

# Brentwood Baptist Church

Annual Report and Accounts  
For the year ending 31<sup>st</sup> December 2019



Registered Charity No. 1130944

Approved by the Trustees and signed on their behalf by:

*B Dedman*

Bryan Dedman – Church Secretary

*6/7/2020*

Date

**Trustees**

Jenny Baldwin  
Christopher Cundy  
Bryan Dedman  
Nicholas Gaughan (until 31 December 2019)  
Ruth McMahon  
David Moore  
Hazel Olushola (until 1 December 2019)  
Kevin Rayfield (from 1 January 2020 to 23 June 2020)  
Nicholas Tavener (from 1 January 2020)  
Joshua Waldock (until 1 September 2019)

**Address**

91 Kings Road,  
Brentwood,  
Essex,  
CM14 4DR

**Independent  
Examiner**

Shaun De Boo  
Chartered Accountant

# Annual Report

## Church Objectives

The Church operates under its own Constitution and is a member of the Baptist Union of Great Britain and the Eastern Baptist Association. It is also a charity registered with the Charity Commission in England and Wales.

The principal purpose of the Church 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 is a member of Churches Together in Brentwood and as a Member of the Baptist Union the Church subscribes to the Union's Declaration of Principle which is: -

1. That our Lord and Saviour Jesus Christ, God manifest in the flesh, is the sole and absolute authority in all matters pertaining to faith and practice, as revealed in the Holy Scriptures, and that each church has liberty, under the guidance of the Holy Spirit, to interpret and administer His laws.
2. That Christian baptism is the immersion in water into the name of the Father, the Son and the Holy Spirit, of those who have professed repentance towards God and faith in our Lord Jesus Christ who died for our sins according to the Scriptures; was buried, and rose again on the third day.
3. That it is the duty of every disciple to bear personal witness to the gospel of Jesus Christ, and to take part in the evangelisation of the world.

## Organisational Structure

The Church is administered by the Managing Trustees which, during 2019, were the Trustees as elected by the Church membership in accordance with the Church Constitution. The Trustees hold a monthly meeting and a meeting of all Church members is held every two months. At the present time the Church is without a minister and the Trustees are working to identify and, with the Church membership, appoint the person God wants to lead the church. During this time of pastoral vacancy the Trustees and others are working together to ensure that the work of Brentwood Baptist Church continues.

## Review of Activities

Central to the work and witness of the Church is the provision of regular public services of Christian worship. In 2019 these took place at 10.30am on Sunday mornings, once a month on Sunday afternoons and at other times for Christian Festivals and special events. There is a full children's programme during the 10.30am service for ages 0-14 years which runs concurrently with the service.

Activity groups for a range of young people and adults are provided by members and/or outside organisations. Some of these Church activities are as follows;

Kingfishers Babies & Toddlers is a meeting place for all those who have care of a child under 5 - those who attend include mums, dads, grandmas, grandads, childminders and nannies.

Numbers vary greatly, averaging 10-12 families each week (i.e. 10-12 adults, each one by definition having at least one child with them), but as not everyone comes every week, it means there is contact with a much larger number than that. There are "regulars" who are there most weeks, but also many people who just drop in occasionally. In years gone by numbers have always fluctuated greatly.



Over the years we have seen attendees from a wide variety of backgrounds and cultures, and it has been encouraging to have seen people come along, not knowing anyone and maybe not even speaking much English, and finding friends from a similar background.

The format is simple - there are plenty of toys out for the children to play with. Tea and coffee are served for the adults. Towards the end of the morning the toys are packed away and drinks and breadsticks offered to the children, and then there is a little sing song to finish with.

The adults attending remain responsible for the children they bring along, at all times, and this is made clear within the welcome letter that is given out on first visits.



The main youth activities outside of our Family Church, held on Sunday mornings are the Monday night clubs. Connect was for years Reception through to year 2, The Hub for years 3 to 5 and The Club for year 6 onwards. However due to our youth worker moving on the Church had to reorganize these groups in the light of available volunteers. Connect and The Hub amalgamated and now meet at 4pm on Monday afternoons for an hour and a half for children from years 1 to 6. About 11 children attend with a core of 6 or 7 coming regularly. The children enjoy games, stories, discussion and crafts within the subject of prayer - some of the children who attend come from a Muslim background and we try to be culturally sensitive. Latterly The Hub was run with the assistance of some outside agencies specializing in work with children and young people. This we plan to continue in 2020 building on this beginning and hoping to increase the numbers attending and our relationship with the children.

At the beginning of 2019 The Club welcomed young people from year 6 onwards but with the departure of the youth worker in August the September term meant a change to a youth club for young people of secondary school age with activities and events to help them grow in confidence and faith. With most of last year's group moving on to university, we have had a rebuilding year with an influx of younger ones. It has been great to see them learning new skills together like playing instruments for the first time or picking up games or looking in the Bible at stories to influence us today.

Aside from Children's and Youth Activities Brentwood Baptist Church has midweek groups which cater for adults. There are several groups that meet in homes during the week for Bible study and prayer.

**Oasis** is an opportunity for our church, which is very conveniently situated on the main road from the High Street to the Railway Station, to open the doors to all who pass by on a Friday between 12 noon and 1.30p.m. They are invited to come in for coffee, tea, biscuits or to bring their own lunch, and share the company of others.

There is a regular clientele, averaging ten, who come, friendships have grown within the group offering mutual support. People who drop by are made welcome and encouraging contacts have been made. Some people have joined in various activities in Church including the Carols by Candlelight Service.



The “Women's Own” is a group of ladies who regularly meet on a Tuesday afternoon at 2.30pm in our Kings Hall for fellowship and mutual encouragement. Weekly activities are organised for the ladies, which can range from an invited speaker giving a talk on devotional aspects of life, professional talks or hobbies / interests. These talks are always very interesting and give the opportunity to discuss many aspects of the community and country around us. Other events are organised during the year, such as an annual outing to the seaside, spring lunch, garden tea parties, Christmas dinner and many more. Such events are used to raise funds that can be donated to good causes.

A small group of worshippers from Brentwood Baptist go across the road to Douglas Matthew House, a sheltered housing complex, once a month to hold an informal service. This is held in the Communal Lounge. Douglas Matthews House is one of our Church's close neighbours in Kings Road, and the service is greatly appreciated by the residents who attend. Attendance averages around eight and the (mainly) ladies value this time of worship - praise, a short 'thought for the day' and time to share prayer needs. This is followed by tea and cakes, provided by the ladies. We value the privilege of having this facility which gives another opportunity of sharing God's love in our Community and giving spiritual encouragement to people who would not otherwise be able to attend a church service.

## **Public Benefit**

Having regard for the Charity Commission's guidance on public benefit, all our activities are open to anyone who wishes to attend. Through our work we are providing a benefit to the public through: -

- The provision of church buildings and worship services.
- Contributing to the spiritual and moral education of children and young people (pre-school, pre-teen and teen).
- Carrying out, as a practical expression of religious beliefs, opportunities to support, encourage and walk with varying age groups through friendship and practical help where possible.
- Providing open community events.
- Providing comfort to the bereaved and less able.

## **Financial review**

The financial outcome for the year was again dominated by the ministerial vacancy. Although presenting challenges, this has a positive financial effect as the manse is let as well as the costs of a minister being absent. In addition, this year, we were without a Youth and Children's Worker for the last 4 months of the year – again causing a cost reduction.

Overall, receipts totalled £135,421 and payments totalled £100,938. The Building Refurbishment Fund was partially used: the completed projects were under budget and two projects remain. These are (a) a new projector and new screens in the sanctuary, which were installed in February 2020 and (b) the improvement to the frontage of the church building on Kings Road, in particular access. Planning permission of the preferred option is being sought. To cover the expected costs of these (with a contingency) £15,429 was transferred from the General Fund. Payments of £4,505 continued from the Pension Deficit Fund, as expected. Use of the Communion Fund was lower than previous year but the opening deficit (from last year's net payments) was covered as well as the difference between receipts and payments in 2019, by a transfer from the General Fund.

General Fund receipts were £127,420 and payments were £81,156 so there was surplus before transfers of £46,264. Regular giving was £82,702 compared to £88,963 in 2018 and Gift Aid receipts were lower as two of the usual three claims in the year were not made. Donations by the church were noticeably higher than in 2018. After transfers the General Fund was £164,729 at year end.

## **Reserves Policy**

The Trustees have a policy to maintain a reserve of £30,000 in unrestricted funds in case of an unexpected significant expenditure or a significant reduction in receipts. This policy objective has been met.

The General Fund balance of £164,729 is sustainably in excess of this. This has arisen primarily during the ministerial vacancy with its cost savings and receipts from renting the manse. The Trustees expect that this excess will be utilised in the work of the church in coming years, in particular once a minister is in place.

## **Impact of Covid-19 and associated restrictions**

Since late March 2020, the church has needed to respond to the impact of Covid-19 and the associated restrictions. At the time of signing of these Report and Accounts, these have caused the closure of the church building for all meetings except that Kingfisher Preschool (a separate charity) has restarted, on a reduced scale, since early June 2020. The church has continued to meet virtually by internet for Sunday morning services and for prayer meetings. Red Balloon Foundation has provided materials for use at home for children (where requested) and online meetings for those who would have attended Monday evening youth meetings. In addition, considerable effort has been made to keep in touch with, and support, all involved in the church as much as is feasible. Where necessary, practical help has been provided (mainly shopping). As well as the links arranged through the church, there has been much support provided informally.

The church has been one of Brentwood Council's community hubs and has provided help to a small number of local residents whose needs have been notified to the church.

We have had to pause our processes to find our next minister.

While there have been impacts on the receipts (and payments) of the church, the trustees continue to expect to be able to meet payments as they fall due.

# Accounts for 2019

(All figures in £)

## Summary of Receipts and Payments (pre-transfers)

	Receipts	Payments
<b>Unrestricted funds</b>		
General Fund	127,420	81,156
Pension Deficit Fund	0	4,505
Building Refurbishment Fund	0	6,886
Other Activities Fund	1,662	1,491
<b>Restricted funds</b>		
Communion Fund	306	696
Receipts to Forward Fund	6,033	6,203
<b>Total for 2019</b>	<u>135,421</u>	<u>100,938</u>

Details for each fund and comparatives for 2018 are shown below

## General Fund Unrestricted

	2019	2018
<b>Receipts</b>		
Regular giving	82,702	88,963
Tax reclaimed (2)	5,990	15,902
Contributions to church expenses	2,914	5,027
Legacies		6,500
Rental income – church	13,401	12,134
Rental income - manse	19,590	10,590
Other income (3)	2,820	4,332
	<u>127,420</u>	<u>143,449</u>
<b>Payments</b>		
Ministry & Mission (4)	28,081	34,409
Church Management, admin etc	39,379	45,316
Donations by the Church (5)	12,872	7,949
Soul Survivor (6)	816	2,297
	<u>81,156</u>	<u>89,971</u>
<b>Excess of Receipts over Payments</b>	46,264	53,478
Transfer to Communion Fund	(1,457)	(945)
Transfer to Building Redevelopment Fund	(15,429)	(35,457)
Transfer from Pension Deficit Fund	0	20,476
Transfer from Other Activities fund	150	200
Balance at start of year	135,201	97,450
Balance at end of year	<u>164,729</u>	<u>135,201</u>

A fuller analysis of the payments from the General Fund by activity can be found in note (7).

## **Pension Deficit Fund** Designated note (9)

A fund for the costs of meeting the pension deficit payments to be paid to the Baptist Pension Fund under the Recovery Plan, established at the end of 2017. Towards the end of 2018, the “Family Solution” was implemented, which resulted in a decrease in the time period over which pension deficit payments are expected. The amount no longer required was transferred to the General Fund. Annual increases in line with increases in Minimum Pensionable Income are assumed at 3.5% pa from the start of 2019.

	2019	2018
<b>Payments</b>		
Deficit payments made	4,505	4,377
<b>Excess of Receipts over Payments</b>	(4,505)	(4,377)
Transfer to General Fund		(20,476)
Balance at start of year	52,856	77,709
Balance at year end	48,351	52,856

## **Building Refurbishment Fund** Designated

A fund to cover the expected costs of building work (to manse and Church building) which has been planned but had not yet taken place.

	2019	2018
<b>Payments</b>		
Expenditure on buildings	6,886	
<b>Excess of Receipts over Payments</b>	(6,886)	
Transfer from General Fund	15,429	35,457
Balance at start of year	35,457	0
Balance at year end	44,000	35,457

## **Other Church Activities Fund** Designated

Three Church organisations receive money and make payments and are shown in this separate fund.

	2019	2018
<b>Receipts</b>		
Kingfisher Babies and Toddlers	281	379
Women’s Own	1,111	1,035
Monday night children and youth activities	270	284
Total receipts	1,662	1,698
<b>Payments</b>		
Kingfisher Babies and Toddlers	136	206
Women’s Own	1,098	961
Monday night children and youth activities	257	291
Total payments	1,491	1,458
<b>Excess of Receipts over Payments</b>	171	240
Transfer to General Fund from Kingfisher Babies and Toddlers	(150)	(200)
Balance at start of year	1,204	1,164
Balance at year end	1,224	1,204



## **Communion Fund Restricted**

A restricted fund for use by the minister to support members of the congregation, and others, at their discretion. In the pastoral vacancy, these decisions are currently made by the Church Secretary. At the 31 December 2018 the fund was in deficit to the extent of £1,067. The Trustees agreed that this deficit and that incurred in 2019 be eliminated by a transfer from the General Fund in 2019.

	<b>2019</b>	<b>2018</b>
<b>Receipts</b>		
Giving	306	223
<b>Payments</b>		
Support given	696	1290
<b>Excess of Receipts over Payments</b>	(390)	(1,067)
Transfer from General Fund	1,457	945
Balance at start of year	(1,067)	(945)
Balance at year end	0	(1,067)

## **Receipts to Forward Fund Restricted**

During the year the church receives money identified specifically for other charities or people which the church supports and for gratuities given by the members of the congregation. These are recorded separately and passed directly to the identified charity or person. The following amounts were received and passed on in this way. Previously this was called the Agency Fund.

	<b>2019 received</b>	<b>2019 paid</b>	<b>End 2019 balance</b>
Baptist Missionary Society – Op Agri	50	50	
Baptist Missionary Society	379	388	(9)
Baptist Missionary Society – Relief	50	50	
Home Mission	197	190	7
Soul Survivor	1,733	1,733	
Thank offering 2018	1,171	1,171	
Thank offering 2019	968	1,086	(118)
Floods appeal	1,485	1,535	(50)
	<u>6,033</u>	<u>6,203</u>	<u>(170)</u>

The Thank Offering which would normally have been held in the last quarter of 2018 was held in the first quarter of 2019.

The delay in making the Gift Aid claims, described in note 2, means that Gift Aid for some payments was not available before year end. Nonetheless the payments made included the amounts of this Gift Aid, so there are negative balances in relation to the causes shown. These will be covered when the Gift Aid is received.

In 2018, all receipts were forwarded to the relevant recipient

	<b>2018 received and paid</b>
Baptist Missionary Society – Op Agri	50
Baptist Missionary Society	540
Baptist Missionary Society – Relief	50
Home Mission	247
Chris Boyland, a gratuity	390
Foodbank	10
Sam Moore, to support his training	80
India	219
	<hr/>
	1,586

The balance at the end of 2018 was £0.

## **Statement of Assets and Liabilities**

	<b>2019</b>	<b>2018</b>
<b>Bank accounts</b>		
Instant Access	53,175	53,266
Notice – 60 day	52,630	20,000
Notice – 1 year	151,105	149,182
Other activities accounts	922	1,041
Cash	302	163
	<hr/> 258,134 <hr/>	<hr/> 223,651 <hr/>

### **Represented by**

	<b>2018</b>	<b>2017</b>
<b>Unrestricted funds</b>		
General Fund	164,729	135,201
Pension Deficit Fund	48,351	52,856
Building Refurbishment Fund	44,000	35,457
Other Church Activities Fund	1,224	1,203
<b>Restricted funds</b>		
Communion Fund	0	(1,067)
Receipts to Forward Fund	(170)	0
	<hr/> 258,134 <hr/>	<hr/> 223,651 <hr/>

The Church is the beneficial owner (subject to the relevant trusts) of the following assets, the legal title to which is held by the church's custodian trustee (the London Baptist Property Board Limited)

Church premises at Kings Road, Brentwood, CM14 4DR £2,016,248 (insurance amount)

(2018 £1,957,522 )

Church manse at 16 Doddinghurst Road, Brentwood, CM15 9EH £324,733 (insurance amount) (£315,275)

The Church also owns

- fixtures, furniture and equipment in the Church building (insurance amount) £143,933 (£141,249)
- a minibus with an estimated value of £500 (£500)

The Church has a liability to make pension scheme deficit payments of £41,446 as at 31st December 2019, calculated as the current rate per month multiplied by the number of months remaining in the current Schedule of Contributions. The Pension Deficit Fund is higher than this as it includes an allowance for the assumed increase in payments. Please see note (9).

## NOTES TO THE ACCOUNTS

- 1. Basis of the accounts:** These accounts have been prepared on a 'receipts and payments' basis in accordance with section 133 of the Charities Act 2011.
- 2. Gift Aid:** Only one of the usual three claims in a year for Gift Aid refunds from HMRC were made in 2019. Approximately £10,000 of Gift Aid relating to gifts received up to 30 November 2019 had not been claimed at 31 December 2019, which would usually have been claimed within the year. It has since been claimed, was received in April 2020 and will be included in the accounts for 2020.

### 3. Other Income comprises

	2019	2018
Use for Minibus	221	307
Interest	2,533	1,517
Sale of books	66	103
Soul Survivor(6)		1,795
Donations and grants	0	610
Family Church and Youth work	0	
	<u>2,820</u>	<u>4,332</u>

- 4. Payments / Ministry & Mission** – Salaries and employer NI and pension costs of Minister, Administrator and Children's and Youth worker and the cost of external Support for Youth activities.

### 5. Donations by the Church . Gifts were made to the following:-

	2019	2018
BMS inc Ashleigh Gibb	2,700	3,010
Home Mission inc EBA	2,630	2,480
BSCWT	2,743	59
CAP	1,800	450
Brentwood Foodbank	500	1,000
TEAR fund	750	
Kaniki Trust	500	
Bentley Baptist Church	500	
Open doors	375	
Barnabas Fund	375	
Pilgrims Hatch Baptist Church		300
BHR Trust (Queen's Hospital)		200
Sam Moore		150
On the move		100
BADEF (in Admin costs in 2019)		100
Support for Lighting Up Brentwood (in Outreach in 2019)		99
	<u>13,102</u>	<u>7,949</u>

- 6. Payments by parents or carers for their children to attend Soul Survivor** were taken through the General Fund in 2018; in 2019 they have been recorded in the Receipts to Forward Fund. The amount shown in General Fund payments in 2019 is for subsidies given to attend Soul Survivor and Warrior Camp.

## 7. Detail of payments by the church

	2019	2018
Minister's salary, pension	0	0
Minister's expenses(8)	0	1,778
Children/Youth Worker's salary	17,214	23,958
Children/Youth Worker's expenses	2,275	167
External support for Youth activities	210	
Cleaning	3,770	3,590
Administrator's salary	10,657	10,451
Utilities	3,936	5,544
Speakers' fees	1,843	1,731
Insurance	1,962	1,770
Church repairs & maintenance	4,347	8,055
Manse repairs & maintenance	225	6,399
Printing & Copying	1,447	1,035
Youth/family church	526	583
Administration costs	5,546	3,750
Minibus	3,314	1,188
Outreach	3,427	1,788
Equipment	5,078	5,386
Moderator	1,175	199
Donations from the Church (5)	12,872	7,949
Sundries	123	938
Sundries gifts	129	78
Training	14	60
Resources/Books	91	206
Bible notes purchased	151	
Frontage study		1,022
Soul Survivor (6)	816	2,297
	<u>81,156</u>	<u>89,920</u>

8. In 2018, minister's expenses were costs of the manse when it was not let.

## **9. Pension Scheme Liabilities**

The Church is a participating employer in the Baptist Pension Scheme ("the Scheme"), which is a separate legal entity administered by the Pension Trustee (Baptist Pension Trust Limited). The assets of the Scheme are held separately from those of the Employer and the other participating employers.

The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1925, but was closed to future accrual of defined benefits on 31 December 2011. Prior to this date the main benefit provided through the Defined Benefit (DB) Plan was a pension of one eightieth of final minimum pensionable income for each year of pensionable service together with additional pension in respect of premiums paid on Pensionable Income in excess of Minimum Pensionable Income. Since 1 January 2012, benefits have been provided through a Defined Contribution (DC) Plan.

A formal valuation of the DB Plan as at 31 December 2016 was undertaken by a professionally qualified Actuary using the Projected Unit Method. At the valuation date the market value of the DB Plan assets was £219 million, whilst the level of assets needed to pay benefits was £312m, giving a deficit of £93m (equivalent to a past service funding level of 70%). The Church and the other participating employers in the DB Plan are collectively responsible for funding this deficit. The next actuarial valuation of the DB Plan within the Scheme is due to take place not later than as at 31 December 2019.

Under the Schedule of Contributions the church makes a monthly payment in respect of the DB scheme deficit, £375 in 2019 and, £384 in 2020, which will increase in line with increases in Minimum Pensionable Income. The Schedule of Contributions foresees these contributions continuing until December 2028. The pension scheme liability shown in the Statement of Assets and Liabilities is calculated as the current rate per month multiplied by the number of months remaining in the current Schedule of Contributions, which amounted to £41,446 as at 31st December 2019. The Pension Deficit Fund is higher than this as it includes an allowance for the assumed increase in payments.

The Church has been advised that the estimated cost for the Church to buyout their Pension Scheme liabilities at 31 December 2019 was £84,500.

## **10. Payment to trustees**

Direct payments to employee: - Joshua Waldock – Youth Worker £16,852 (Salary and pension contribution). The Youth Worker acted as one of the Church's trustees until 1 September 2019 and received remuneration in respect of his services as Youth Worker. Apart from normal expenses he received no other remuneration for his employment.

Nicholas Gaughan is a relative of the Church administrator, who received a salary and pension contribution of £10,558.

Other Trustees were reimbursed for purchases, supported by receipts, made on behalf of the Church for Church activities. These are not included here.

## **Independent examiner's report to the trustees of Brentwood Baptist Church**

I report to the trustees on my examination of the accounts of the Brentwood Baptist Church (the Church) for the year ended 31 December 2019.

### **Responsibilities and basis of report**

As the charity trustees of the Church 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 Church's accounts carried out under section 145 of the 2011 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 material 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 Church as required by section 130 of the Act; or
2. 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 this report in order to enable a proper understanding of the accounts to be reached.

*S. V. DeBoo*

Shaun De Boo  
Chartered Accountant

Address: 40 Sebastian Avenue,  
Shenfield,  
Essex,  
CM15 8PW

Date: *17 July 2020*