

## **HIGHBURY CONGREGATIONAL CHURCH**

### **Report of the Trustees for the year ended 31 December 2018**

The trustees present their annual report, together with the financial statements of the charity, for the year ended 31 December 2018.

#### **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](mailto:highburyoffice@yahoo.co.uk)**

##### **Trustees**

Kate Blazey	
Sue Cole	
Mary Michael	
Darryl Mills	
Janet Partington	
Richard Cleaves	Minister (retired July 2018)
Iain MacLeod	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 for 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. 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. 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

##### **2018 a Year of Change**

For the first time in 27 years, Highbury Church has been without a Minister. The interregnum followed the retirement of Minister, Richard Cleaves in July 2018. The running of the Church has continued under the management of the Diaconate and the Ministry Leadership Team.

Following the Annual Church Meeting in March 2018, the Diaconate has consisted of five Deacons – Darryl Mills, Kate Blazey, Janet Partington, Mary Michael and Susan Cole. Ted Horsfield was retained to complete the process of ministerial appointment.

Also on the Diaconate are the secretary, Iain MacLeod and the treasurer, Roger Gregory.

The Ministry Leadership Team has consisted of Andrea Lacey as Children and Family's Work leader, Mary Buchanan as Youth Leader, Lorraine Gasside, Louise Middleton and Rachel Jacques as Pastoral Care Leaders, Jean Gregory as Mission and Outreach Leader, Judi Marsh and Karen Waldock as Discipleship Leaders and, Maureen Williams as Worship Leader.

## **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 2018**

Our priority in 2018 was to appoint a new minister, ideally after a healthy 12/18 month interregnum.

We spent the first part of the year with the existing minister, to put in place the measures necessary to sustain the church without a minister.

A process was set up to recruit our new minister with help from our Congregational Federation Secretary Yvonne Campbell.

By the end of the year we welcomed three candidates to preach and be interviewed. The Deacons then took reflections from the interview panel, the process group and the church before recommending a candidate for the church meeting to vote for who would come and preach with a view in the morning and evening services in early 2019.

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 continue as 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 right at the heart of what we do as a church family. Rachel Jacques and Louise Middleton joined Lorraine 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 continued to support those living with Dementia and their families and carers with a short service and social time at Easter, in summer and Christmas. We meet twice during the year for our Pastoral Care Meeting. Richard, our minister, shared some of his experiences with us in the spring, of how he managed Pastoral Care over the years and in Autumn Jean Gregory shared some thoughts on managing bereavement.

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. 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. We used a variety of resources to explore our faith including reading, writing, dance, singing, painting and through a quiet time away.

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. Throughout 2018 we continued to support Christian Aid with a Big Brekkie in May as well as the street collections, supported the Fair in November, and did carol singing at Sainsbury's. We also continue to learn of, and support the work of, Cheltenham Welcomes Refugees. We supported CHIKS (Children in Kerala State, India) with a quiz and special collection and our harvest offering for Christian Agricultural Fellowship was boosted by the Aber Valley Male Voice Choir concert

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. We have a regular core of families that come regularly and it is encouraging to hear that they see Messy Church as their church. Our big screen family film afternoons are a valuable outreach opportunity. They are very well attended and offer a biblical impression on the story as food for thought.

Our Open the Book team continues to take assemblies at Oakwood School. 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. The starlight party took place again and this provided a welcome provision for families on Halloween.

Our **young people** continue to challenge us in all areas of the environment 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.

It was encouraging to celebrate three Hytec-ers into baptism and church membership.

Towards the end of the year several Hytec-ers helped in preparation for the Manse refurbishment, and be part of the interview panel for the new minister.

## **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, more 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. 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 2gether NHS Trust (Mental Health).

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 Choirsis 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 CCPS's Food Share Food Bank. Each month we have a special collection mainly for local charities. In 2018 we supported Samaritans, Open the Book, Cheltenham Welcomes Refugees, Gloucestershire Youth for Christ, Akany Avoko (children in Madagascar), Little Hearts Matter, Vasculitis Society, Sue Ryder Hospice, Langley House Trust and CCP's Hamper Scamper Christmas appeal for families. We supported Hamper Scamper instead of the Operation Christmas Child shoebox appeal again this year. Our special Christmas collection was for CHIKS (Children in Kerala State) following the devastating effects of the recent monsoons.

### **Benefitting People in the Wider World**

Our harvest special collection went to the Agricultural Christian Fellowship, which is open to all Christians in all branches of Agriculture, Horticulture and related activities. It exists to help them to make a Christian response to the many blessings, challenges and problems they face. We are in a world mission partnership through the Council for World Mission. We continued our support of Children's Homes in Kerala State, and 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 Vision and Aims for 2019**

Our main vision and aims in the year are to recruit and welcome a new minister while continuing to uphold our "mission", during the interregnum – "to provide a place to share Christian friendship and enter into Christian mission with Christ at the centre and open to all"

In addition we aim to fill the pulpit during the interregnum with a variety of preachers and speakers who will challenge our beliefs and strengthen our faith in the Lord.

From a practical viewpoint we are planning to refurbish the Manse ready for the arrival of a new minister and family.

# Highbury Church

## Income & Expenditure Account - all Funds

### 12 months to 31st December 2018

<b>INCOME Header</b>	<b>A/C code</b>	<b>TOTAL THIS YEAR</b>	<b>TOTAL LAST YEAR</b>
		<b>£</b>	<b>£</b>
<b>Offerings, Legacies and similar incoming resources</b>			
Envelopes & loose change	1101	4,848	5,021
STO & single cash/cheque	1102	34,091	34,663
Tax refund	1103	9,278	9,554
Gifts	1121	0	
Legacies	1122	5,250	1,000
Gift Day	1123	6,980	6,003
Harvest	1124	1,374	1,376
Grants received	1200	550	580
Miscellaneous income	6110	205	807
<b>Total - Incoming resources</b>		<b>62,576</b>	<b>59,004</b>
<b>Activities in furtherance of the charity's objectives</b>			
Other room hire	1141	13,610	17,321
Church users room hire	1143	1,390	1,245
Weddings & Funerals	2801	872	1,267
Alpha income	3102	0	
Social events income	3205	0	
Deacon's Day income	3206	0	
Highbury News income	3402	692	736
Highbury News advertisers	3403	393	338
Congregationalist income	3514	92	91
Scouts insurance	6105	141	134
Event income	6108	0	
Photocopier income	6613	36	11
Outreach income	6700	3,277	3,868
<b>Total - Incoming activities</b>		<b>20,503</b>	<b>25,011</b>

<b>Activities for generating Funds</b>			
Fund raising	1131	0	0
<b>Investment Income</b>			
Dividends & Interest	1151	102	27
<b>Total Income</b>		<b>83,181</b>	<b>84,042</b>
<b>EXPENDITURE</b>		<b>TOTAL</b>	<b>TOTAL</b>
<b>Header</b>	<b>A/C code</b>	<b>THIS YEAR</b>	<b>LAST YEAR</b>
		£	£
<b>Activities in furtherance of the charity's objectives</b>			
<u>Ministry salary etc:</u>			
Minister gross salary	5101	16,507	27,590
Minister employers NI	5102	357	282
Minister pension EE and ER	5103	1,467	2,451
Employers Insurance	5104	0	
Car mileage allowance	5401	663	1,602
Felicity's gross salary	5201	0	
Felicity's pension	5203	0	
Children's Worker gross salary	5801	13,351	12,919
Children's Worker employers NI	5802	73	57
<u>Other expenses:</u>			
Preaching	2101	1,822	347
Junior Church/Sunday Special	2302	248	185
Video licence	2304	424	404
Organist	2501	1,598	1,785
Music	2502	0	
Organ Tuning etc	2503	0	
Pastoral	3201	0	
Pastoral gifts	3202	224	356
Deacon's Day	3203	0	
Ministry Leaders exps Worship	3210	0	
Ministry Leaders exps Children	3211	0	



Ministry Leaders exps Youth	3212	0	12
Ministry Leaders exps Discipleship	3213	121	16
Ministry Leaders exps Pastoral Care	3214	41	43
Ministry Leaders exps Mission & Outreach	3215	161	78
Ministry Leaders exps Joint	3216	0	106
Highbury News expenses	3401	1,689	1,727
Publicity/advertising	3404	22	196
Neighbourhood cards	3405	96	57
CF affiliations/Christian Ministries	3501	2,015	1,891
Other affiliations	3502	175	125
CF Ministry & Society CWM Boxes & B'day	3504	776	776
Congregationalist expenditure	3513	96	91
The Year book expenses	3515	0	
Pastoral	5111	0	
Worship resources	5115	235	321
Church equipment/furnishings	6109	0	
Event expenditure	6605	0	
Miscellaneous expenditure	6801	714	236
Outreach expenditure	6800	1,605	2,563
<b>Total - Outgoing activities</b>		<b>44,480</b>	<b>56,216</b>
<b>EXPENDITURE</b>		<b>TOTAL</b>	<b>TOTAL</b>
<b>Header</b>	<b>A/C</b>	<b>THIS</b>	<b>LAST</b>
	<b>code</b>	<b>YEAR</b>	<b>YEAR</b>
<b>Support costs</b>		<b>£</b>	<b>£</b>
<u>Ministry expenses:</u>			
Stationery	5112	0	8
Telephone	5113	210	360
Postage	5114	0	
Travel, excluding Car	5116	39	6
In -service training	5117	0	160
Children's Worker - expenses	2505	0	
Project Worker - expenses	2506	0	
<u>Manse expenses:</u>			
Manse insurance	5301	269	254
Manse - gas	5302	751	839
Manse - electricity	5303	297	515
Manse - water	5304	392	359
Manse - community charge	5305	985	2,290
Manse - maintenance	5307	217	411

<u>Other expenses:</u>		0	
Project	6100	7,570	1,936
Church - Maintenance	6101	6,660	8,128
Maintenance Charge	6666	0	
Gas	6102	3,891	3,583
Electricity	6103	1,643	2,018
Insurance	6104	2,144	3,073
Trade disposal	6106	343	333
Housekeeping	6301	200	229
Cleaning materials	6302	694	1,105
Administrator salary	6401	3,464	0
Caretakers gross pay	6501	5,611	5,422
Assistant Caretakers gross pay	6503	1,071	953
Stationery/directory	6601	101	92
Postage	6602	136	214
Telephone	6603	261	
Office equipment	6604	437	317
Photocopy hire/copy charge	6611	1,675	1,098
Photocopy paper	6612	173	199
Bank charges	6701	436	426
Legal costs	6702	0	
Recruitment costs	6703	19	39
Training non Minister	6704	0	
<b>Total - Support costs</b>		<b>39,689</b>	<b>34,367</b>
<b>Total Expenditure</b>		<b>84,169</b>	<b>90,583</b>

## Income & Expenditure Account - all Funds

Income/Expenditure Header		TOTAL THIS YEAR	TOTAL LAST YEAR
		£	£
<b>Income</b>			
Incoming resources		62,576	59,004
Incoming activities		20,503	25,011
Fund raising		0	0

<b>Dividends &amp; interest</b>	<b>102</b>	<b>27</b>
<b>Total Income</b>	<b>83,181</b>	<b>84,042</b>
<b>Expenditure</b>		
<b>Outgoing activities</b>	<b>44,480</b>	<b>56,216</b>
<b>Support costs</b>	<b>39,689</b>	<b>34,367</b>
<b>Total Expenditure</b>	<b>84,169</b>	<b>90,583</b>
<b>All Funds surplus/(deficiency)</b>	<b>-988</b>	<b>-6,541</b>

# **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**

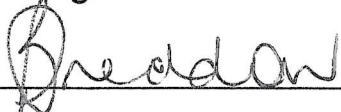
In connection with my examination, no matter has come to my attention:

(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

15.2.19.

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