

HIGHBURY CONGREGATIONAL CHURCH

Report of the Trustees for the year ended 31 December 2017

The trustees present their annual report, together with the financial statements of the charity, for the year ended 31 December 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1159085

Principal address:

Highbury Congregational Church

Oxford Street

Cheltenham

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Trustees

Kate Blazey

Ted Horsfield

Iain MacLeod

Darryl Mills

Janet Partington

Richard Cleaves

Minister

Helen Roberts

Secretary

Roger Gregory

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**

HIGHBURY REPORTS March 2018

Report of the Deacons (the Managing Trustees)

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 Ministry Leaders serving the Church: Andrea Lacey in Children's work, Mary Buchanan in Youth work, Jean Gregory in Mission and Outreach, Lorraine Gasside, Louise Middleton and Rachel Jacques in Pastoral Care, Judi Marsh in Discipleship and Sharon Wallington (who has finished at the end of 2017) 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 Kate Blazey (Peter Harrison was Deacon until June 2017). Helen Roberts (who is finishing at the AGM in March) 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 Vision and Aims for 2017

Three years after we re-organised the life of our church, focusing on three main areas: Renewal and Gifts, Personal Faith and Prayer, Mission and Outreach we carried out a survey of those belonging to the church at the beginning of 2017 which formed the basis for discussion at our Annual Meeting in March and helped us shape our plans for the next three years. We set out our plans 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. That very much tied in with the plans we have begun to make following the announcement of our Minister's retirement in July 2018. In worship and in pastoral care our focus has been on involving people in the life of the church. We have continued to build up our Community café and monthly lunch. We have taken steps during the year to become a Dementia Friendly church, enlisting many of our church family as 'Dementia Friends' with the Alzheimer's Society.

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.

Pastoral Care is right at the heart of what we do as a church family. Rachel Jacques and Louise Middleton joined Lorrane Gasside as our Pastoral Care Ministry Leaders. They support a team of visitors who offer pastoral care in the church family and beyond. We have had two evenings to build up our pastoral care: the first focused on the support of people living with dementia and led to us enlisting people from church as 'Dementia Friends' and registering as a Dementia Friendly church. The second was a training session on the use of the church's defibrillator.

We firmly believe that pastoral care has to do not only with physical and emotional needs but also with spiritual needs as well. Our Pastoral Care links in closely to our **Worship**. It is in worship and prayer as we make connections between the Bible and the everyday world people are living in that we seek to offer a source of spiritual strength and renewal to help people in the living of their lives. Our Sunday morning service brings people of all ages together in a setting where young people and children can make a world of difference to older people and those older people can be a real support to families with young children. It has also been a setting where visiting speakers have challenged us to go beyond our comfort zone. Our evening service meets the needs of a smaller group of mainly older people who value the opportunity for quiet reflection. Worship also happens at our monthly Messy Church celebration when we have a fun way of doing church that's aimed at families with younger children.

Faith is not something that comes as a neat package with all the loose ends neatly tied up! It can be messy and there's always something more to explore. The focus of our **Discipleship** ministry has been on our Explore evenings. We linked those evenings with themes we have been exploring on Sundays. Tuesday evenings give an opportunity to explore our faith together. We completed the Congregational Federation's GIFT Course and have developed links with Open Doors and the persecuted church. Our explore evenings have also given people the opportunity to develop their creativity with some inspirational craft sessions and evenings when we have sung hymns together from our new hymn book.

As part of our **Mission and Outreach** locally we have developed the use of our café space and our community café and on a number of occasions been joined by friends from Charlton Lane at our monthly lunch. That has become one of those many initiatives we take for granted at church that seek to counter the reality of loneliness. We were again involved with the local Fairview Community Association, supporting their firework display. It was good to be part of the Christian Arts Festival once again, showing some stimulating and thought-provoking films. Our Family Film Club is well attended and gives families the opportunity to enjoy some recent releases in a community setting. Our digital Scalextric club, Hy-Speed, is in need of more helpers, but took the track to the Charlton Rovers fun day at the end of their season. We hosted a day conference to mark the centenary of the Balfour Declaration, bringing Jewish, Christian and Muslim speakers together, two of whom had come over from the West Bank specially. We have continued to give very practical support to Cheltenham Welcomes Refugees and also to FoodShare, CCP's Food bank.

Our work with **children** is another important part of our outreach into the community. Our Toddler Group has gone from strength to strength through the year and once again we have been able to make some very real connections with church through Messy Church and the Family Film Club. Our Open the Book team continues to take assemblies at Oakwood School and Richard, our Minister, assemblies at St John's and three special assemblies at Christmas Easter and Harvest at Belmont School. We once again welcomed Pittville Year 7's for their Christmas carol service. We have worked with St John's school children to do the Women's World Day of Prayer Service and enabled the school to use the church for music lessons. We participated in their 150th Anniversary Celebrations and in their Christmas Fair.

Our **young people** challenged us to undertake an Eco-Church survey and reflect on ways we can make the church more eco-friendly. Hy-Tec, our youth group continues to meet on Sunday nights and Hy-Tide during the service on Sunday mornings. One of our young people, Adam Schonbeck, has worked with Rob Lacey to live-stream our morning services for older people in care homes to share in our worship.

Benefitting People in our Community

For a town committed to the arts, with a large number of retired people there is a surprisingly small number of venues available for community use. In the last twenty-five years most of the venues in Cheltenham have been closed. We are among many churches to make our premises available extensively to the community. Re-furbishment projects over the years, most recently the creation of a foyer for the hall and of a café space and a servery in the church itself, have made our premises more attractive: they are fully accessible for people with disabilities throughout, with a loop system in the hall as well as the church itself. We are deeply indebted to Peter Harrison who has developed this part of our service of the community immensely. There are now something like 25 groups using our premises regularly.

A number of groups provide *care and support* to people with particular needs: the Highbury Club supports those with visual impairment and others, we host two Narcotics Anonymous groups and one Gamblers Anonymous group. There are two heart to heart exercise classes and one balance class. Our premises are used from time by the NHS 2Gether trust.

There are a number of *life-long learning* groups, including various U3A classes, teaching art, the history of art, bridge, and Shakespeare. This year has seen the start of some WEA groups and the regular use of the premises by various art classes. We also host a lacemakers class, the Carlton Lacemakers, and two upholstery classes. The Mid-life Choirs choir continues to rehearse and we welcome Monkey Music for wonderful music sessions with toddlers and their parents.

Among the *interest groups* is the NHS Retirement fellowship and we also provide a venue for the committee of the Cheltenham Horticultural Society. The hall is frequently used for children's parties.

We are host to Brownies and Guides and also to Beavers, Cubs and Scouts. The church has been involved with Guiding and Scouting from the very beginnings of both movements.

Benefitting People in the Local Community

Each week we collect something like 25 kilos of food packages for CCP's FoodShare Food Bank. Each month we have a special collection mainly for local charities. In 2017 we supported Oxford Vasculitis Association, Dream Days, Cheltenham Welcomes Refugees, Cheltenham Youth for Christ, St Vincent's and St George's Association, Heidi's Heroes, Listening Post Counselling service, MS Society, Langley House Trust and the Knole providing care for ex-

offenders, CCP's Hamper Scamper Christmas appeal for families. We supported Hamper Scamper instead of the Operation Christmas Child shoebox appeal this year. Our special Christmas collection was for the work locally of Winston's Wish, caring for children in bereavement.

Benefitting People in the Wider World

Our harvest special collection went to the Shepherds Society run by Bethlehem Bible College to bring much needed support to Palestinians and other on the West Bank and in Jordan. We are in a world mission partnership through the Council for World Mission and this year welcomed people from a number of different churches to a special celebration of their 40th anniversary. The preacher was a mission partner from Jamaica now working in South Africa who had been Moderator of CWM, the Rev Dr Roderick Hewitt. In 2017 Stefan and Birgit and family returned from 10 years working in theological education in Brazil: Stefan has taken a post teaching Biblical Studies in a theological seminary in Brazil. We continue our support of Children's Homes in Kerala State, of Cecilia, whose father is in prison in Zambia. We have built up our support for the work of Embrace the Middle East, Middle East Concern and Open Doors in their work around the Middle East, especially with the persecuted church. Our Minister, Richard Cleaves, has continued his work of teaching with the Congregational Institute for Practical Theology and with the support of the church has contributed to the 2nd Edition of Philip Esler's *Early Christian World* (Routledge, 2017)

Our Vision and Aims for 2018

At the beginning of January 2018 we welcomed a number of people who made a profession of faith and became members of our church and we also invited all church members to renew their commitment. We then launched Giving for Growth with special services encouraging people to reflect on the importance of Giving time, talents and money for the growth of the church. We have sought help and guidance from the Congregational Federation and Yvonne Campbell, the General Secretary, to set about making plans for a vacancy and for future ministry in the church. Prompted by those reflections our aim for 2018 is to build on Giving for Growth and seek to come together with a shared purpose in seeking a new way forward for the church and its ministry.

Highbury Church

Income & Expenditure Account - all Funds

12 month to 31st December 2017

INCOME Header	A/C code	TOTAL THIS YEAR	TOTAL LAST YEAR
		£	£
Offerings, Legacies and similar incoming resources			
Envelopes & loose change	1101	5,019	4,780
STO & single cash/cheque	1102	34,665	33,969
Tax refund	1103	9,555	9,208
Gifts	1121	0	600
Legacies	1122	1,000	7,303
Gift Day	1123	6,003	9,544
Harvest	1124	1,376	807
Grants received	1200	580	230
Miscellaneous income	6110	806	1,271
Total - Incoming resources		59,004	67,712
Activities in furtherance of the charity's objectives			
Other room hire	1141	17,321	19,284
Church users room hire	1143	1,245	1,226
Weddings & Funerals	2801	1,267	280
Alpha income	3102	0	
Social events income	3205	0	
Deacon's Day income	3206	0	
Highbury News income	3402	736	704
Highbury News advertisers	3403	338	288
Congregationalist income	3514	91	12
Scouts insurance	6105	134	167
Event income	6108	0	0
Photocopier income	6613	11	0
Outreach income	6700	3,868	3,148
Total - Incoming activities		25,011	25,109
Activities for generating Funds			
Fund raising	1131	0	0

Investment Income			
Dividends & Interest	1151	26	206
Total Income		84,041	93,027
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	27,593	27,150
Richard's employers NI	5102	282	689
Richard's pension EE and ER	5103	2,448	2,411
Employers Insurance	5104	0	
Car mileage allowance	5401	1,601	1,773
Felicity's gross salary	5201	0	
Felicity's pension	5203	0	
Children's Worker gross salary	5801	12,919	12,614
Children's Worker employers NI	5802	56	126
<u>Other expenses:</u>			
Preaching	2101	348	827
Junior Church/Sunday Special	2302	187	574
Video licence	2304	404	403
Organist	2501	1,785	1,306
Music	2502	0	
Organ Tuning etc	2503	0	
Pastoral	3201	0	
Pastoral gifts	3202	356	353
Deacon's Day	3203	0	
Ministry Leaders exps Worship	3210	0	
Ministry Leaders exps Children	3211	0	
Ministry Leaders exps Youth	3212	12	
Ministry Leaders exps Discipleship	3213	16	75
Ministry Leaders exps Pastoral Care	3214	43	79
Ministry Leaders exps Mission & Outreach	3215	78	258
Ministry Leaders exps Joint	3216	106	
Highbury News expenses	3401	1,727	1,606
Publicity/advertising	3404	196	379

Neighbourhood cards	3405	58	
CF affiliations/Christian Ministries	3501	1,891	1,968
Other affiliations	3502	125	135
CF Ministry & Society CWM Boxes & B'day	3504	776	792
Congregationalist expenditure	3513	91	74
The Year book expenses	3515	0	
Pastoral	5111	0	
Worship resources	5115	321	606
Church equipment/furnishings	6109	0	199
Event expenditure	6605	0	
Miscellaneous expenditure	6801	235	153
Outreach expenditure	6800	2,561	1,719
Total - Outgoing activities		56,215	56,269
EXPENDITURE		TOTAL	TOTAL
Header	A/C code	THIS YEAR	LAST YEAR
		£	£
Support costs			
<u>Ministry expenses:</u>			
Stationery	5112	68	86
Telephone	5113	300	300
Postage	5114	0	2
Travel, excluding Car	5116	4	20
In -service training	5117	160	0
Children's Worker - expenses	2505	0	
Project Worker - expenses	2506	0	270
<u>Manse expenses:</u>			
Manse insurance	5301	257	246
Manse - gas	5302	837	991
Manse - electricity	5303	516	488
Manse - water	5304	354	285
Manse - community charge	5305	2,290	2,212
Manse - maintenance	5307	411	250
<u>Other expenses:</u>			
Project	6100	1,936	51,178
Maintenance	6101	8,129	2,484
Gas	6102	3,583	3,614
Electricity	6103	2,018	2,466
Insurance	6104	3,077	2,926
Trade disposal	6106	330	315
Housekeeping	6301	229	404
Cleaning materials	6302	1,105	1,252
Caretakers gross pay	6501	5,422	5,331

Assistant Caretakers gross pay	6503	956	982
Stationery/directory	6601	93	58
Postage	6602	212	252
Telephone	6603	0	
Office equipment	6604	317	329
Photocopy hire/copy charge	6611	1,098	1,064
Photocopy paper	6612	199	292
Bank charges	6701	426	352
Legal costs	6702	0	
Recruitment costs	6703	40	
Training non Minister	6704	0	83
Total - Support costs		34,367	78,532
Total Expenditure		90,582	134,801

Income & Expenditure Account - all Funds

Income/Expenditure Header		TOTAL THIS YEAR	TOTAL LAST YEAR
		£	£
Income			
Incoming resources		59,004	67,712
Incoming activities		25,011	25,109
Fund raising		0	0
Dividends & interest		26	206
Total Income		84,041	93,027
Expenditure			
Outgoing activities		56,215	56,269
Support costs		34,367	78,532
Total Expenditure		90,582	134,801
All Funds surplus/(deficiency)		-6,541	-41,774

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

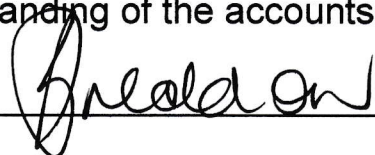
In connection with my examination, no matter has come to my attention:

(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

21.2.18

Brian Sneddon
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