Word of Life Church Ashington

Charity Number 1164492

Annual General Meeting Report

Introduction

The purpose of this report is to inform it's members of the Charity's annual operations:

1. how it meets its charitable objectives;
2. how it manages the monies received from various sources;
3. how it spends those monies within the Internal Charity Financial Controls Policy and Procedures
4. how it reports the activities of the Church and its administration
5. how it maintains and operates its safeguarding policy
6. how it maintains and operates its Health and Safety policy
7. how it manages and maintains the church properties
8. How it manages and maintains its Media Policies and Procedures

We have a Policies and Procedures File held in the safe in the Church, which contains all of the relevant policies and procedures stated above. It also holds all of the bank, utilities and other accounts with contact details and passwords where appropriate. The Charity Trustees have access to this file at any time. There is also a redacted (details and passwords deleted) replica of this file for which any member of the Church can view. This is held in the Ministers Office.

We work within the boundaries of all of the policies and procedures in this file.

1. Meeting Our Charitable Objectives

   The Trustees meet three times annually with this as an item on the agenda, we discuss whether the objectives are being met and vote on whether they are or not. Where there is any problems brought to light in these meetings, we discuss and amend/action accordingly.

2. Managing the Income Received from Various Sources

   As in point 1 when we meet we discuss the amount of monies coming into the Charity, primarily they come in from:

2.1 Monthly Bank Transfers
2.2 Weekly Cash Offerings
2.3 Weekly Payment Machine Offerings
2.4 Grants/Loans/Gifts
2.5 Gift Aid
2.6 Cottage Income

   In the reporting year of January to December 2025 the income were the following:

2.1.1 Monthly Bank Transfers – £16,846.93 = 33.5% of the gross income – an increase of £469.12 from 2024.

2.2.1 Weekly Cash Offerings - £2447.51 = 4.8% of the gross income – a decrease of £1,609.06 from 2024

2.3.1 Weekly Payment Machine Offerings – £636.36 = 1.25% of the gross income – an increase of 636.35 from 2024. We installed the machine in September 2025.

2.4.1 Grants/Loans/Gifts = Grant of £15,000 = 29.8% of the gross income approximately £15,000 less than 2024, due to warm spaces external funding

2.5.1 Gift Aid - £8,082.80 = 16% of the gross income, up by £6,900 from 2024

2.6.1 Cottage Income Rent/Utilities - £6,647 = 13.3% of the gross income – up by £132 from 2025 due to rent increase.

The above percentage figures are approximate.

3. How We Manage the Spend of The Monies Received

In line with the Policy & Procedures File and Policy 10.5 we manage the expenditure as per that policy. Outlined below are the Expenditure Figures for the operating year of January – December 2025.

3.1 Salaries/Wages £23,054.33 – 52% of the gross expenditure. Up significantly from 2024 due to employment of a full-time Pastor for 12 months, whereas 2024 was only 5 months.

3.2 Utilities - £7,130.69 = 15.9% of the gross expenditure - £206.57 less than 2024

3.3 Maintenance and Equipment - £11,871.39 = 25.8% - £10,035.61 less than 2024, due to External Funding Expenditure.

3.4 Mission Contributions - £3,144.82 = 6.83% of the gross expenditure an increase of £290 from 2024.

4. In line with the Charity Commission Reporting and the Church's internal reporting systems we operate a system of leadership meetings quarterly and a Trustees meeting 3 times annually to report on issues affecting the church and how we plan activities. We form a report in line with the Charity Commissions guidelines and this is submitted to the Charity Commission via the website by the 31st of October each year.

5. Our safeguarding policy is held within the Policies and Procedures file in the Church safe, a copy of the policy is displayed on the Church notice board and is updated annually in line with the Wesleyan Reform Union's safeguarding policy. Each time we meet in leadership and Trustees, safeguarding issues are reported if there are any, and discussed, actioned and minuted.

6. Our Health and Safety policy is held within the Policies and Procedures file, and a copy is displayed on the Church Notice Board. A risk assessment is completed and actioned in January every year and displayed on the Church notice board. Each time we meet in leadership and Trustees, Health and safety issues are reported if there are any, and discussed, actioned and minuted.

7. As the building is wholly owned by the Wesleyan Reform Union, we must seek permission if any structural changes are required. We maintain a property and contents register annually, and if any decorative measures are required these are discussed at the Trustees meetings.

8. We manage the Media Policies and Procedures by following the guidelines within the Policies and Procedures file, any new policy or procedure must be agreed with the Trustees before implementation. Safeguarding our vulnerable is of the highest priority and therefore we try to ensure that where we use social media or website reporting of events, all measures are taken to ensure we have the appropriate documentation signed by the parents or guardians.

The minutes of the AGM are as follows:

Minutes of the Annual General Meeting of the Word of Life Church Ashington Charity No: 1164492

Date: 7th October 2026
Venue: Word of Life Church, Ashington

Participants: Rev Michael Hedley (Chair), Lindsey Hedley, Elder, Senior Pastor), Denis Batey (Elder, Trustee), Olaronke Gbadebo, (Elder, Trustee), Wendy Ellis (Trustee) Lanre Atanda (Pastor), Fisayo Atanda (Pastor), Brian Watson (Deacon), Hazel Watson (Deacon), Tony Maynard.

1. Welcome & Prayer

   Meeting Opened by MH, with welcome and prayer by DB. Agreed that BW should take minutes of the meeting.

2. Apologies

   Received by Jen Batey (Elder)

3. Meeting reminded of Charity Objectives. All agreed that they were being met.

4. Minutes of Previous Meeting (Trustees and Elders), dated 29th August 2026 reviewed

5. Matters Arising. Minor type identified "Watts App" should read "WhatsApp," otherwise, participants of that meeting agreed that they were a true and accurate record.

6. Charity Commission Update. MH presented overview of changes in Charity Commission requirements, guidance and documentation. MH used the typed up AGM report to explain.

7. Accountants/Payroll/External Audting

   MH described the current system for documentation of policies and procedures followed by Word of Life Church- Ashington. He shared location and access details of the file of policy and procedure driving documents. MH focussed on a specific document (Internal Charity Financial Controls Policy & Procedures. MH noted a required amendment was needed "Change "10.5" to "11.5" in the title, also item 2.3 that a new treasurer was to be appointed and a new petty cash book is required. To assist with payroll, pensions, accounts and auditing, a new accountancy company has been appointed. This arrangement was agreed unanimously.

8. Accounts. MH presented the accounts for January to December 2025, after the audit has been completed. The auditor we currently use is retiring, hence the need for a new auditor. Accounts were accepted unanimously.

9. Charity Commission. MH presented the new style of AGM report, which includes a summary of income and expenditure and the percentage variances between 2024 and 2025 and a full description of percentages of income and their sources as well as a percentage of expenditure and where it is spent. All has been completed wisely and in line with the Church internal financial policy.

10. Future Leaders/Trustees/Elders/Deacons. MH encouraged participants to engage in a 3 month period of prayer into the issue of the identification of new candidates for the above officers. Also into the most appropriate way for the transition to happen.

11. Safeguarding. WE will be reviewing new safeguarding guidelines she has received from 31:8. She concluded by stating that there were no 2026 safeguarding incidents to report.

12. AOB. LA presented his Pastors Report for the year addressing spiritual and ministerial activities with challenges. No other AOB items

13. MH closed the meeting with prayer at 20:40

Word of Life Church

Profit & Loss Account

31-Dec-24

	Dec-25	Dec-24
Income		
Cottage Rent	£ 5,100.00	£4,975.00
Cottage Utilities Contribution	£ 1,647.00	£1,640.00
Cash Offerings	£ 3,113.87	£4,056.57
Bank Offerings	£ 16,846.93	£16,377.81
Loan Repayment	£ 50.00	£0.00
Gifts	£ -	£0.00
GiftAid	£ 8,082.80	£1,355.35
Refunds	£ 368.08	
WR Union	£ 15,000.00	£556.32
Grants received		£30,314.85
Gross Profit	£50,208.68	£59,275.90
Expenses		
Pastoral Housing Allowance	£0.00	£200.00
Salaries & Wages	£ 21,191.38	£8,534.90
Pensions	£ -	£0.00
Accomodation	£ 853.30	£0.00
Car Service & Repairs	£ 429.16	£372.00
Fuel General	£ -	£0.00
Cottage Electricity	£ 331.72	£419.32
Cottage Gas	£ 708.56	£347.67
Cottage Water	£ 399.00	£381.00
Cottage Maintenance	£ -	£0.00
Other Proffesional Fees	£ -	£1,291.32
HMRC	£ 1,862.95	£87.68
Decorative & Posters	£ 386.92	£0.00
Church Electricity	£ 964.89	£997.26

Church Gas				£	1,363.78		£1,327.39	
Church Water Rates				£	180.00		£668.00	
Church Building Maintenance				£	5,369.13		£3,872.82	
Musical Equipment				£	-		£263.24	
Council Tax				£	-		£813.01	
Website Development				£	315.52		£215.88	
Marketing Materials Printing & Distribution				£	-		£0.00	
Phones & Internet				£	2,103.74		£2,089.50	
Building & Contents Insurance				£	1,079.00		£1,107.12	
Safeguarding				£	260.00		£150.00	
Mission Contributions				£	2,266.06		£0.00	
Other Training, Books, Magazines				£	-		£0.00	
Conferences				£	-		£0.00	
Stationery				£	454.07		£975.80	
Printing & Ink				£	-		£0.00	
Catering & Entertainment				£	47.15		£642.44	
Cleaning & Janitorial				£	-		£48.20	
Gifts & Donations				£	-		£1,314.05	
WRU Assessment and other				£	878.75		£1,685.50	
Computer Costs and Software				£	1,898.98		£1,350.56	
Other Subscriptions				£	471.80		£0.00	
Church Equipment and Project Funding				£	2,235.64		£14,017.93	
Depreciation Computer Equipment							£1,152.37	
Depreciation Furniture and Fittings							£848.76	
Depreciation Musical Instruments							£109.97	
Depreciation Land and Buildings							£100.00	£45,383.69
Net (Loss) / Profit					£46,051.50	£0.00		(£45,383.69)

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Date 1st September 2026

Examiner's Report Review Basis of Report

My examination includes an audit of the accounting records kept by the association 'Word of Life Church Ashington' and a comparison of the accounts with those records.

General Comments

Following analysis and review of the reports provided I can confirm that in the audit there were no errors or anomalies identified.

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 prepare accounts which accord with the accounting records have not been met;

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

Kind regards

David Robinson