

HIGHBURY CONGREGATIONAL CHURCH

Report of the Trustees for the year ended 31 December 2016

The trustees present their annual report, together with the financial statements of the charity, for the year ended 31 December 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
1159085

Principal address:

Highbury Congregational Church
Oxford Street
Cheltenham
GL52 6DU

Telephone : 01242 522050

Email: highburyoffice@yahoo.co.uk

Trustees

Peter Harrison

Ted Horsfield

Iain MacLeod

Darryl Mills

Janet Partington

Richard Cleaves

Helen Roberts

Roger Gregory

Minister

Secretary

Treasurer

Independent Examiner

Brian Sneddon

28 Chardwar Gardens

Bourton-on-Water

GL52 2BL

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

THE DECLARATION OF TRUST was adopted by Congregational Federation Limited on the 13th day of June 2009 as a recommended governing document for Congregational Churches who are members of the Congregational Federation and for whom Congregational Federation Limited are appointed as holding trustees, the form having been previously agreed between Congregational Federation Limited and the Charity Commission and also having been approved by HM Revenue and Customs , and at shall henceforth be known as and referred to as the **APPROVED GOVERNING DOCUMENT**

OBJECTIVES AND ACTIVITIES

Who we are and how we work

Highbury Congregational Church began in 1827 and is an independent Church that is part of the Congregational Federation. While we work closely with other churches all we do is decided and funded by our own Church Members. We do not have any outside source of funding and we do not have any outside body over us. All who belong are welcomed into church membership on confession of faith in God and Jesus Christ as Lord and Saviour. Those Church Members meet together in the quarterly Church Meeting to seek the mind of Christ in shaping the life of the Church and setting the future direction of Church life. There is a team of six Ministry Leaders serving the Church: Andrea Lacey in Children's work, Mary Buchanan in Youth work, Jean Gregory in Mission and Outreach, Lorraine Gasside in Pastoral Care, from our AGM in 2017 Judi Marsh in Discipleship and Sharon Wallington in Worship. The Deacons serve the church as Managing Trustees and ensure all the Church does is in keeping with its aims as a Congregational Church and its responsibilities as a Charity with reference to finances, safeguarding, health and safety, disability, employment and other legislation. They are Iain MacLeod, Ted Horsfield, Darryl Mills, Janet Partington and Peter Harrison. Helen Roberts is on the Diaconate as Church Secretary and Roger Gregory as Treasurer. Richard Cleaves serves the whole Church as Minister. We are part of the Congregational Federation and are registered as a Charity 1159085. We have adopted the Congregational

Federation's Declaration of Trust as our Governing Document together with our own Working Practices document.

Our Objects and Vision

The principal purpose of our church as summed up in our foundation documents is 'the advancement of the Christian faith according to the principles and usages for the time being of Congregationalism'. We 'may also advance education, relieve need and carry out other charitable purposes in the UK and other parts of the world.' Our vision is that Highbury be a place to share Christian friendship, explore Christian faith and enter into Christian mission with Christ at the centre and open to all.

Our Aims for 2016

A year ago we set out our aims for 2016.

It has been a year with the Bible as a good number of people made use of Fresh From the Word, the IBRA Bible reading notes. Sunday services and Explore sessions were linked to the readings church members were sharing.

A highlight of the year was the involvement of Faith Taylor in our church life: her passion for mission and her faith made its impact in the short time she was with us.

The servery at the back of the church has made a world of difference to the fellowship that is such an important part of our worship. The new Café space and entrance to the hall means that our community facilities have been greatly enhanced.

It was good to be part of the first Christian Arts Festival and to continue to strengthen links with our immediate neighbourhood through our involvement in the Street Party to mark the Queen's 90th birthday.

We have continued to build up the involvement of people in our services as members of the congregation have shared insights, testimony and their own stories. Sunday Special has developed in a new way giving a different structure to our morning service on those Sundays with the children and young people joining us at the end of the service. It was good to receive communion from our children and young people.

We have had a focus on the Persecuted Church and made links with Open Doors. We have made a start on the Congregational Federation's GIFT course on Sundays, at Explore and in day sessions with the SW Midlands Area of the Congregational Federation.

Benefitting People Through Church

As a registered charity we are obliged to demonstrate in our Annual Report that all we do is 'of public benefit'. As a church we exist for the benefit of other people: the detailed reports in this issue of Highbury News demonstrate the difference we make in so many different areas!

Pastoral Care is at the heart of all we do. Lorraine Gasside has once again supported all of us in the pastoral care we give to each other and the team of people who help focus on pastoral care. It was good to come together in two training sessions on Loneliness and Mental Health. Pastoral care happens as we get to know each other and so the many occasions we have had for meals together, theatre trips and all sorts of informal gatherings all make a big difference.

As soon as we have a concern and a 'care' for others there is a problem. We cannot do all we would like to do. That's where our **Worship** becomes so important. At the heart of all we do are our main services on a Sunday. Not only do they give us the opportunity to praise God and make connections between what's going on in the world and God's word in the bible, they also give us the strength to draw on when we come face to face with the fact that we cannot do all we would like to do. This year we have added to our Sunday services a regular monthly Messy Church. It's a different way of doing worship that brings people together for a meal, to do things around a theme that is then brought together in a short time of celebration. While aimed at involving young families it is for everyone and has proved a great way of building up our worship. Our thanks to Shirley Fiddimore for her three years as Ministry Leader for Worship and ten years arranging visiting preachers. Thanks too to Sharon Wallington who is going to take this role forward.

What sustains us individually and together in the commitment we have to share God's love with people around us in every way possible is our prayer and the way we look out for God's word for us in the Bible. In our **Discipleship** programme we have had three focus points this year.

First and foremost it has been a year with the Bible, making use of the IBRA notes, Fresh from the Word in Sunday Services and at Explore. Our Explore evenings give us the opportunity to hear each other's stories, see things from each other's perspective and focus on particular things. We ran three short courses on Reading the Bible Together, on the Persecuted Church and made a start on the GIFT course aimed at Growing in Faith Together. And each month we have had a craft evening. Judi Marsh has played a key part in this and is now joining our Ministry leadership team to focus on developing discipleship. We have introduced our Book Space this year to enable people to recommend and share books they have found helpful in their faith.

Mission and Outreach has once again involved us with other people and in our own local community. Our Community Café, monthly lunch, Hy-Speed, our digital scalextric club, our family film club, our work with schools and with the local community through the Fairview Community Association's firework party: their walk around the area began at Highbury when we hosted a great time together. Thanks to Jean Gregory for her work in co-ordinating this work.

Our work with **children** has developed in different ways. While the numbers at Film Club and at Messy Church have grown, there have been occasions when we haven't had as many children and young people on a Sunday morning. This reflects a need to explore different ways of reaching out to children and families. Regular monthly Messy Church has been an important development this year. Thanks to Andrea Lacey who continues to develop this work. We hosted music classes for St John's school and their Infant nativity play. Our Open the Book team takes assemblies in Oakwood School and our Minister, Richard, assemblies in St John's School, Charlton Kings infants school and Belmont school. We hosted Christmas services for Belmont, Pittville Year 7's and St John's.

Our work with **young people** continues to focus on Hy-Tec on Sunday evenings and Cooler on Sunday mornings. Mary Buchanan is our Youth Ministry Leader – we are indebted to the team of leaders and helpers who make it all work. A highlight of the year was the four months Faith Taylor shared with us at the beginning of the year.

Benefitting People in our Community

With the closure of most of the secular venues in Cheltenham Highbury is one of many churches who provide space for the use of the community: our rooms are extensively used by different community groups both on a regular and an occasional basis. This year we have invested a substantial legacy in enhancing our premises for use by the community, creating an attractive entrance and foyer for the hall, together with a large café space that in the summer will open on to a lawn.

A number of groups provide *care and support* to particular groups of people: the Highbury Club for those with visual impairments is currently looking for a new leader, Narcotics Anonymous, two Heart to Heart Exercise Groups, Slimming World an NHS motivational group and other occasional NHS groups. This year has seen the start of a Gamblers Anonymous group.

We host a number of *life-long learning* classes that enable people to study without working towards a qualification: with the University of the 3rd Age, two Bridge Classes, a Recorder Consort, an Art class and a History of Art class. We host a Lace-making class, the Carlton Lacemakers, and two upholstery classes. Two other Art classes continue to meet. For children and young people we host three music schools: Monkey Music for toddlers, another music school for Toddlers and a Rock School for young people. The Cheltenham Philharmonic Orchestra rehearses each week at Highbury and this year has seen the arrival of the Mid Life Choirs Choir.

Among the *interest groups* that use our premises are the local NHS Retirement Group and the committee of Cheltenham's Horticultural Society. We are home to the 1st Cheltenham (Highbury) Scout Group, and the 11th Cheltenham Guide Group, and the 7th and 11th Cheltenham Brownie Groups. It was great to host the Beavers District Carol Service.

Benefitting People in the Local Community

Each week we collect two or three boxes of produce for County Community Projects' Foodshare foodbank. Each month we have a special collection for local charities, in 2016 supporting Gloucestershire Association for Refugees and Asylum Seekers, The Butterfly Garden a project for people of all ages dealing with disablement of every kind,

Cheltenham Youth for Christ, Little Hearts Matter (the single ventricle heart condition charity), Creutzfeldt-Jacob Disease Support Network, Cheltenham Samaritans, St George's and St Vincent's Association providing care, support and independent living opportunities, Cheltenham Street Pastors, County Community Projects Hamper Scamper appeal putting together Christmas hampers in Cheltenham. Our Minister once again led the RNLI annual carol service on the GWR railway.

Benefitting People in the Wider World

To belong to one church is to belong to the one world-wide church of Jesus Christ. We continue to support work in the wider world too through prayer and through our giving. It has been the tenth year that we have supported Stefan and Birgit Küerle in their educational and care work in Brazil. We gave our Christmas collection to Children's Homes in Kerala State helping them to build up their self-sufficiency. At harvest we supported a Christian Aid partnership project in Ethiopia – healthier futures for women and girls, giving the proceeds from a visit of the Aber Valley Male Voice choir to that appeal. We continue to have links with churches in Israel and Palestine through the Kairos Palestine movement, a Scout group in Bethlehem and Embrace the Middle East. The Christingle Service when we welcome the Bethlehem Peace light is a highlight of the year and draws a lot of people, especially through Scouting and Guiding. This year we joined with Open Doors and Middle East Concern to support the persecuted church. We continued to support Moffatt, in prison in Zambia, and his daughter Cecilia in prayer and giving. We also supported the persecuted church through Middle East Concern. We have supported Operation Christmas-child's shoe-box appeal. We also gave support to other churches through the South West Midlands Area of the Congregational Federation, through the Congregational Federation's Ministry fund and through its Mission and Society Fund and the Council for World Mission. We once again supported the local response to the Syrian refugee crisis and have been involved in setting up Cheltenham Welcomes Refugees.

Our Vision and Aims for 2017

It is three years since we re-organised the life of our church, focusing on three main areas: *Renewal and Gifts, Personal Faith and Prayer, Mission and Outreach*. We have carried out a survey of those belonging to the

church at the beginning of 2017 which will form the basis for discussion at our Annual Meeting in March and help us shape our plans for the next three years. We plan to focus on *Giving for Growth* to build up the way we all give our talents, time and money in the work of the kingdom.

Highbury Church

Income & Expenditure Account - all Funds

12 months to 31st December 2016

INCOME Header	A/C code	TOTAL THIS YEAR	TOTAL LAST YEAR
		£	£
Donations, Legacies and similar incoming resources			
Envelopes & loose change	1101	4,779	6,569
STO & single cash/cheque	1102	33,971	36,962
Tax refund	1103	9,209	10,339
Gifts	1121	600	
Legacies	1122	7,303	6,000
Gift Day	1123	9,544	7,021
Harvest	1124	806	628
Grants received	1200	230	
Miscellaneous income	6110	1,269	866
Total - Incoming resources		67,711	68,385
Activities in furtherance of the charity's objectives			
Other room hire	1141	19,284	17,610
Church users room hire	1143	1,226	1,292
Weddings & Funerals	2801	280	521
Alpha income	3102	0	
Social events income	3205	0	
Deacon's Day income	3206	0	
Highbury News income	3402	704	914
Highbury News advertisers	3403	288	288
Congregationalist income	3514	12	
Scouts insurance	6105	168	160
Event income	6108	0	5
Photocopier income	6613	0	9
Outreach income	6700	3,148	3,029
Total - Incoming activities		25,110	23,828
Activities for generating Funds			
Fund raising	1131	0	0

Investment Income			
Dividends & Interest	1151	205	980
Total Income		93,026	93,193
EXPENDITURE		TOTAL	TOTAL
Header	A/C code	THIS YEAR	LAST YEAR
		£	£
Activities in furtherance of the charity's objectives			
<u>Ministry salary etc:</u>			
Richard's gross salary	5101	27,153	25,567
Richard's employers NI	5102	688	406
Richard's pension EE and ER	5103	2,409	1,692
Employers Insurance	5104	0	
Car mileage allowance	5401	1,773	1,026
Felicity's gross salary	5201	0	1,443
Felicity's pension	5203	0	698
Children's Worker gross salary	5801	12,615	12,340
Children's Worker employers NI	5802	126	84
<u>Other expenses:</u>			
Preaching	2101	826	2,039
Junior Church/Sunday Special	2302	575	536
Video licence	2304	403	399
Organist	2501	1,306	1,136
Music	2502	0	97
Organ Tuning etc	2503	0	
Pastoral	3201	0	14
Pastoral gifts	3202	353	5,364
Deacon's Day	3203	0	
Ministry Leaders exps Worship	3210	0	
Ministry Leaders exps Children	3211	0	
Ministry Leaders exps Youth	3212	0	
Ministry Leaders exps Discipleship	3213	75	77
Ministry Leaders exps Pastoral Care	3214	80	102
Ministry Leaders exps Mission & Outreach	3215	259	160
Ministry Leaders exps Joint	3216	0	84
Highbury News expenses	3401	1,606	1,733
Publicity/advertising	3404	379	395
Neighbourhood cards	3405	0	220
CF affiliations/Christian Ministries	3501	1,968	1,629

Other affiliations	3502	135	100
Ministry & Society Fund/CWM Boxes& B'day	3504	792	848
Congregationalist expenditure	3513	73	84
The Year book expenses	3515	0	22
Pastoral	5111	0	22
Worship resources	5115	606	434
Church equipment/furnishings	6109	199	209
Event expenditure	6605	0	
Miscellaneous expenditure	6801	153	434
Outreach expenditure	6800	1,718	1,310
Total - Outgoing activities		56,270	60,704

EXPENDITURE		TOTAL	TOTAL
Header	A/C	THIS	LAST
	code	YEAR	YEAR
		£	£
Support costs			
<u>Ministry expenses:</u>			
Stationery	5112	86	22
Telephone	5113	300	360
Postage	5114	2	4
Travel, excluding Car	5116	20	6
In -service training	5117	0	135
Children's Worker - expenses	2505	0	
Project Worker - expenses	2506	270	
<u>Manse expenses:</u>		0	
Manse insurance	5301	245	231
Manse - gas	5302	991	823
Manse - electricity	5303	489	440
Manse - water	5304	280	365
Manse - community charge	5305	2,212	2,145
Manse - maintenance	5307	250	195
<u>Other expenses:</u>			
Project	6100	51,178	
Maintenance	6101	2,484	9,492
Gas	6102	3,615	4,274
Electricity	6103	2,467	2,186
Insurance	6104	2,927	2,922
Trade disposal	6106	314	309
Housekeeping	6301	404	298
Cleaning materials	6302	1,252	983
Caretakers gross pay	6501	5,328	5,274
Assistant Caretakers gross pay	6503	984	806
Stationery/directory	6601	58	109
Postage	6602	252	257

Telephone	6603	0	
Office equipment	6604	330	238
Photocopy hire/copy charge	6611	1,063	914
Photocopy paper	6612	293	141
Bank charges	6701	353	307
Legal costs	6702	0	
Recruitment costs	6703	0	
Training non Minister	6704	83	112
Total - Support costs		78,530	33,348
Total Expenditure		134,800	94,052

Income & Expenditure Account - all Funds

Income/Expenditure Header		TOTAL THIS YEAR	TOTAL LAST YEAR
		£	£
Income			
Incoming resources		67,711	68,385
Incoming activities		25,110	23,828
Fund raising		0	0
Dividends & interest		205	980
		0	
Total Income		93,026	93,193
Expenditure			
Outgoing activities		56,270	60,704
Support costs		78,530	33,348
Total Expenditure		134,800	94,052
All Funds surplus/(deficiency)		-41,774	-859

Independent Examiner's Report to the Trustees of Highbury Congregational Church

Respective responsibilities of the Trustees and the Examiner

As Trustees you are responsible for the preparation of the accounts. These financial statements have been prepared in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005, UK Accounting Standards and the Charities Act 2011. As Trustees, you consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to; ☐

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the Trustees and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

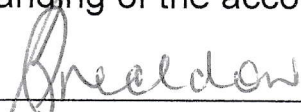
In connection with my examination, no matter has come to my attention:

✓ (1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date

30 JANUARY 2017

Brian Sneddon
28 Chardwar Gardens
Bourton-on-Water
GL54 2BL