



24th September 2020

Dear Mr [REDACTED] Acting Chairman Haltham Parish Meeting

**Re: Issues arising from Haltham's Meeting Declaration of Published Accounts for 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

Having scrutinized Haltham's Meeting Declaration of Published Accounts for 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 there are several issues that I wish to raise with you.

I assume that the Published Accounts was prepared and presented to you by the Responsible Finance Officer to Haltham Parish Meeting.

**Payments relating to the hiring of St Benedict's Church, Haltham**

- Why are there no payments recorded on the Published Accounts in relation to The Church Conservation Trust in respect of the hiring of St Benedict's Church for Parish Meetings held in the church on 14<sup>th</sup> May 2019 and November 12<sup>th</sup> 2019 or the Halloween Event held on Oct 31<sup>st</sup> 2019?

This implies that Haltham Parish did not submit the required booking form along with the relevant fee and therefore did not receive approval from the Trust for those meetings/event to take place.

If these bookings were not made Haltham Parish has deprived the Trust of valuable income along with having implications relating to the Trust's building and public liability insurance. If these bookings were made please provide me with a copy of the booking form and proof of payment for each event or direct me to where this information can be accessed on the Haltham Parish website.

**Unaccounted for money**

(Ref: Chairman's Newsletter dated February 2020) 'Just over £100 was raised which was shared between the Church Conservation Trust, the Parochial Church Council and our Parish Funds'

- Given that the Carol Service was a Parish event why doesn't the money raised appear in the Published Accounts as a 'payment in' or as 'payments out'?

I assume that the Responsible Finance Officer would have been fully aware of the money raised at the Carol Service.

That being so why wasn't it processed and recorded using the existing Parish financial format? I therefore request that you discuss this matter with the Responsible Finance Officer in order to establish where this money is.

This money 'just over £100' is therefore classified as 'unaccounted for'

Do you agree with this classification?

**Booking St Benedict's Church for the Parish Carol Service 14<sup>th</sup> December 2019**

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**The Churches Conservation Trust**  
**North Region Service Booking Form**

**Information- Charges for Use of the Church**

Whilst we do not charge for the use of the church, a collection should be taken following the service as is customary. The proceeds from the collection should be sent into our Regional office with cheques made payable to 'Churches Conservation Trust'. Should you wish to send the collection in a different format, please discuss this with us at the point of booking the service date. **Was the Carol Service date booked by Haltham Parish?**

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- Why did Haltham Parish Meeting fail to comply with The Churches Conservation Trust Terms & Conditions of Hire in relation to booking St Benedict's for its Carol Service?

Given that The Churches Conservation Trust is a charity that relies on donations and grants to protect churches at risk, such as St Benedict's, Haltham, which has benefitted greatly during the years I have resided in the village. Can you [REDACTED] as Acting Chair, in all conscience, justify to me why the money raised at the Carol Service was not donated solely to the Churches Trust but also shared with the Local Parochial Church Council, an organisation which is funded from numerous sources and which also receives gift donations annually and event support from Haltham residents and also shared with Haltham Parish funds which currently has a healthy bank balance?

Do you really consider the decision made by Haltham Parish not to donate the total amount of money raised at the Carol Service to The Churches Trust showed the level of appreciation it should have in relation to the valuable work the Trust does in the upkeep of St Benedict's? Furthermore do you consider that the issues I have raised with you have enhanced the relationship between the Parish and the Churches Trust?

**Haltham Meeting Declaration of Status of Published Accounts for the Year 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

- Given that the above document was signed off by you as being a true record of all financial affairs relating to Haltham Parish Meeting, between the above dates, on 13<sup>th</sup> August 2020 and made public on the Village Notice Board can you please explain, therefore, that of today Thursday 24<sup>th</sup> September 2020 this document does not appear in the public domain via the Haltham Parish Meeting website?

Please acknowledge receipt of this letter and I look forward to receiving your response at your earliest convenience.

For your information I have copied extracts of this letter relating to The Churches Conservation Trust to:

Claire Chapman  
Business Support Officer  
The Churches Conservation Trust

