

# LONGWELL GREEN CHRISTIAN FELLOWSHIP

England & Wales · Charity number 1003295

## Details

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**Other names** MUSTARD TREE COMMUNITY CHURCH

**Status** Registered

**Legal form** Trust

**Registered** 1991-06-28

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 5a Middle Road  
Bristol  
BS15 4XD

**Phone** 07581 510675

**Email** [mail@themustardtree.com](mailto:mail@themustardtree.com)

**Website** [www.themustardtree.com](http://www.themustardtree.com)

## Activities

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**Objects:** (A)THE ADVANCEMENT OF THE CHRISTIAN FAITH IN ACCORDANCE WITH THE DOCTRINES SET OUT IN THE FIRST SCHEDULE AND THE WORSHIP OF GOD IN THE SAID COUNTY AND ELSEWHERE BY ANY MEANS WHATSOEVER INCLUDING (BUT NOT BY WAY OF LIMITATION) THE PREACHING AND PROCLAMATION OF THE CHRISTIAN GOSPEL AND THE TEACHING OF CHRISTIAN DOCTRINE AND PRINCIPLES AND THE PASTORAL CARE OF CHRISTIAN PEOPLE AND THE PRINTING AND DISTRIBUTION OF THE BIBLE AND CHRISTIAN LITERATURE.(B)THE RELIEF OF PERSONS WHO ARE IN CONDITIONS OF NEED HARDSHIP OR DISTRESS OR WHO ARE AGED OR SICK.(C)THE ADVANCEMENT OF EDUCATION ON THE BASIS OF CHRISTIAN PRINCIPLES FOR PERSONS OF ALL AGES.

**Activities:** The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.The advancement of education on the basis of Christian principles for all ages.

## Classification

- **How:** Makes Grants To Organisations, Provides Services
- **What:** Education/training, Religious Activities
- **Who:** The General Public/mankind

## Geography

- Bristol City
- South Gloucestershire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£60,015	£59,958	-	-
2024-04-05	£59,103	£57,459	-	-
2023-04-05	£58,038	£65,102	-	-
2022-04-05	£59,052	£61,036	-	-
2021-04-05	£61,152	£54,528	-	-

## Trustees

Name	Role	Appointed
<b>STEPHEN WILLIAM SEYMOUR</b>	Chair	
Dr Donna Louise Gaywood		2024-01-17
Melanie Jane Balch		2024-01-17
Peter John Miles		2022-11-06
RICHARD HULL		2011-03-29

**LONGWELL GREEN CHRISTIAN FELLOWSHIP**

England & Wales - Charity number 1003295

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# Accounts

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Section A

Independent Examiner's Report

Report to the trustees

Longwell Green Christian Fellowship

On accounts for the year  
ended

05 April 2025

Charity no  
(if any)

1003295

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 5 April 2025.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

*J Tett*

Date:

24/11/25

Name:

Joanna Tett

Relevant professional  
qualification(s) or body  
(if any):

Institute of Chartered Accountants in England and Wales

Address:

34 Cherington Road

Bristol

BS10 5BJ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

[Empty box for disclosure details]



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Longwell Green Christian Fellowship (Mustard Tree Community Church)	No (if any) 1003295
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CC16a

## Receipts and payments accounts

For the period from	Period start date 6.4.24	To	Period end date 5.4.25
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
coffeetots	1,477		-	1,477	1,107
tax efficient giving	36,497		-	36,497	39,433
tax reclaims	9,914		-	9,914	9,260
Gift Aid Small Donations Scheme	218		-	218	223
			-	-	-
bank interest	512		-	512	141
other giving	7,345		-	7,345	5,731
Building hire / donations	646		-	646	500
refund of bank charges	53		-	53	-
rent from Footprints (for property not owned by the charity)	3,353		-	3,353	2,708
<b>Sub total (Gross income for AR)</b>	<b>60,015</b>	<b>-</b>	<b>-</b>	<b>60,015</b>	<b>59,103</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>60,015</b>	<b>-</b>	<b>-</b>	<b>60,015</b>	<b>59,103</b>

### A3 Payments

bank charges	-	-	-	-	84
Carol service	20	-	-	20	113
Hire of LG school	300	-	-	300	
Literature & printing; advertising	119	-	-	119	-
Internet	182	-	-	182	182
catering (general)	722	-	-	722	780
child protection / legal	367	-	-	367	170
Footprints / outreach	125	-	-	125	164
Mustard Seeds (children's work)	69	-	-	69	-
coffeetots	758	-	-	758	644
Christmas & Easter in a box	251	-	-	251	50
external giving	2,750	-	-	2,750	4,245
soup run	271	-	-	271	318
gifts	-	-	-	-	-
HOPE	-	-	-	-	-
Sunday services	137	-	-	137	9
health & safety (service fire extinguishers)	273	-	-	273	250
Shoe boxes	-	-	-	-	-
insurance	1,527	-	-	1,527	1,388
music	587	-	-	587	476
Parent Buddies	351	-	-	351	773
Urgent financial support	60	-	-	60	-
St Fagans outreach event	-	-	-	-	-
repairs / improvements for building / contents	2,485	-	-	2,485	271
speakers gifts / expenses	375	-	-	375	375
stationery / office	1,259	-	-	1,259	1,491
subscription to Bristol Evangelical Alliance	-	-	-	-	-
training	52	-	-	52	300
utilities (electric £4570 water £190)	4,760	-	-	4,760	3,486
pension	2,422	-	-	2,422	2,402
wages	39,736	-	-	39,736	39,488
<b>Sub total</b>	<b>59,958</b>	<b>-</b>	<b>-</b>	<b>59,958</b>	<b>57,459</b>

### A4 Asset and investment purchases, (see table)

	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>59,958</b>	<b>-</b>	<b>-</b>	<b>59,958</b>	<b>57,459</b>
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<b>Net of receipts/(payments)</b>	<b>57</b>	<b>-</b>	<b>-</b>	<b>57</b>	<b>1,644</b>
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### A5 Transfers between funds

A6 Cash funds last year end	21,460	5,399	-	26,859	25,215
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<b>Cash funds this year end</b>	<b>21,517</b>	<b>5,399</b>	<b>-</b>	<b>26,916</b>	<b>26,859</b>
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The trustees have not received any expenses. Expenses do not include purchases made on behalf of the charity for which a trustee is then reimbursed.

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Petty cash	100		-
	current account	3,350		-
	Fixed Term Deposit	10,000		-
	savings account	8,067	5,399	-
	<b>Total cash funds</b>	<b>21,517</b>	<b>5,399</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Gift aid claim	9,178	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

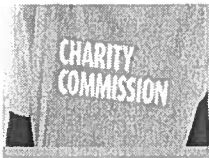
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	fixtures & fittings, P.A. equipment and office equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	tax & NI (January to March)	unrestricted		April
	pension (March)	unrestricted		April
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
R Hull	Richard Hull	16.7.25
S Seymour	Stephen Seymour	16.7.25





# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 06	Month 04	Year 2024		Day 05	Month 04	Year 2025

## Section A Reference and administration details

**Charity name** Longwell Green Christian Fellowship

**Other names charity is known by** Mustard Tree Community Church (MTCC)

**Registered charity number (if any)** 1003295

**Charity's principal address**  
 The Mustard Tree  
 Watsons Road  
 Longwell Green, Bristol  
**Postcode** BS30 9DW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen William Seymour	Chair		The recognised spiritual leaders of the church.
2	Melanie Jane Balch			The recognised spiritual leaders of the church.
3	Donna Louise Gaywood			The recognised spiritual leaders of the church.
4	Richard Hull	Treasurer		The recognised spiritual leaders of the church.
5	Peter John Miles	Secretary		The recognised spiritual leaders of the church.

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	A trust deed, established in 1991.
How the charity is constituted (eg. trust, association, company)	A trust governed by a trust deed.

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed by the recognised spiritual leaders of the church.

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

- (a) The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.
- (b) The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- (c) The advancement of education on the basis of Christian principles for persons of all ages.

In planning activities for the year, the trustees have had regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

All our charitable activities continue to focus on the advancement of the Christian faith and are undertaken to further our charitable purposes for the public benefit. As we would express it in terms of the Christian faith, we are seeking to connect with God, grow together, and change our world.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- (a) The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.

### Sunday Services

We continue to provide weekly Sunday morning services at the Mustard Tree hall. These are streamed via YouTube for those unable to attend on Sunday mornings.

The teaching programme is designed to help develop people in their faith and discipleship. During the past year this has varied from studies on specific books/characters of the Bible (including Samuel and Psalms) to broader topics of Christian life. Such topics have included: The Gifts of the Spirit, Community, Life of Jesus. The programme has included outside speakers such as Nicola Saunders from In-Hope, Rob & Pam Scott Cook; Ruth and Andrew Price; and Dave Day.

### Vision Day

In November, the leaders and trustees met together to set out the strategy for

the next 3 years. This comprises of 3 streams of activity, in support of our charitable activities. These are: "the praying church", "the learning church" and "church for everyone", the latter of which encompasses our practical work to support people and organisations in the local community.

At regular intervals during the year we invite everyone in the church to "Tree Life Live" events where we can share the vision for the church, update people with news of what's happening, and listen to people's ideas and suggestions about what the church could be doing in the future.

### Café Church

Alongside the traditional format of services, we continue to provide occasional "café church" services. These provide a more inclusive environment with a different layout, allowing for more interactive participation and discussion. These services are deliberately low-tech, with simplified worship in place of a band, and are not live-streamed. Café church allows for deeper and intentional interaction between the people that participate.

During Advent, we held two special Christmas-themed Café Church services that were well attended by families from Coffee Tots. One involved making Christmas decorations, the other a Christingle. These led up to our annual community carol service, which as usual was attended by many local families, as well as the carol service at UCLG.

### Children's Work

We were excited in September to start a new children's group on Sunday mornings. The "Mustard Seeds" provides activities and teaching for younger children during the Sunday services. There are already 5 families using this on a regular basis.

### Mid-week Study

From time to time we hold mid-week study groups, to explore particular topics in more depth than is possible on Sunday mornings. One highlight this year was a 3-week series learning about the structure of the New Testament.

### Corporate Prayer

There continues to be a weekly day-time prayer meeting on Zoom which has a regular attendance, as well as a monthly church prayer meeting. This year we have been varying the structure and timing of the monthly meeting to enable wider participation.

We now publish a monthly prayer diary with a number of topics for people to pray about during the month. This helps people to feel that we can all be praying together for the same themes, even if we are praying at separate times.

In September we held a one-off worship and praise evening which provided an opportunity for longer and more varied worship than we can fit into our Sunday services. This was a resounding success and is likely to be repeated in the year ahead.

Urgent prayer requests can be shared quickly and confidentially amongst the church via WhatsApp groups.

### Pastoral Care

As part of our mission to Connect with God/Grow Together, we encourage people to meet mid-week in small groups for Bible study and prayer. We have a variety of different groups, and we try to make sure that everyone who wants to meet can do so, in a group they are comfortable with.

Across the church there is a strong caring ethos with people continuously looking out for one another.

The leadership team continues to offer individual pastoral care provision as necessary. This has included visiting and praying with people in palliative care and supporting their families following bereavement.

On a celebratory note, we were pleased to be able to help host a wedding for one of our regular congregants, whose children attend the new Mustard Seeds group.

### CoffeeTots

Our CoffeeTots toddler group continues to run at full capacity, and currently has a waiting list of about 13. The group is for families with children aged between 0 and 4 and meets every Tuesday morning in the church hall. This provides an opportunity for parents and carers to meet in a safe space with a welcoming team that provides play activities for the children. We try to create and develop links with this group and the main church. The carers receive regular invites to relevant church events, such as the Christmas Carol service, as well as having their own special times at Harvest and Easter where the gospel is promoted (for example, the children are each given an Easter egg with a little booklet inside).

A few of the CoffeeTots families have been out with the Wombles. We continue to put on special themed events during the year such as Christmas buffet or pancake day and the families had a special day out to Henley Tynning farm in June.

### Church Events

This year has been quieter for church events. Highlights were Palm Sunday and Carol Service events held at Longwell Green School, and the Good Friday picnic at Willsbridge Mill.

In November we participated in the Tearfund Big Quiz. This was well attended, and raised £300 for Tearfund.

At the end of the summer school term we held a church day out at Warmley Forest Park, which was attended by many from the church as well as some of the regular CoffeeTots families.

(b) The relief of persons who are in conditions of need, hardship or distress, or who are aged or sick.

### Comms and Social Media

We continue to connect with and publish events to the local community through our Facebook site and Instagram feed. We use a "Friends of Mustard Tree" email group for sending out news and event information to those who have expressed interest. Malc and Donna have both written articles for the local Oldland, Longwell Green (OLG) magazine.

### Community

Every month, the church holds a 'Wombling' session where local people are invited to join members of the church in litter picking around the area, with an opportunity to socialise afterwards. This has continued to grow throughout the year with more people from the community helping out, including some of the Coffee Tots families and a few members of other local churches. A special wombling event was held as part of our Harvest Hope weekend, with part of the team painting railings at the local school.

We continue to provide short-term help in the form of pre-prepared meals ("Signature Dishes") for those in times of crisis e.g. bereavement, serious illness.

We are continuing to receive referrals to our Parent Buddies service and during the year we received three referrals, one of these was from South Gloucestershire Council. This is a listening service for parents when they need someone to talk to, and provides another way in which we can support young families in the area. We have 4 volunteers trained in listening skills. Parent Buddies has officially closed as a charity, but we have been allowed to continue to use the Parent Buddy name and logo, which means that we can keep going with the service.

A number of members of the church are regularly involved at JUICE, a local Community Interest Company. Highlights of this during the year have included

providing them with a harvest collection for their foodbank and delivering Christmas meals donated by a local farmer. We now also have a food box at church to collect food for Juice. Some members of the congregation give money for the leaders to buy things for Juice. One Home Group regularly supports a local needy family.

#### Wider Charitable Support

For many years we have provided Christmas Shoeboxes through different charities, for distribution to those less fortunate than ourselves. This year we collaborated with a local school to provide shoe boxes to local families as well as sending some overseas.

This is in addition to the regular, monthly support the church provides to people who are homeless via our connection with the Bristol Soup Run Trust, preparing soup and sandwiches and delivering these to the homeless in Bristol.

We continue to actively support other local charities in Bristol in accordance with our charitable purposes. During the year we have reviewed the level of our external giving in line with our financial position. A key criterion for us in deciding which charities to support is whether we have a personal connection through members of the church, and an opportunity to be involved. As a result, we continue to support:

- Beloved – financial support for the charity, as well as hampers, cakes and Easter gifts for the women who the charity is supporting.
- InHope – financial support and practical involvement from individual church members.

Further afield, we continue to provide financial support for SaltMalawi, a registered charity working to relieve poverty and suffering, to enhance education and to advance the Christian faith in Malawi and Mozambique.

#### Working with other churches

We continue to develop and strengthen our relationship with the other churches in the area. Having an office at UCLG means we have forged good working relationships with their team.

In conjunction with UCLG and St Annes we held a joint Harvest celebration, as well as joint services at intervals throughout the year.

At Harvest, the children at Longwell Green School collected food for Juice.

On Remembrance Sunday we joined the Remembrance parade and wreath-laying with the local churches in Warmley and other areas where members live.

#### Working with the Aged

Our work with local care homes and assisted living complexes now covers Avonlea, Avon Valley, Little Heath and Collingwood. We visit each once a month to lead a 30-minute session that includes hymns, the reading of some scripture and the leading of prayers. This is a collaborative effort between us, UCLG and St Annes, with 2 regular teams of volunteers, and is very much appreciated by the residents and staff.

In addition to these regular visits, we provide additional gifts and assistance on an occasional basis through the year. In June we were able to bring a number of the residents on a trip out to UCLG for a special communion service.

(c) The advancement of education on the basis of Christian principles for persons of all ages.

#### Schools

We have a regular team who go into Longwell Green Primary School to deliver Bible-based assemblies. Malc (full-time paid leader) leads this team and uses his experience as a former teacher to develop a positive, working relationship with the school and create materials that fit around the school ethos and values.

The team usually visit three times per term, and work with small groups of children in delivering a Bible story to the rest of the school. The story is made relevant to modern times and the children leave with a sense of how this applies to them today. The assemblies have been well received and are popular amongst the students. Similarly, Malc delivers assemblies once per month at St Anne's CE VE Primary School in Oldland Common.

At Christmas we were able to deliver the Christmas story in a simple, creative and fun way with Year 3 students using the Christmas in a Box resource developed by local charity Bristol Schools Connection. We followed this up by presenting Easter in a Box to Year 6, the resources again coming from Bristol Schools Connection.

Malc was invited to speak at Bristol Schools Connection annual conference to talk about the work we have been doing in partnership with them at Longwell Green Primary School.

A new initiative from Bristol Schools Connection this year has been to introduce a "Reflective Spaces" activity at the school. For two days, a room in the school was transformed into a place where the children in years 4 – 6 could visit in groups of ten and engage in 8 different activities. These involved children in practical tasks whilst reflecting on a theme linked to each one, like thankfulness, saying sorry, thinking about our world and writing a message to someone they love. The activities were well received by the children and staff alike, and we have been invited back to do it all again next year.

In collaboration with 3 other local churches, we purchased Bibles for Year 4, which they use in school and will then take home when they leave in Year 6.

#### Footprints

Malc continues as chair of the Footprints pre-school, who meet in the church building three times per-week. Malc visits the pre-school about four Wednesday afternoons each term and meets with the children, bringing a Christian story and games that fit around a theme. Malc also supports the staff and line-manages the leader of the organisation, providing oversight and supervision. He occasionally is asked to fill in for staff when they are off sick, and joins the pre-school for trips. Other church members are on the Footprints committee and the church regularly helps with Footprints' Fairs and supports their other fundraising events. In the summer we built a new sandpit in the patio area at the back of the Mustard Tree building.

#### Time 2 Talk

We continue to run occasional Time 2 Talk evenings, which are an opportunity for parents to come and discuss issues and problems with an Early Years specialist who is a member of the church. This is targeted at CoffeeTots and Footprints families (including grandparents). It is a safe space with no judgement where people can talk, and they come away supported and encouraged that they are not alone.

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Continued to provide Sunday morning worship services at the Mustard Tree Hall, streaming these services via YouTube for those unable to attend. Sunday Bible teaching programme designed to help develop people in their faith and discipleship; the programme has included outside speakers such as from In-Hope, as well as notable calendar events like Harvest.

Launched Mustard Seeds group on Sunday mornings to provide more activities for younger children during the church services.

Continued with new Café Church format which allows for more interactive participation in the service.

Pastoral Care provision as necessary.

CoffeeTots toddler group continues to run at full capacity with a substantial waiting list. CoffeeTots families are increasingly involved in church activities, such as the Wombles litter picking and an Easter picnic at Willsbridge Mill.

Continued to develop a strong working relationship with the other local churches. This is helped by us renting office space for our main leader at UCLG, the Anglican/Methodist church in Longwell Green.

In conjunction with the local churches provided support for residents of local care homes, and held joint services at intervals throughout the year.

Planned and organised Palm Sunday and Carol Service events at Longwell Green School.

Continued to lead assemblies at Longwell Green Primary School, with one-off special events such as Christmas in a Box and Easter in a Box. Purchased bibles for Year 4, in collaboration with other local churches. Introduced 2-day "Reflective Spaces" activity at the school.

Maintained link with Footprints pre-school, with members of the church on the committee (including the chair role) and strong support from the church for Footprints events such as their summer and Christmas fairs.

Continued the regular worship services at Avonlea, Avon Valley, Little Heath and Collingwood. These are run collaboratively with UCLG and St Annes churches.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

#### Stability of Income/Expenditure and its effect on reserves:

MTCC's income is derived mainly from its attendees. The attendees are diverse enough that it is unlikely that income would cease completely without a reasonable period of decline in which to manage the loss of income.

MTCC's expenditure is made up of four main elements; costs of activities, staff costs, support for external organisations, and building costs. The costs of activities are closely linked to the number of attendees, so they are not considered by the reserves policy. Staff costs and the support for external organisations are also linked to the number of attendees but less dynamically and therefore must be considered by the reserves policy. Building costs are mainly a fixed cost and reserves are required to cover unexpected bills for urgent work.

#### **Reserves**

Definition: For MTCC purposes reserves refer to the amount of working capital available in the bank account and related investments. This reserves policy will be reviewed annually by the trustees.

#### Staff

To allow for notice periods and redundancy the required amount is £15,400.

#### External Organisations

MTCC has medium/long term commitments to external organisations. Reserves

should be adequate to ensure that in the event of a loss of income 6 months' notice can be given before support is withdrawn. This is estimated to be £1,400.

Building

MTCC is responsible for maintaining the Mustard Tree building in a good state of repair in order to accommodate the activities that take place there. Small routine maintenance costs are covered out of income. However, reserves should be £2,000 to cover unexpected larger bills for urgent work.

Conclusion

Reserves are held to cover;

1. A significant loss of income.
2. Emergency building work.

Although the likelihood that both events occur at the same time is remote the agreed policy of the trustees is to keep reserves to cover both of these two items and hence £18,800 will be maintained.

**Details of any funds materially in deficit**

No funds are in deficit.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	R Hull	S Seymour
<b>Full name(s)</b>	Richard Hull	Stephen Seymour
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>	16.7.25	

**LONGWELL GREEN CHRISTIAN FELLOWSHIP**

England & Wales - Charity number 1003295

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# Accounts

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**Section A Independent Examiner's Report**

<b>Report to the trustees</b>	Longwell Green Christian Fellowship		
<b>On accounts for the year ended</b>	05 April 2024	<b>Charity no (if any)</b>	1003295
<b>Set out on pages</b>			

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 5 April 2024.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**  **Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

**Address:**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Longwell Green Christian Fellowship (Mustard Tree Community Church)</b>	No. (Any) 2003295
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**CC16a**

## Receipts and payments accounts

For the period from	Period start date 6.4.23	To	Period end date 5.4.24
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
coffeetots	1,107		-	1,107	1,118
tax efficient giving	39,433		-	39,433	37,041
tax reclaims	9,260		-	9,260	10,379
Gift Aid Small Donations Scheme	223		-	223	-
bank interest	141		-	141	29
other giving	5,731		-	5,731	5,163
other income	500		-	500	565
rent from Footprints (for property not owned by the charity)	2,708		-	2,708	3,743
<b>Sub total (Gross income for AR)</b>	<b>59,103</b>	<b>-</b>	<b>-</b>	<b>59,103</b>	<b>58,038</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>59,103</b>	<b>-</b>	<b>-</b>	<b>59,103</b>	<b>58,038</b>

### A3 Payments

bank charges	84	-	-	84	84
Christmas services	113	-	-	113	211
Literature & printing; advertising	-	-	-	-	93
Internet	182	-	-	182	182
catering (general)	780	-	-	780	834
child protection / legal	170	-	-	170	169
Footprints / outreach	164	-	-	164	143
Meals gifted (signature dishes)	-	-	-	-	222
coffeetots	644	-	-	644	897
Christmas & Easter in a box	50	-	-	50	411
external giving	4,245	-	-	4,245	7,911
soup run	318	-	-	318	339
gifts	-	-	-	-	25
HOPE	-	-	-	-	220
Sunday services	9	-	-	9	43
health & safety (service fire extinguishers)	250	-	-	250	226
Shoe boxes	-	-	-	-	582
insurance	1,388	-	-	1,388	1,096
music	476	-	-	476	535
Parent Buddies	773	-	-	773	-
Winter Support meals	-	-	-	-	116
St Fagans outreach event	-	-	-	-	595
repairs / improvements for building / contents	271	-	-	271	4,683
speakers gifts / expenses	375	-	-	375	625
stationery / office	1,491	-	-	1,491	2,084
subscription to Bristol Evangelical Alliance	-	-	-	-	20
training	300	-	-	300	667
utilities (electric £3352 water £134)	3,486	-	-	3,486	3,962
pension	2,402	-	-	2,402	2,144
wages	39,488	-	-	39,488	35,983
<b>Sub total</b>	<b>57,459</b>	<b>-</b>	<b>-</b>	<b>57,459</b>	<b>65,102</b>

### A4 Asset and investment purchases, (see table)

	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>57,459</b>	<b>-</b>	<b>-</b>	<b>57,459</b>	<b>65,102</b>
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<b>Net of receipts/(payments)</b>	<b>1,644</b>	<b>-</b>	<b>-</b>	<b>1,644</b>	<b>- 7,064</b>
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### A5 Transfers between funds

### A6 Cash funds last year end

### Cash funds this year end

The trustees have not received any expenses. Expenses do not include purchases made on behalf of the charity for which a trustee is then reimbursed.

	19,816	5,399	-	25,215	32,279
	21,460	5,399	-	26,859	25,215

# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash (Coffee Tots)	99		-
	current account	3,350	-	-
	Fixed Term Deposit	15,000		
	savings account	3,011	5,399	-
	<b>Total cash funds</b>	<b>21,460</b>	<b>5,399</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	OK	OK	OK
	Gift aid claim	9,914	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	fixtures & fittings, P.A. equipment and office equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	tax & NI (January to March)	unrestricted		April
	pension (March)	unrestricted		April
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	R Hull	Richard Hull	12.6.24	
	Ⓢ Seymour	Stephen Seymour	12.6.24	



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 05	Month 04	Year 2023		Day 05	Month 04	Year 2024

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

The Mustard Tree
Watsons Road
Longwell Green, Bristol
<b>Postcode</b> <input type="text" value="BS30 9DW"/>

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen William Seymour	Chair		The recognised spiritual leaders of the church.
2	Melanie Jane Balch		17.1.24 – 5.4.24	The recognised spiritual leaders of the church.
3	Donna Louise Gaywood		17.1.24 – 5.4.24	The recognised spiritual leaders of the church.
4	Richard Hull	Treasurer		The recognised spiritual leaders of the church.
5	Peter John Miles	Secretary		The recognised spiritual leaders of the church.
6				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, articles of association)</small>	A trust deed, established in 1991.
How the charity is constituted <small>(eg. trust, association, company)</small>	A trust governed by a trust deed.

Trustee selection methods  
(eg. appointed by / elected by)

Trustees are appointed by the recognised spiritual leaders of the church.

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

- (a) The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.
- (b) The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- (c) The advancement of education on the basis of Christian principles for persons of all ages.

In planning activities for the year, the trustees have had regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.  
All our charitable activities continue to focus on the advancement of the Christian faith and are undertaken to further our charitable purposes for the public benefit. As we would express it in terms of the Christian faith, we are seeking to connect with God, grow together, and change our world.

#### Sunday Services

We continue to provide weekly Sunday morning services at the Mustard Tree hall. These are streamed via YouTube for those unable to attend on Sunday mornings.

The teaching programme is designed to help develop people in their faith and discipleship. During the past year this has varied from studies on specific books of the Bible (including 1 Peter and John's Gospel) to broader topics of Christian life. Such topics have included: Living Today & Living for God; Transformed in Christ; Identifying in Christ; Boldly Go; Biblical Characters; Kingdom Perspectives; Building the Church. The programme has included outside speakers such as Pam Scott Cook; Jane Gillis – Bristol Schools Connection; Julian and Caroline Lott – Salt Malawi; Rosie Hopley; Ron Cross – Open Doors.

#### Café Church

As an alternative to the traditional format of services we have introduced occasional "café church" services. These provide a more inclusive environment with a different layout, allowing for more interactive participation and discussion. These services are deliberately low-tech, with simplified worship in place of a band, and are not live-streamed.

### Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

During Advent, we held two special Christmas-themed Café Church services that were well attended by families from Coffee Tots. One involved making Christmas decorations, the other a Christingle. These led up to the annual carol service, which as usual was attended by many local families.

#### Faith Exploration

During the course of the year we have offered various different opportunities for people who do not know much about Christianity or the church to find out more about the Christian faith.

"Come and See" was an initial taster session to talk about what faith is and what the church does. This was based around a meal, leading into a time of discussion.

Later in the year we ran an online Alpha course. To accommodate the parents of young families who wanted to participate we released an Alpha video to the participants each week and followed this up with online discussion via WhatsApp. Although an unconventional way of running Alpha, this proved to be a successful approach, and the group is continuing to complete the full set of Alpha videos and intending to meet in person.

We were excited to hold two adult-baptism services during the year. This required some hasty renovation of the baptistry that is under the church floor. Many of our regular attendees had no idea this even existed, as it wasn't in use in the years prior to Covid when we were holding our meetings at the local Community Centre.

#### Mid-week Study

From time to time we hold mid-week study groups, to explore particular topics in more depth than is possible on Sunday mornings. One highlight this year was the Big Picture 2 series: 5 evening sessions learning about the development of the church from its New Testament times up to modern days.

#### Corporate Prayer

There continues to be a weekly day-time prayer meeting on Zoom which has a regular attendance. In addition to this we hold an evening prayer meeting once a month and have tried moving the time of this to make it easier for more people to attend.

Urgent prayer requests can be shared quickly and confidentially amongst the church via WhatsApp groups.

#### Pastoral Care

As part of our mission to Connect with God/Grow Together, we encourage people to meet mid-week in small groups for Bible study and prayer. We have a variety of different groups, and we try to make sure that everyone who wants to meet can do so, in a group they are comfortable with.

The leadership team continues to offer individual pastoral care provision as necessary. Across the church there is a strong caring ethos with people continuously looking out for one another.

#### CoffeeTots

Our CoffeeTots toddler group continues to run at full capacity, and currently has a waiting list of about 13. The group is for families with children aged between 0 and 4 and meets every Tuesday morning in the church hall. This provides an opportunity for parents and carers to meet in a safe space with a welcoming team that provides play activities for the children. We try to create and develop links with this group and the main church. The carers receive regular invites to relevant church events, such as the Christmas Carol service, as well as having their own special times at Harvest and Easter where the gospel is promoted (for example, the children are each given an Easter egg with a little booklet inside).

A few families have been out with the Wombles. We continue to put on special themed events during the year such as Christmas buffet or pancake day and the families had a special day out to a local farm in June.

### Church Events

This year has been quieter for church events. Highlights were Palm Sunday and Carol Service events held at Longwell Green School, and the Good Friday picnic at Willsbridge Mill. This included a treasure hunt and making paper boats, and was a great success with the CoffeeTot families.

### Comms and Social Media

We continue to connect with and publish events to the local community through our Facebook site and this year have restarted our Instagram feed. We have established a Friends of Mustard Tree email group for sending out news and event information to those who have expressed interest.

### Community

Every month, the church holds a 'Wombling' session where local people are invited to join members of the church in litter picking around the area, with an opportunity to socialise afterwards. This has continued to grow throughout the year with more people from the community helping out, including some of the Coffee Tots families and a few members of other local churches. Special wombling events were held at the Coronation and as part of our Harvest Hope weekend.

A new initiative this year was to provide Christmas presents for residents of some of our local care homes. This was a joint initiative with St Annes and UCLG churches. Members of the church congregations took away labels with particular present ideas, and these gifts were then collected together and distributed by the Mustard Tree.

We continue to provide short-term help in the form of pre-prepared meals ("Signature Dishes") for those in times of crisis e.g. bereavement, serious illness.

Early in the year we relaunched Parent Buddies in the church. This is a listening service for parents when they need someone to talk to, and provides another way in which we can support young families in the area. We now have 4 volunteers trained in listening skills and host training sessions at the Mustard Tree for other branches of Parent Buddies. We have had our first few referrals to the team, and the headteacher at Longwell Green school is keen to promote the service.

A number of members of the church are regularly involved at JUICE, a local Community Interest Company. Highlights of this during the year have included providing them with a harvest collection for their foodbank and delivering Christmas meals donated by a local farmer. We now also have a food box at church to collect food for Juice. Some members of the congregation give money for the leaders to buy things for Juice. One Home Group regularly supports a local needy family.

### Wider Charitable Support

For many years we have provided Christmas Shoeboxes through different charities, for distribution to those less fortunate than ourselves. This year we collaborated with a local school to provide shoe boxes to local families as well as sending some overseas.

This is in addition to the regular, monthly support the church provides to people who are homeless via our connection with the Bristol Soup Run Trust, preparing soup and sandwiches and delivering these to the homeless in Bristol.

We continue to actively support other local charities in Bristol in accordance with our charitable purposes. During the year we have reviewed the level of our external giving in line with our financial position. A key criterion for us in deciding which charities to support is whether we have a personal connection through members of the church, and an opportunity to be involved. As a result, we continue to support:

- Beloved – financial support for the charity, as well as hampers, cakes and Easter gifts for the women who the charity is supporting.
- InHope – financial support and practical involvement from individual church members.

Further afield, we continue to provide financial support for SaltMalawi, a registered charity working to relieve poverty and suffering, to enhance education and to advance the Christian faith in Malawi and Mozambique.

#### Working with other churches

We continue to develop and strengthen our relationship with the other churches in the area. Having an office at UCLG means we have forged good working relationships with Steve Britton (associate vicar) and Mark Nam (recent curate).

In conjunction with UCLG and St Annes we held a Harvest HOPE weekends as well as joint services at intervals throughout the year, such as for the Coronation.

At Harvest, the churches worked together to create posies for everyone in the local care homes that we support. Children at Longwell Green School made Hope booklets for each of the homes and collected food for Juice.

On Remembrance Sunday we joined the Remembrance parade and wreath-laying with the local churches in Warmley.

#### Working with the Aged

Our work with local care homes and assisted living complexes has expanded to include Collingwood and Avon Valley, in addition to Little Heath and Avonlea. We visit each once a month to lead a 30-minute session that includes hymns, the reading of some scripture and the leading of prayers. This is a collaborative effort between us, UCLG and St Annes, with 2 regular teams of volunteers, and is very much appreciated by the residents and staff.

In addition to these regular visits, we provide additional gifts and assistance on an occasional basis through the year, such as the Harvest and Christmas activities mentioned above.

#### Schools

We have a regular team who go into Longwell Green Primary School to deliver Bible-based assemblies. Malc (full-time paid leader) leads this team and uses his experience as a former teacher to develop a positive, working relationship with the school and create materials that fit around the school ethos and values. The team usually visit three times per term, and work with small groups of children in delivering a Bible story to the rest of the school. The story is made relevant to modern times and the children leave with a sense of how this applies to them today. The assemblies have been well received and are popular amongst the students. Joining together with two other local churches we have been able to supply Bibles for all Year 3 students.

At Christmas we were able to deliver the Christmas story in a simple, creative and fun way with Year 3 students using the Christmas in a Box resources developed by local charity Bristol Schools Connection. We followed this up by presenting Easter in a Box to Year 6, the resources again coming from Bristol Schools Connection.

Additionally, this year the school invited Malc to lead their Harvest festival and join the school trip as an adult helper.

In collaboration with Hanham Baptism, Hanham Methodist, UCLG and St Annes we purchased picture Bibles for Years 3 & 4 to use in school and gave Year 6 new Bibles to take home.

#### Footprints

Malc continues as chair of the Footprints pre-school, who meet in the church building three times per-week. Malc visits the pre-school every Wednesday afternoon and meets with the children, bringing a Christian story and games that fit around a theme. Malc also supports the staff and line-manages the leader of the organisation, providing oversight and supervision. He occasionally is asked to fill in for staff when they are off sick, and joins the school for trips. Two other church members are on the Footprints committee and the church regularly helps with Footprints' Fairs and supports their other fundraising events.

### Time 2 Talk

We continue to run occasional Time 2 Talk evenings, which are an opportunity for parents to come and discuss issues and problems with an Early Years specialist who is a member of the church. This is targeted at CoffeeTots and Footprints families (including grandparents). It is a safe space with no judgement where people can talk, and they come away supported and encouraged that they are not alone.

### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## **Section D**

## **Achievements and performance**

### **Summary of the main achievements of the charity during the year**

Continued to provide Sunday morning worship services at the Mustard Tree hall, streaming these services via YouTube for those unable to attend. Sunday Bible teaching programme designed to help develop people in their faith and discipleship; the programme has included outside speakers such as from Bristol Schools Connection and Open Doors, as well as notable calendar events like Harvest and the Coronation.

Established new Café Church format which allows for more interactive participation in the service.

Ran our first Alpha course in a number of years.

Renovated our baptistry, which we have subsequently used for two baptism services.

Pastoral Care provision as necessary.

CoffeeTots toddler group continues to run at full capacity with a substantial waiting list. CoffeeTots families are increasingly involved in church activities, such as the Wombles litter picking and an Easter picnic at Willsbridge Mill.

Continued to develop a strong working relationship with the other local churches. This is helped by us renting office space for our main leader at UCLG, the Anglican/Methodist church in Longwell Green.

In conjunction with the local churches provided support for residents of local care homes, and held joint services at intervals throughout the year, such as for the Coronation.

Planned and organised Palm Sunday and carol service events at Longwell Green School.

Continued to lead assemblies at the local primary school, with one-off special events such as Christmas in a Box and Easter in a Box. Purchased bibles for use in the school, in collaboration with other local churches.

Maintained link with Footprints pre-school, with members of the church on the committee (including the chair role) and strong support from the church for Footprints events such as their summer and Christmas fairs.

Continued the regular worship services at Little Heath care home and Avonlea assisted living complex and started up similar services at Collingwood and Avon Valley. These are run collaboratively with UCLG and St Annes churches.

**Brief statement of the charity's policy on reserves**

Stability of Income/Expenditure and its effect on reserves;

MTCC's income is derived mainly from its attendees. The attendees are diverse enough that it is unlikely that income would cease completely without a reasonable period of decline in which to manage the loss of income.

MTCC's expenditure is made up of four main elements; costs of activities, staff costs, support for external organisations, and building costs. The costs of activities are closely linked to the number of attendees, so they are not considered by the reserves policy. Staff costs and the support for external organisations are also linked to the number of attendees but less dynamically and therefore must be considered by the reserves policy. Building costs are mainly a fixed cost and reserves are required to cover major projects and unexpected bills.

**Reserves**

Definition: For MTCC purposes reserves refer to the amount of working capital available in the bank account and related investments. This reserves policy will be reviewed annually by the trustees.

Staff

To allow for notice periods and redundancy the required amount is £14,000.

External Organisations

MTCC has medium/long term commitments to external organisations. Reserves should be adequate to ensure that in the event of a loss of income 6 months' notice can be given before support is withdrawn. This is estimated to be £1,600.

Building

MTCC is responsible for maintaining the Mustard Tree building in a good state of repair in order to accommodate the activities that take place there. Routine maintenance costs are covered out of income. The flat roof was replaced in 2022. Reserves should be £3,000 to cover unexpected bills.

**Conclusion**

Reserves are held to cover;

1. A significant loss of income.
2. Emergency building work.

The likelihood that both events occur at the same time is remote. Therefore the agreed policy of the trustees is to keep reserves to cover the larger of these two items and hence £15,600 will be maintained.

**Details of any funds materially in deficit**

No funds are in deficit.

**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

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**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	R Hull	S Seymour
<b>Full name(s)</b>	Richard Hull	Stephen Seymour
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>	12.6.24	

**LONGWELL GREEN CHRISTIAN FELLOWSHIP**

England & Wales - Charity number 1003295

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# Accounts

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# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees

Longwell Green Christian Fellowship (Mustard Tree Community Church)

On accounts for the year ended

05 April 2023

Charity no  
(if any)

1003295

Set out on pages

1&2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*J Tett*

Date:

12/12/23

Name:

Joanna Tett ACA

Relevant professional qualification(s) or body (if any):

Chartered Accountant (ICAEW)

Address:

34 Cherington Road, Bristol BS10 5BJ

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**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Not applicable

# Trustees' Annual Report for the period

Period start date: From Day 05 Month 04 Year 2022 To Day 05 Month 04 Year 2023

## Section A

### Reference and administration details

Charity name: Longwell Green Christian Fellowship

Other names charity is known by: Mustard Tree Community Church (MTCC)

Registered charity number (if any): 1003295

Charity's principal address: The Mustard Tree  
Watsons Road  
Longwell Green, Bristol  
Postcode: BS30 9DW

#### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Stephen William Seymour	Chair		The recognised spiritual leaders of the church.
2 Jacqueline Schachner		6.4.22 – 6.11.22	The recognised spiritual leaders of the church.
3 Paul McCarthy	Secretary	6.4.22 – 6.11.22	The recognised spiritual leaders of the church.
4 Richard Hull	Treasurer		The recognised spiritual leaders of the church.
5 Peter Miles		6.11.22 – 5.4.23	The recognised spiritual leaders of the church.
6 Peter Miles	Secretary	26.1.23 – 5.4.23	The recognised spiritual leaders of the church.

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

## Section B

### Structure, governance and management

#### Description of the charity's trusts

Type of governing document	A trust deed, established in 1991.
How the charity is constituted	A trust governed by a trust deed.

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed by the recognised spiritual leaders of the church.

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

- (a) The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.
- (b) The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- (c) The advancement of education on the basis of Christian principles for persons of all ages.

In planning activities for the year, the trustees have had regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. All our charitable activities continue to focus on the advancement of the Christian faith and are undertaken to further our charitable purposes for the public benefit. As we would express it in terms of the Christian faith, we are seeking to connect with God, grow together, and change our world.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- (a) The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.

During this year we have continued to rebuild the sense of church community as more people return to Sunday morning services rather than watching online. This has helped to reconnect people with each other at a deeper level, with the benefits this brings. Services are still streamed via YouTube for those unable to attend on Sunday mornings.

The teaching programme itself has been designed to help develop people in their faith and discipleship, looking at topics such as resilience, lament, being equipped, poverty, why do we pray and sharing our faith. The programme has included outside speakers such as from Christians against Poverty, as well as notable calendar events like Harvest and the Platinum Jubilee.

#### Corporate Prayer

There continues to be a weekly day-time prayer meeting on Zoom which has a regular attendance. In addition to this we hold an evening prayer meeting once a month and have tried moving the time of this to make it easier for more people to attend.

### Pastoral Care

As part of our mission to Connect with God/Grow Together, we encourage people to meet mid-week in small groups for Bible study and prayer. During the Covid lockdown periods, participation in these groups dropped off due to the restriction of meeting online, and due to key people no longer being able to run groups. During this last year we merged and restarted some of the groups and made sure that everyone who wants to participate can do, in a group they are comfortable with.

The leadership team continues to offer individual pastoral care provision as necessary. Across the church there is a strong caring ethos with people continuously looking out for one another.

### CoffeeTots

Our CoffeeTots toddler group continues to run at full capacity and has a waiting list of about 12. The group is for families with children aged between 0 and 4 and meets every Tuesday morning in the church hall. This provides an opportunity for parents and carers to meet in a safe space with a welcoming team that provides play activities for the children. We try to create and develop links with this group and the main church. The carers receive regular invites to relevant church events, such as the Christmas Carol service, as well as having their own special times at Harvest and Easter where the gospel is promoted (for example, the children are each given an Easter egg with a little booklet inside). Several of the families joined us on the coach for our away day to St Fagan's and a few have been out with the "Wombles" litter picking. We have been introducing special themed events during the year such as Christmas buffet, pancake day and a Hawaiian Day during last summer's heatwave.

### Church Events

The church has held social events aimed at supporting other charities and engaging with the local community. This included the away day to St Fagan's and the Tearfund Big Quiz.

In the run up to Christmas we were invited by one of the local pubs to provide some carol singing one evening, which our brassy musicians accompanied merrily. Our main carol service was held again at Longwell Green School, with some last-minute rescheduling to avoid the World Cup final. In support of local NHS staff, we held an outdoor carol singing event in the car park of the local surgery. This was well-received by staff and patients.

- (b) The relief of persons who are in conditions of need, hardship or distress, or who are aged or sick.

### Community

Every month, the church holds a 'Wombling' session where local people are invited to join members of the church in litter picking around the area, with an opportunity to socialise afterwards. This has grown through the year with more people from the community helping out, including some of the CoffeeTots families. A few members of other local churches have been starting to join us.

Between December and January we ran a new winter support project to provide a warm space, free cooked meal, boardgames and puzzles, homework and reading support for families from Longwell Green Primary School. This was organised in consultation with the Headteacher at the school, who put us in contact with possible families to invite. The homework and reading support activities were provided by Malc (our full-time paid leader) who is a former primary-school teacher. Although uptake for this project was limited it was well-received by those who did come, and we intend to run something similar next winter.

We continue to provide short-term help in the form of pre-prepared meals ("Signature Dishes") for those in times of crisis e.g. bereavement, serious illness.

A number of members of the church are regularly involved at JUICE, a local Community Interest Company. Highlights of this during the year have included providing them with a harvest collection for their foodbank and delivering

Christmas meals donated by a local farmer.

#### Wider Charitable Support

For many years we have provided Christmas Shoeboxes in support of different projects for distribution to those less fortunate than ourselves. In September we reinstated this, sending filled shoeboxes to Eastern Europe through the Link to Hope charity.

This is in addition to the regular, monthly support the church provides to people who are homeless via our connection with the Bristol Soup Run Trust preparing soup and sandwiches and delivering these to the homeless in Bristol.

We continue to actively support other local charities in Bristol in accordance with our charitable purposes, notably:

- Bristol International Student Centre – financial support and help with welcome meals for international students.
- Beloved – financial support for the charity, as well as hampers, cakes and Easter gifts for the women who the charity is supporting.
- InHope – financial support and practical involvement from individual church members.
- One25 – financial support.

In addition to which, we continue to provide financial support for SaltMalawi, a registered charity working to relieve poverty and suffering, to enhance education and to advance the Christian faith in Malawi and Mozambique.

#### Working with other churches

We continue to develop and strengthen our relationship with the other churches in the area. Having an office at United Church Longwell Green (UCLG) means we have forged good working relationships with Steve Brittan (associate vicar) and Mark Nam (recent curate).

In conjunction with UCLG and St Annes we have organised two HOPE weekends (social action events) and we held joint services at intervals throughout the year, such as for the Platinum Jubilee.

The first HOPE event was held in May, where joint-church teams carried out gardening and decorating projects at various homes identified by one of the local housing associations, Bromford Group.

Following this success, we held a "Harvest HOPE" in the Autumn which included further gardening projects for Bromford residents. For Harvest, CoffeeTots, Footprints and Krash (UCLG) painted plant pots for Little Heath care home and the children at Longwell Green school made booklets and collected food hampers to be distributed to families via JUICE.

#### Working with the Aged

In May we were contacted by Little Heath Care Home in Cadbury Heath, inviting us to come in and do a 30-minute session that would involve the singing of hymns, the reading of some scripture and the leading of prayers. This really took off, as a collaborative effort between us, UCLG and St Annes, and is very much appreciated by the residents and staff. Highlights during the year have included taking the residents out to a communion service at UCLG and helping to facilitate a wedding for one of the residents!

Alongside this we have a second joint-church team running a similar event at Avonlea assisted living complex. This restarts our old Tea @ 3 at Avonlea services that had stopped during lockdown.

(c) The advancement of education on the basis of Christian principles for persons of all ages.

We have a regular team who go into Longwell Green Primary School to deliver Bible-based assemblies. Malc leads this team and uses his experience as a former teacher to develop a very positive, working relationship with the school and create materials that fit around the school ethos and values. The team visit

roughly three times per term, and work with small groups of children in delivering a Bible story to the rest of the school. The story is made relevant to modern times and the children leave with a sense of how this applies to them today. The assemblies have been well received and are popular amongst the students. Joining together with two other local churches we have been able to supply Bibles for all Year 3 students.

At Christmas we were able to deliver the Christmas story in a simple, creative and fun way with Year 3 students using the Christmas in a Box resources developed by local charity Bristol Schools Connection. This was very well received by the school who invited us to follow it up by presenting Easter in a Box to Year 6, the resources again coming from Bristol Schools Connection.

Malc continues as chair of the Footprints pre-school, who meet in the church building three times per-week. Malc visits the pre-school every Wednesday afternoon and meets with the children, bringing a Christian story and games that fit around a theme. Malc also supports the staff and line-manages the leader of the organisation, providing oversight and supervision. This year he has also helped support them through their Ofsted inspection.

We have been able to re-start Time 2 Talk, which is an opportunity for parents to come and discuss issues and problems with an Early Years specialist who is a member of the church. This is targeted at CoffeeTots and Footprints families (including grandparents) and has run twice during the year.

### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Rebuilt the sense of church community as people continue to return to Sunday morning services rather than watching online. Services are still streamed via YouTube for those unable to attend.

Refreshed the small groups that meet mid-week for Bible study and prayer to make sure that everyone who wants to participate can do, in a group they are comfortable with.

Sunday Bible teaching programme designed to help develop people in their faith and discipleship; the programme has included outside speakers such as from Christians against Poverty, as well as notable calendar events like Harvest and the Platinum Jubilee.

Pastoral Care provision as necessary.

CoffeeTots toddler group continues to run at full capacity with a substantial waiting list. CoffeeTots families are increasingly involved in church activities, such as the church away day and the Wombles litter picking.

Continued to develop a strong working relationship with the other local churches. This is helped by us renting office space for our main leader at UCLG, the Anglican/Methodist church in Longwell Green. In conjunction with the local churches planned 2 HOPE weekends (social action events) and held joint services at intervals throughout the year, such as for the Platinum Jubilee.

## Section D

## Achievements and performance

Planned and organised a carol service at Longwell Green School. Organised carol singing event at the invitation of one of the local pubs and carols for carers event in the car park of the local surgery.

Expanded our school assemblies team and the frequency with which they visit the local school. Provided additional one-off events for the school such as "Christmas in a Box".

Maintained links with Footprints pre-school, with members of the church on the committee (including the chair role) and strong support from the church for Footprints events such as their summer and Christmas fairs.

Established regular worship services at Little Heath care home and Avonlea assisted living complex. These are run collaboratively with UCLG and St Annes churches.

Worked with JUICE (local Community Interest Company) and Bromford Group (social housing) on several projects.

Ran a Warm Spaces initiative one evening a week from mid-December to January.

Held several social events, including an away day to St Fagan's and the Tearfund Big Quiz.

Continued to develop Mustard Tree Wombles regular litter-picking activity.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Stability of Income/Expenditure and its effect on reserves;

MTCC's income is derived mainly from its attendees. The attendees are diverse enough that it is unlikely that income would cease completely without a reasonable period of decline in which to manage the loss of income.

MTCC's expenditure is made up of four main elements; costs of activities, staff costs, support for external organisations, and building costs. The costs of activities are closely linked to the number of attendees, so they are not considered by the reserves policy. Staff costs and the support for external organisations are also linked to the number of attendees but less dynamically and therefore must be considered by the reserves policy. Building costs are mainly a fixed cost and reserves are required to cover major projects and unexpected bills.

#### **Reserves**

Definition: For MTCC purposes reserves refer to the amount of working capital available in the bank account and related investments. This reserves policy will be reviewed annually by the trustees.

#### Staff

To allow for notice periods and redundancy the required amount is £12,400.

#### External Organisations

MTCC has medium/long term commitments to external organisations. Reserves should be adequate to ensure that in the event of a loss of income 6 months' notice can be given before support is withdrawn. This is estimated to be £1,600.

#### Building

MTCC is responsible for maintaining the Mustard Tree building in a good state of repair in order to accommodate the activities that take place there. Routine maintenance costs are covered out of income. The flat roof was replaced in 2022. Reserves should be £3,000 to cover unexpected bills.

#### Conclusion

Reserves are held to cover;

1. A significant loss of income.
2. Emergency building work.

The likelihood that both events occur at the same time is remote. Therefore the agreed policy of the trustees is to keep reserves to cover the larger of these two

items and hence £14,000 will be maintained.

**Details of any funds materially in deficit**

No funds are in deficit.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:


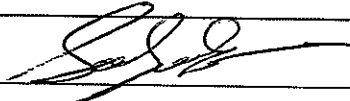
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Richard Hull	Stephen Seymour
Position (eg Secretary, Chair, etc)	Treasurer	Chair

Date 7/9/2023





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Longwell Green Christian Fellowship  
(Mustard Tree Community Church)

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	6.4.22		5.4.23

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
coffeetots		1,118	-	1,118	364
tax efficient giving (Restricted funds; Shoe boxes)	36,710	331	-	37,041	40,160
tax reclaims	10,379		-	10,379	9,745
Gift Aid Small Donations Scheme	-		-	-	138
bank interest	29		-	29	-
other giving (Restricted funds; Shoe boxes)	4,990	173	-	5,163	7,553
other income (Restricted funds; St Fagans outreach event)	299	266	-	565	140
Adjustment on petty cash			-	-	-
rent from Footprints (for property not owned by the charity)	3,743		-	3,743	950
<b>Sub total (Gross income for AR)</b>	<b>56,150</b>	<b>1,888</b>	<b>-</b>	<b>58,038</b>	<b>59,052</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>56,150</b>	<b>1,888</b>	<b>-</b>	<b>58,038</b>	<b>59,052</b>

**A3 Payments**

bank charges	84	-	-	84	84
carol service	211	-	-	211	331
Literature & printing / books	-	-	-	-	29
Literature & printing; advertising	93	-	-	93	66
Internet	182	-	-	182	300
catering (general)	834	-	-	834	594
child protection / legal	169	-	-	169	129
childrens' work	-	-	-	-	105
Footprints / outreach	143	-	-	143	175
Meals gifted (signature dishes)	222	-	-	222	-
coffeetots	-	897	-	897	415
Christmas & Easter in a box	411	-	-	411	-
external giving	7,911	-	-	7,911	8,530
soup run	339	-	-	339	215
gifts	25	-	-	25	-
HOPE	220	-	-	220	-
Sunday services	43	-	-	43	-
health & safety (service fire extinguishers)	226	-	-	226	195
Shoe boxes	78	504	-	582	-
insurance	1,096	-	-	1,096	1,028
music	535	-	-	535	2,621
Winter Support meals	116	-	-	116	-
St Fagans outreach event	329	266	-	595	-
repairs / improvements for building / contents	4,683	-	-	4,683	2,403
speakers gifts / expenses	625	-	-	625	615
stationery / office	2,084	-	-	2,084	1,899
subscription to Bristol Evangelical Alliance	20	-	-	20	-
training	667	-	-	667	923
utilities (electric £3856 water £106)	3,962	-	-	3,962	4,433
pension	2,144	-	-	2,144	1,868
wages	35,983	-	-	35,983	34,078
<b>Sub total</b>	<b>63,435</b>	<b>1,667</b>	<b>-</b>	<b>65,102</b>	<b>61,036</b>

**A4 Asset and investment purchases, (see table)**

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Total payments**      **63,435**      **1,667**      **-**      **65,102**      **61,036**

**Net of receipts/(payments)**      **- 7,285**      **221**      **-**      **- 7,064**      **- 1,984**

**A5 Transfers between funds**      **-**      **-**      **-**      **-**      **-**

**A6 Cash funds last year end**      **27,101**      **5,178**      **-**      **32,279**      **34,263**

**Cash funds this year end**      **19,816**      **5,399**      **-**      **25,215**      **32,279**

The trustees have not received any expenses. Expenses do not include purchases made on behalf of the charity for which a trustee is then reimbursed.

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CoffeeTots		397	-
	current	3,350	-	-
	savings	16,466	5,002	-
	<b>Total cash funds</b>	<b>19,816</b>	<b>5,399</b>	<b>-</b>

(agree balances with receipts and payments account(s))

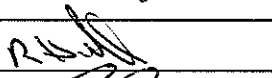
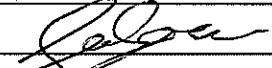
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Gift aid claim	9,260	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	fixtures & fittings, P.A. equipment and office equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	tax & NI (January to March)	unrestricted		April
	pension (March)	unrestricted		April
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Richard Hull	7/9/2023
	Stephen Seymour	7/9/2023



**LONGWELL GREEN CHRISTIAN FELLOWSHIP**

England & Wales - Charity number 1003295

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# Accounts

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# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	Day 06	Month 04	Year 2021	<b>To</b>	Day 05	Month 04	Year 2022

## Section A Reference and administration details

**Charity name** Longwell Green Christian Fellowship

**Other names charity is known by** Mustard Tree Community Church (MTCC)

**Registered charity number (if any)** 1003295

**Charity's principal address**

The Mustard Tree
Watsons Road
Longwell Green, Bristol
<b>Postcode</b> BS30 9DW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen William Seymour	Chair		The recognised spiritual leaders of the church.
2	Jacqueline Schachner			The recognised spiritual leaders of the church.
3	Paul McCarthy	Secretary		The recognised spiritual leaders of the church.
4	Richard Hull	Treasurer		The recognised spiritual leaders of the church.

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document <small>(eg. trust deed, articles of association)</small>	A trust deed, established in 1991.
How the charity is constituted <small>(eg. trust, association, company)</small>	A trust governed by a trust deed.
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Trustees are appointed by the recognised spiritual leaders of the church.

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

- (a) The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.
- (b) The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- (c) The advancement of education on the basis of Christian principles for persons of all ages.

In planning activities for the year, the trustees have had regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

All our charitable activities continue to focus on the advancement of the Christian faith and are undertaken to further our charitable purposes for the public benefit. As we would express it in terms of the Christian faith, we are seeking to connect with God, grow together, and change our world.

At the start of the time period for this report, the church was solely meeting on Zoom, with little or no actual face-to-face contact for the congregation. This was beginning to have a noticeable effect on the well-being of some members, and so we decided, within government guidelines, to return to having services in our building from September onwards. The impact of this has been a reconnection for people with each other at a deeper level, with the benefits this brings.

Because some were reluctant, or unable to return to the building, we continued to maintain an online presence which allowed for members to both view the services and interact with others.

The services themselves have been tailored to the needs of the congregation, with gentle themes that promote the Christian faith but also with a sense of coming together and re-establishing things once more.

From January onwards, the teaching programme centred on encouraging members to re-engage with activities and to grow as disciples of Jesus. We had several outside speakers who came and shared their testimonies, as well as bible-based teaching aimed at developing an understanding of what it means to follow Christ.

As a result of returning to the church building, we were able to start running CoffeeTots again, which had been limited to informal gatherings in a local park throughout the pandemic. CoffeeTots is a toddler group for families with children aged between 0 and 4 which meets every Tuesday morning in the church hall. This provides an opportunity for parents and carers to meet in a safe space with a welcoming team that provides play activities for the children. The group has

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

grown to full capacity since returning in September and has a waiting list. We try to create and develop links with this group and the main church. The carers receive regular invites to relevant church events, such as the Christmas Carol service, as well as having their own special times at Harvest and Easter where the gospel is promoted (for example, the children are each given an Easter egg with a little booklet inside). Six of the CoffeeTots families also hosted placards for the Easter Trail which ran again this year.

Since September, a team of three have been going into Longwell Green Primary School to deliver bible-based assemblies. Malc (full-time paid leader) has led this team and used his experience as a former teacher to develop a very positive, working relationship with the school and create materials that fitted around the school ethos and values. The team visit roughly three times per term, and work with small groups of children in delivering a bible-story to the rest of the school. The story is made relevant to modern times and the children leave with a sense of how this applies to them today. The assemblies have been well received and are popular amongst the students.

The church has created a link with the group Encounter, who deliver Christian based RE lessons in the school and who asked if we would like to be involved. One of our members has joined the team that regularly visits.

At the start of the academic year, Malc became the chair of the Footprints pre-school, who meet in the church building three times per-week. Malc visits the pre-school every Wednesday afternoon and meets with the children, bringing a Christian story and games that fit around a theme. Malc also supports the staff and line-manages the leader of the organisation, providing oversight and supervision.

On two occasions, the church was contacted directly by South Gloucestershire Council to see if we could help with cases where people were in desperate need of help. On both occasions, the church was able to provide resources that alleviated the hardship these people were facing. This was in addition to the regular, monthly support the church provides to people who are homeless via our connection with the Bristol Soup Run Trust preparing soup and sandwiches and delivering these to the homeless in Bristol.

We continue to actively support other local charities in Bristol in accordance with our charitable purposes, notably:

- Bristol International Student Centre – financial support and help with welcome meals for international students.
- Beloved – financial support for the charity, as well as hampers, cakes and Easter gifts for the women who the charity is supporting.

In addition to which, we continue to provide financial support for SaltMalawi, a registered charity working to relieve poverty and suffering, to enhance education and to advance the Christian faith in Malawi and Mozambique.

We continue to develop and strengthen our relationship with the other churches in the area. In November, three churches collaborated on a climate-action Sunday which involved contacting a local commercial business, South Gloucestershire Council and our MP, to elicit a response to concerns we have over the use of packaging. Their respective views were presented at the service, along with ideas of what we can further do to promote the well-being of the planet in line with a biblical view of our responsibility to care for the natural world.

In November, the leaders and trustees attended a successful vision day where it was decided to focus on three, core strands going forward: growing as disciples, prayer and outreach to young families. Each strand has been developed to include different phases that span several years, so that each activity we undertake fits within our vision. This has been communicated to the wider church and members have had an opportunity to feedback and contribute to the development plan.

The church has also held social events aimed at supporting other charities and engaging with the local community. This includes a 'Beetle-Drive' women's evening and a Tear-Fund Quiz night.

Every month, the church holds a 'Wombling' session where local people are invited to join members of the church in litter picking around the area. This



activity resulted in the church receiving an award from South Gloucestershire Council.

### Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

### Achievements and performance

#### Summary of the main achievements of the charity during the year

Return to the church building after COVID pandemic and lock-down.  
Transition of leadership team to a permanent core team of five, with a new, full-time paid leader.  
Re-organised worship teams and brought in new tech-worship to compensate for limited worship team numbers.  
Teaching team planned programmes to encourage and support members returning from lockdown, including outside speakers and events like Harvest and Climate Sunday.  
Improved communication within the church with weekly newsletter (Tree Life) and clear Sunday schedule for all those taking part.  
Re-established CoffeeTots toddler group and increased the size of the group to full capacity.  
Held a successful vision day which led to the creation of a development plan along three core-strands.  
Established an office at UCLG, the Anglican/Methodist church in Longwell Green. This has led to a stronger, working relationship with the other church leaders.  
Developed these links with UCLG; supported their vision day, co-led climate Sunday and planned HOPE (weekend of social action) together.  
Raised profile of the church in the area: advertising on Facebook, article in local newspaper, links with outside agencies.  
Planned and organised a carol service at Longwell Green School.  
Established a new assembly team and structure with the support of the local headteacher.  
Maintained link with Footprints pre-school, with members of the church on the committee (including the chair role) and regular supervision of the main leader.  
Pastoral Care provision as necessary.  
Worked with JUICE (local Community Interest Company), Bromford Group (social housing) and Probation Service in South Gloucestershire on several projects.  
Held several social events, including regular litter-picking activity.

## Section E

### Financial review

#### Brief statement of the charity's policy on reserves

Stability of Income/Expenditure and its effect on reserves;  
MTCC's income is derived mainly from its attendees. The attendees are diverse enough that it is unlikely that income would cease completely without a reasonable period of decline in which to manage the loss of income.  
MTCC's expenditure is made up of four main elements; costs of activities, staff

costs, support for external organisations, and building costs. The costs of activities are closely linked to the number of attendees, so they are not considered by the reserves policy. Staff costs and the support for external organisations are also linked to the number of attendees but less dynamically and therefore must be considered by the reserves policy. Building costs are mainly a fixed cost and reserves are required to cover major projects and unexpected bills.

#### **Reserves**

Definition: For MTCC purposes reserves refer to the amount of working capital available in the bank account and related investments. This reserves policy will be reviewed annually by the trustees.

#### Staff

To allow for notice periods and redundancy the required amount is less than £1,500.

#### External Organisations

MTCC has medium/long term commitments to external organisations. Reserves should be adequate to ensure that in the event of a loss of income 6 months' notice can be given before support is withdrawn. This is estimated to be £4,000.

#### Building

MTCC is responsible for maintaining the Mustard Tree building in a good state of repair in order to accommodate the activities that take place there. Routine maintenance costs are covered out of income but it has been identified that the flat roof needs to be replaced and reserves should be £7,000 to cover the cost.

#### Conclusion

Reserves are held to cover;

1. A significant loss of income.
2. Emergency building work.

The likelihood that both events occur at the same time is remote. Therefore, the agreed policy of the trustees is to keep reserves to cover the larger of these two items and hence £7,000 will be maintained.

#### **Details of any funds materially in deficit**

No funds are in deficit.

#### **Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.


## **Section F**

## **Other optional information**

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		Signed off by email
Full name(s)	Richard Hull	Stephen Seymour
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	28.12.22	

# Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

Longwell Green Christian Fellowship

On accounts for the year  
ended

05 April 2022

Charity no  
(if any)

1003295

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 5 April 2022.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

*J Tett*

Date:

22/11/22

Name:

Joanna Tett

Relevant professional  
qualification(s) or body  
(if any):

ACA

Address:

34 Cherington Road

Bristol

BS10 5BJ

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Not applicable.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Longwell Green Christian Fellowship (Mustard Tree Community Church)	No (if any) 11003296
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CC16a

## Receipts and payments accounts

For the period from	6.4.21	To	5.4.22
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
coffeetots	364		-	364	34
tax efficient giving (Restricted funds; Bristol Hospitality Network)	40,110	50	-	40,160	39,103
tax reclaims	9,745		-	9,745	10,930
Gift Aid Small Donations Scheme (Restricted funds; BHN)	14	124	-	138	-
Golden blend	-		-	-	48
bank interest	2		-	2	6
other giving (Restricted funds; BHN)	7,483	70	-	7,553	8,650
bank transfer in error from a church attendee	-		-	-	620
other income	140		-	140	-
Adjustment on petty cash	-		-	-	1
Youth	-		-	-	-
rent from Footprints (for property not owned by the charity)	950		-	950	1,760
<b>Sub total (Gross income for AR)</b>	<b>58,808</b>	<b>244</b>	<b>-</b>	<b>59,052</b>	<b>61,152</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>58,808</b>	<b>244</b>	<b>-</b>	<b>59,052</b>	<b>61,152</b>

### A3 Payments

bank charges	84	-	-	84	81
carol service	331	-	-	331	-
Literature & printing / books	29	-	-	29	-
Literature & printing; advertising	66	-	-	66	305
Internet & Zoom	300	-	-	300	120
catering (general)	594	-	-	594	423
child protection / legal	129	-	-	129	129
childrens' work	105	-	-	105	92
Footprints / outreach	175	-	-	175	73
City Fellowship	-	-	-	-	780
coffeetots	415	-	-	415	68
Juice Foodbank	-	-	-	-	420
Refund of bank transfer made in error by a church attendee	-	-	-	-	620
external giving (restricted; £244 BHN £300 YWAM)	7,986	544	-	8,530	7,686
soup run	215	-	-	215	259
gifts	-	-	-	-	259
golden blend	-	-	-	-	38
health & safety (service fire extinguishers)	195	-	-	195	67
insurance	1,028	-	-	1,028	995
music	2,621	-	-	2,621	567
Parent buddies	-	-	-	-	100
repairs	2,403	-	-	2,403	1,204
speakers / worship leaders	615	-	-	615	150
stationery / office	1,899	-	-	1,899	423
subscription to Bristol Evangelical Alliance (direct debit to be set up for 2022 / 23)	-	-	-	-	60
training	923	-	-	923	468
utilities (electric £4328 water £105)	4,433	-	-	4,433	3,074
pension	1,868	-	-	1,868	2,027
wages	34,078	-	-	34,078	33,850
Refund of rent to Footprints	-	-	-	-	190
<b>Sub total</b>	<b>60,492</b>	<b>544</b>	<b>-</b>	<b>61,036</b>	<b>54,528</b>

### A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>60,492</b>	<b>544</b>	<b>-</b>	<b>61,036</b>	<b>54,528</b>
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<b>Net of receipts/(payments)</b>	<b>- 1,684</b>	<b>- 300</b>	<b>-</b>	<b>- 1,984</b>	<b>6,624</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,785	5,478	-	34,263	27,639
<b>Cash funds this year end</b>	<b>27,101</b>	<b>5,178</b>	<b>-</b>	<b>32,279</b>	<b>34,263</b>

The trustees have not received any expenses. Expenses do not include purchases made on behalf of the charity for which a trustee is then reimbursed.

**Section B Statement of assets and**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	petty cash £11 + CoffeeTots £31	42	-	-
	current	3,350	-	-
	savings (£)	23,709	5,178	-
	<b>Total cash funds</b>	<b>27,101</b>	<b>5,178</b>	<b>-</b>
(agree balances with receipts and payments account(s))				

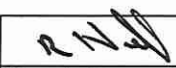
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Gift aid claim		-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	fixtures & fittings, P.A. equipment and office equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	tax & NI (Jan - Mch 2022)	unrestricted		April
	pension (Mch 2022)	unrestricted		April
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Richard Hull	28.12.22
Signed off by email	Stephen Seymour	28.12.22

**LONGWELL GREEN CHRISTIAN FELLOWSHIP**

England & Wales - Charity number 1003295

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# Accounts

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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Longwell Green Christian Fellowship

On accounts for the year  
ended

05 April 2021

Charity no  
(if any)

1003295

Set out on pages

1 to 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 24/11/21

Name: Joanna Tett

Relevant professional  
qualification(s) or body  
(if any):

Institute of Chartered Accountants in England and Wales

Address: 34 Cherington Road

Bristol BS10 5BJ



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Longwell Green Christian Fellowship  
(Mustard Tree Community Church)

No (if any)  
1003295

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	6.4.20		5.4.21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
coffeetots	34			34	565
tax efficient giving	39,103		-	39,103	46,950
tax reclaims	10,930		-	10,930	12,265
Gift Aid Small Donations Scheme (GASDS)	-		-	-	211
Golden blend	48		-	48	297
HOPE	-		-	-	167
bank interest	6		-	6	9
other giving (Restricted funds; Juice Foodbank)	8,230	420	-	8,650	6,227
bank transfer in error from a church attendee	-	620	-	620	-
other income	-		-	-	985
Adjustment on petty cash	1		-	1	1
Youth	-		-	-	23
rent from Footprints (for property not owned by the charity)	1,760		-	1,760	2,185
<b>Sub total (Gross income for AR)</b>	<b>60,112</b>	<b>1,040</b>	<b>-</b>	<b>61,152</b>	<b>69,885</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>60,112</b>	<b>1,040</b>	<b>-</b>	<b>61,152</b>	<b>69,885</b>

**A3 Payments**

bank charges	81	-	-	81	82
books - It's your move	-	-	-	-	460
Literature & printing; advertising	305	-	-	305	1,204
Internet & Zoom	120	-	-	120	280
catering (general)	423	-	-	423	1,395
child protection / legal	129	-	-	129	144
childrens' work	92	-	-	92	66
Footprints / outreach	73	-	-	73	-
City Fellowship	780	-	-	780	720
coffeetots	68	-	-	68	236
Juice Foodbank		420	-	420	-
Refund of bank transfer made in error by a church attendee		620	-	620	-
external giving	7,686	-	-	7,686	8,745
in Hope Bristol	-	-	-	-	230
soup run	259	-	-	259	620
gifts	259	-	-	259	171
golden blend	38	-	-	38	73
health & safety (service fire extinguishers)	67	-	-	67	43
HOPE	-	-	-	-	285
insurance	995	-	-	995	944
messy church	-	-	-	-	200
music	567	-	-	567	925
Parent buddies	100	-	-	100	-
rent	-	-	-	-	3,963
repairs	1,204	-	-	1,204	10,160
speakers expenses	150	-	-	150	906
stationery / office	423	-	-	423	811
subscription to Bristol Evangelical Alliance	60	-	-	60	60
training	468	-	-	468	700
utilities (electric £2976 water £98.03)	3,074	-	-	3,074	4,931
pension	2,027	-	-	2,027	1,919
wages	33,850	-	-	33,850	33,123
Refund of rent to Footprints	190	-	-	190	-
<b>Sub total</b>	<b>53,488</b>	<b>1,040</b>	<b>-</b>	<b>54,528</b>	<b>73,396</b>

**A4 Asset and investment purchases, (see table)**

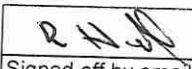
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>53,488</b>	<b>1,040</b>	<b>-</b>	<b>54,528</b>	<b>73,396</b>
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<b>Net of receipts/(payments)</b>	<b>6,624</b>	<b>-</b>	<b>-</b>	<b>6,624</b>	<b>3,511</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>22,161</b>	<b>5,478</b>	<b>-</b>	<b>27,639</b>	<b>31,150</b>
<b>Cash funds this year end</b>	<b>28,785</b>	<b>5,478</b>	<b>-</b>	<b>34,263</b>	<b>27,639</b>

The trustees have not received any expenses. Expenses do not include purchases made on behalf of the charity for which a trustee is then reimbursed.

# Section B Statement

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	petty cash	11	-	-
	current	3,350	-	-
	savings (£)	25,424	5,478	-
	<b>Total cash funds</b>	<b>28,785</b>	<b>5,478</b>	-
	(agree balances with receipts and payments account(s))			
		OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets	Details			
	Gift aid claim	9,405	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details		Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	fixtures & fittings, P.A. equipment and office equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	tax & NI (Jan - Mch 2021)	unrestricted		April
	pension (Mch 2021)	unrestricted		April
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
	Signature	Print Name	Date of approval	
		Richard Hull	08/07/2021	
	Signed off by email.	Stephen Seymour	05/07/2021	



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 06	Month 04	Year 2020		Day 05	Month 04	Year 2021

## Section A Reference and administration details

Charity name

Longwell Green Christian Fellowship

Other names charity is known by

Mustard Tree Community Church (MTCC)

Registered charity number (if any)

1003295

Charity's principal address

The Mustard Tree

Watsons Road

Longwell Green, Bristol

Postcode

BS30 9DW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen William Seymour	Chair		The recognised spiritual leaders of the church.
2	Jacqueline Schachner			The recognised spiritual leaders of the church.
3	Richard Hull	Secretary	6.4.20 – 12.7.20	The recognised spiritual leaders of the church.
4	Paul McCarthy	Secretary	13.7.20 – 5.4.21	The recognised spiritual leaders of the church.
5	Paul McCarthy			The recognised spiritual leaders of the church.
6	Richard Hull	Treasurer		The recognised spiritual leaders of the church.

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)

A trust deed, established in 1991.

How the charity is constituted

A trust governed by a trust deed.

(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed by the recognised spiritual leaders of the church.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

- (a) The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.
- (b) The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- (c) The advancement of education on the basis of Christian principles for persons of all ages.

In planning activities for the year, the trustees have had regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

All our charitable activities continue to focus on the advancement of the Christian faith and are undertaken to further our charitable purposes for the public benefit. As we would express it in terms of the Christian faith, we are seeking to connect with God, grow together, and change our world.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Regular church activities have continued throughout the year as follows:

**(a) Worship and the advancement of faith**

Sunday morning meetings are the times when we provide the opportunity to go deeper with God through teaching, corporate prayer & worship. We have received sound Bible teaching from a wide variety of outside speakers as well as those from within the Mustard Tree Community Church. We have explored different ways of leading singing through Zoom: using online resources, using an app (Trackd) which allowed us to record voices and instruments from our own homes, to finally leading live worship from our building in COVID secure means. This year we have not been able to 'worship' with other churches, either through our HOPE community initiative, or through a joint Harvest service etc. We are in close communication with the leaders of the local churches, and we are working towards a combined service of some sort as restrictions lift.

The small groups (mid-week), have struggled throughout the pandemic. The Bible study has kept meeting fortnightly, through zoom, and that's been very helpful to those who attend, but numbers have halved. Another mid-week group continued to meet through zoom, and other groups keep in touch regularly through WhatsApp by way of support.

Twice this year we have set up a 'COVID care team' - which consisted of a small group of us, committing to contacting members of the church to hear how they are and support them during this time. There have also been various craft ideas that have been given out to every member of the church as a way of encouraging them and helping them not to feel isolated or forgotten. This happened in April, November, at Christmas, and in February. Despite not being able to hold the annual 'carol service' for the community, we were able to hold one on Zoom. At Christmas we hand-painted 24 signs which tell the nativity story, and put these in front gardens around the community. Then we uploaded a map and encouraged the community to search for the signs, and watch the videos that were accessed from a QR code on each sign. We did this again for Easter with 15 signs making an Easter Trail.

**(b) Relief of need**

Our activities in this area can be grouped into two categories:

1. Good News Action - local activities to support the community in Longwell Green.
2. Mission – support for organisations in the wider Bristol area, nationally, or overseas, who share our objectives and values. We continue to review the support that we provide to other external organisations.

This year the main activities have largely been curtailed by the pandemic. However, some work has been able to go ahead:

- The Soup Run: in July somebody who had volunteered with the Soup Run, stepped up to lead it, following COVID guidelines, and that monthly service has been greatly needed as there are still large numbers of homeless people in Bristol.
- Toddler group: In June we contacted the large numbers of parents and toddlers who'd enjoyed our weekly group, and decided to launch an online CoffeeTots. This was well received, was supported by starting a WhatsApp group, and children have enjoyed the songs and stories. We also 'met' online as adults at times to enjoy a quiz and time together.
- Working with other churches, we re-started the primary school assembly work that we were doing pre-COVID. It had been a fortnightly assembly in one primary school. Now we meet on zoom, record it, edit it with the help of a video editor who lives in Madagascar, and send that assembly out to 10 primary schools, fortnightly. The feedback we have had from head teachers, children and teachers has been very positive.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

**Covid-19 Response**

The outbreak of Covid-19 and associated guidance from the government for social distancing and the suspension of public meetings has had a considerable impact on the activities that we can carry out and the way that church operates. Our normal community activities have been greatly affected: our coffee morning for the over 50s has been stopped, as has our monthly Christian service in sheltered accommodation, Tea@3 and our free cafe on a Sunday morning. However, our parent toddler club, Coffee Tots, started up online (Zoom) in June and has been successfully running weekly if with reduced numbers. In July we started up school assemblies online, recording through Zoom, editing and sending out fortnightly assemblies to 10 local primary schools. The monthly Soup Run initially was cancelled, but it too started up again in the summer and

has been running under government guidelines.

Sunday morning services and Sunday evening prayer meetings have been replaced with online meetings hosted via Zoom, with the main Sunday service also streamed live on Facebook. In addition we have established 2 further Zoom prayer meetings during the week which have served as a lifeline for some who have felt isolated.

Within the community of the church we have strengthened the pastoral care that we offer, with a team dedicated to keeping in contact with all regular attendees during the lockdown. A similar initiative was used again in November, and in the January/February lockdowns.

As the government roadmap for emerging from COVID restrictions allows, we are beginning to explore hybrid formats whereby in-person gatherings are possible under strict adherence to guidelines, but an online service is maintained. We continue to develop and improve the ways in which we can support one another and our local community in faith and hope.

#### Main Achievements

1. The core leadership team (CLT) remained a team of 3 until quite recently when some significant changes have been made. The changes were precipitated by the main leader John Mark Molyneux, employed full-time by this charity, announcing his decision to conclude his work here and move into a different career. He gave 3 months notice, starting March 1st, and therefore the church has entered a period where they are exploring and discussing the priorities for the best way forward. The other significant change has been that the group, who supported the core leadership, has joined with the core leadership to form one team for this time period. Hence the leadership team is now 6, and will be 5 when John Mark steps down.
2. Because of restrictions due to the pandemic, we have worked to maintain a 'live gathering' feel to our online meetings. Hence our Sunday services have not been pre-recorded, but rather 'live' on zoom, broadcast out through Facebook live. While this carries real challenges from a technological point of view, it has maintained that feeling of genuinely 'meeting' and being 'together'. Hence our numbers have not reduced much, and our services are accessible and enjoyed by a far wider audience through Facebook.
3. A significant contribution to the well-being of members who attend, has been the twice weekly Zoom prayer meetings hosted by a couple within the church. These have served as a place where people can share, feel heard and supported, and actively deal with anxieties we are naturally experiencing, through praying about things. For the 6-10 people who attend, this has been a lifeline.

#### Conclusion

We thank God that He is at work in us, and through us. The church is active in many areas, which is only possible because of the continuing commitment of many volunteers from the church, and often their friends and family as well. In March, when our employed leader announced his decision to step down, and when Lockdown came to an end, we found real encouragement from the Bible's account of how the Israelites re-built their city walls, temple and life together. We anticipated the importance of this by initiating 21 days of prayer at the start of Lent. This prayer initiative meant each day we were praying for between 2 and 4 church members. That initiative concluded with an evening of prayer (on Zoom), and there was a real sense that God sees us, is with us, and is encouraging us to step up into new things.

#### Brief statement of the charity's policy on reserves

##### Stability of Income/Expenditure and its effect on reserves

MTCC's income is derived mainly from its attendees. The attendees are diverse enough that it is unlikely that income would cease completely without a reasonable period of decline in which to manage the loss of income.

MTCC's expenditure is made up of four main elements; costs of activities, staff costs, support for external organisations, and building costs. The costs of activities are closely linked to the number of attendees so they are not considered by the reserves policy. Staff costs and the support for external

organisations are also linked to the number of attendees but less dynamically and therefore must be considered by the reserves policy. Building costs are mainly a fixed cost and reserves are required to cover major projects and unexpected bills.

#### Reserves

Definition: For MTCC purposes reserves refer to the amount of working capital available in the bank account and related investments. This reserves policy will be reviewed annually by the trustees.

#### Staff

To allow for notice periods and redundancy the required amount is less than £19,000.

#### External Organisations

MTCC has medium/long term commitments to external organisations. Reserves should be adequate to ensure that in the event of a loss of income 6 months notice can be given before support is withdrawn. This is estimated to be £4,400 [£4,000 + soup run £400].

#### Building

MTCC is responsible for maintaining the Mustard Tree building in a good state of repair in order to accommodate the activities that take place there. Routine maintenance costs are covered out of income but reserves should be £5,000 to cover emergency work.

#### Conclusion

Reserves are held to cover;

1. A significant loss of income.
2. Emergency building work.

The likelihood that both events occur at the same time is remote. Therefore the agreed policy of the trustees has been to keep reserves to cover the larger of these two items and hence £23,400 has been maintained.

No funds are in deficit.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.


## Section F

## Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		Signed off by email
Full name(s)	Richard Hull	Stephen Seymour
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	5/7/2021	