Quaker Meeting Report of the Management Committee for the year ended 31 December 2022

FINANCIAL REVIEW

The principal funding sources for the Area Meeting remain donations from Members and attenders and income from letting rooms or 'wardens' cottages' at the various Meeting Houses. For the year ending 31st December 2022, taking Area Meeting's own general funds and the consolidated accounts for the designated funds held by our six constituent Local Meetings, our total income was £189,458 compared to the previous year of £119,504 due to a building project appeal at Crawshawbooth to improve public access, especially disabled access.

Against this, our total expenditure increased to £201,438 compared to £123,941 in the previous year also due to the building project.

Investment income continues to be low, reflecting the interest rates currently available.

Reserves Policy

Local Meetings will hold only the equivalent of one year's expenditure as a local reserve. In addition, a Local Meeting may hold any funds given to it specifically for use by that Meeting. However, such funds should be used before the Local Meeting requests any funding from the Area Meeting Reserves. The Area Meeting Reserves Fund is managed by the Area Meeting to minimise erosion by inflation whilst maintaining availability for urgent requirements. The Trustees will administer the allocation of money from the Reserve Fund in a prompt and fair way.

Funds in deficit

None.

RISK MANAGEMENT

The Area Meeting employs Peninsula Business Services Limited as consultants for health and safety, and human resources. Peninsula has provided risk management systems for each of the Local Meetings, gives advice as required, and visits each Local Meeting annually to ensure that guidelines are being followed. Where appropriate, Local Meetings have implemented policies for safeguarding children and vulnerable adults. The Trustees have also overseen the way each Meeting House is being managed by regular visits and by strongly encouraging each of the Local Meetings to provide at least one Trustee.

PLANS FOR THE FUTURE

Regular monitoring by the Clerking Team, Treasurers and the Trustees has helped to ensure that the Area Meeting continues to function effectively and meet its charitable objectives. Unfortunately, it is still proving to be difficult to find people to take on essential roles within the Area Meeting and Local Meetings. The long-term viability of some of our Meetings in terms of the number of people attending remains a concern to the Trustees. However, the regional Quaker Local Development Worker has

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Report of the Management Committee
for the year ended 31 December 2022**

helped several Local Meetings tackle problems that have been hindering their development. Trustees will continue to review & update Area Meeting policies the light of new legislation & guidelines. With continuing restrictions due to the Corona virus, Trustees will utilise the opportunities online, for business meetings, networking & support through the use of the Zoom platform.

Statement of responsibilities of the trustees

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on

2023 and signed on its behalf:

..... Clare Frackelton (Clerk to Trustees)

**Independent examiner's report
to the trustees of
Pendle Hill Area Quaker Meeting**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31st December 2022 which are set out on pages 9 to 13.

Responsibilities and basis of report

As the charity's trustees 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 charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

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

Jennifer Daniel FCCA DChA

Slade & Cooper Limited, Chartered Certified Accountants
Beehive Mill, Jersey Street
Manchester, M4 6JG

Date.....

Pendle Hill Quaker Meeting
Receipts and Payments Accounts
for the year ended 31 December 2022

	Note	General Funds £	Unrestricted Designated Funds £	2022 £	2021 £
Receipts					
Voluntary Income		-	122,827	122,827	33,673
Income from activities to generate funds		5,522	35,672	41,194	40,823
Investment Income		-	814	814	909
Grant Income		-	2,250	2,250	1,365
Other income		-	26,654	26,654	42,734
Movement on Glenthorne account		(4,281)	-	(4,281)	-
Total receipts		1,241	188,217	189,458	119,504
Payments					
Costs of Generating Funds		4,450	43,718	48,168	64,142
Costs of Quaker Activities		1,437	64,147	65,584	12,083
Donations to other Quaker Bodies		10,500	27,477	37,977	16,636
Donations to Non Quaker Bodies		250	1,445	1,695	265
Governance costs and professional fees		2,580	438	3,018	2,702
Repairs and Maintenance		2,885	42,111	44,996	28,113
Total payments		22,102	179,336	201,438	123,941
Net receipts for the year		(20,861)	8,881	(11,980)	(4,437)
Transfers from Designated Funds		14,398	(14,398)	-	-
Net movement in funds		(6,463)	(5,517)	(11,980)	(4,437)
Bank and cash balances at start of year		44,693	237,371	282,064	286,501
Bank and cash balances at end of the year		£ 38,230	£ 231,854	£ 270,084	282,064

All of the charity's operations are classed as continuing.

Pendle Hill Quaker Meeting
Statement of Assets and Liabilities
as at 31 December 2022

	Note	2022 £	2021 £
Bank and cash balances		270,084	282,064
		<u> </u>	<u> </u>
Debtors			
Tax reclaim due		407	916
Other debts due to charity		6,155	1,874
		<u> </u>	<u> </u>
Fixed asset investments		26,800	29,022
		<u> </u>	<u> </u>
Buildings and contents	2	3,480,000	3,475,763
		<u> </u>	<u> </u>
Creditors			
Liabilities due within one year		1,044	1,360
		<u> </u>	<u> </u>

Investments are held by Bolton Quaker Meeting in CAF Ethical Plus Fund, managed by F&C Fund Management Limited.

Ben Dandelion (Treasurer)

Date

Pendle Hill Quaker Meeting
Statement of Assets and Liabilities
as at 31 December 2022

1 Accounting basis

The financial statements have been prepared on a receipts and payments basis.

2 Land and buildings

The properties owned by the Area Meeting comprise Meeting houses and warden's accommodation which are held for the furtherance of the Area Meeting's charitable objects. With the exception of the Clitheroe/Sawley meeting house which is stated at cost, the rest are shown at their current insured values as the original costs of the buildings are not known.

	Address	Buildings	Contents
Bolton Quaker Meeting	50 Silverwell Street, Bolton, BL1 1PP	1,430,000	66,150
Marsden Quaker Meeting	21 Walverden Road, Brierfield, Nelson, BB9 0PJ.	435,000	16,538
Crawshawbooth Quaker Meeting	13 Co-operation Street, Crawshawbooth, Rossendale, BB4 8AG	660,000	11,025
Blackburn Quaker Meeting	Friends Meeting House, Paradise Lane, Blackburn, BB2 1LY	400,000	22,050
Clitheroe/Sawley Quaker Meeting	Eastham House, New Market Street, Clitheroe, BB7 2JW	555,000	105,000

3 Trustees' expenses

No expenses were paid to trustees during the year.

Pendle Hill Quaker Meeting
Notes to the accounts
for the year ended 31 December 2022 (continued)

4 Designated Funds

	Bolton Quaker Meeting £	Marsden Quaker Meeting £	Clitheroe Quaker Meeting £	Crawshawbooth Quaker Meeting £	Blackburn Quaker Meeting £	Chorley Quaker Meeting £	Total 2022 £	<i>Total</i> 2021 £
Income								
Voluntary income	21,179	1,699	3,636	90,392	3,723	2,198	122,827	33,673
Income from activities to generate funds	22,689	1,060	7,500	4,279	144	-	35,672	40,823
Investment income	58	8	399	106	235	8	814	742
Grant income	-	-	-	2,250	-	-	2,250	-
Other income	6,219	56	-	20,000	379	-	26,654	23,338
Total incoming resources	£ 50,145	£ 2,823	£ 11,535	£ 117,027	£ 4,481	£ 2,206	£ 188,217	£ 98,576
Resources expended								
Costs of generating funds	25,619	5,364	5,949	3,475	3,311	-	43,718	34,744
Costs of Quaker activities	729	128	401	61,826	363	700	64,147	8,356
Donations to other Quaker Bodies	5,750	-	20,200	27	1,500	-	27,477	16,231
Donations to Non Quaker Bodies	1,060	-	-	-	-	385	1,445	265
Governance and professional fees	-	-	-	438	-	-	438	1,922
Repairs and Maintenance	30,951	7,512	3,290	358	-	-	42,111	24,166
Total resources expended	£ 64,109	£ 13,004	£ 29,840	£ 66,124	£ 5,174	£ 1,085	£ 179,336	£ 85,684
Net incoming resources before transfers	(13,964)	(10,181)	(18,305)	50,903	(693)	1,121	8,881	12,892
Transfers from designated funds	(7,190)	(767)	(1,876)	(947)	(1,865)	(1,753)	(14,398)	(15,762)
Net movements in funds	(21,154)	(10,948)	(20,181)	49,956	(2,558)	(632)	(5,517)	(2,870)
Funds at 31st December 2021	51,991	40,515	84,395	10,630	47,195	2,645	237,371	240,241
Funds at 31 December 2022	£ 30,837	£ 29,567	£ 64,214	£ 60,586	£ 44,637	£ 2,013	£ 231,854	£ 237,371

Pendle Hill Quaker Meeting
Notes to the accounts
for the year ended 31 December 2022 (continued)

5 Detailed statement of assets and liabilities

	Bolton Quaker Meeting £	Marsden Quaker Meeting £	Sawley/ Clitheroe Quaker Meeting £	Crawshawbooth Quaker Meeting £	Blackburn Quaker Meeting £	Chorley Quaker Meeting £	Area Meeting General Fund	Total 2022 £
Bank and cash balances	30,837	29,567	64,214	60,586	44,637	2,013	38,230	270,084
Debtors	-	-	-	-	-	-	6,562	6,562
Fixed asset investments	29,022	-	-	-	-	-	-	29,022
Liabilities	-	-	-	-	-	-	(1,044)	(1,044)
Net assets 2022	£ 59,859	£ 29,567	£ 64,214	£ 60,586	£ 44,637	£ 2,013	£ 43,748	£ 304,624
Net assets 2021	£ 81,013	£ 40,515	£ 84,395	£ 10,630	£ 47,195	£ 2,645	£ 46,123	£ 312,516

Investments are held by Bolton Quaker Meeting in CAF Ethical Plus Fund, managed by F&C Fund Management Limited.