

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HOLY TRINITY AND SAINT MARY

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 DECEMBER 2022**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:	The Rev'd Canon Robert Cotton (Chair & Incumbent)	
	The Rev'd Jonathan Hedgecock (Associate Minister)	
	The Rev'd Roderick Pierce (Associate Minister)	
	The Rev'd Ben Cahill-Nicholls	
	M Bishop (Vice-Chair)	
	C Graham (Deanery and General Synod Representative)	
	A Marriage (Deanery Synod Representative)	
	M Perrins (Deanery Synod Representative)	
	P Graham (Treasurer)	
	J Nockolds (Churchwarden - St Mary's)	
	(Elected 3 March 2022)	
	H Parkinson (Churchwarden – Holy Trinity)	(Elected 3 March 2022)
	G Gregory (Churchwarden - Holy Trinity)	Elected 3 March 2022)
	J Leak (PCC Secretary)	
	C Antcliff	
	M Boor	
	N Campion-Smith	
	J Hawksworth	
	J Hedgecock	
	C Howes	
	V Howes	
	G Jones (Designated Safeguarding Lead)	
	M Kettell	
	W Latto	
	R Lee	
	A McIntosh	
	A Mathews	(Elected 3 March 2022)
	N Matthews	
	D Mutombo	(Co-opted November 2022)
	M Perrins	
	C Roberts	
	M Strong	(Resigned November 2022)
	C Tollman	(Elected 3 March 2022)

Charity number 1128313

Examiner Helen Lee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees present their report and financial statements for the year ended 31 December 2022.

The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity with St Mary, known as Holy Trinity with St Mary Guildford, incorporates two churches; Holy Trinity Church on the High Street and St Mary's Church on Quarry Street. The Parish is part of the Diocese of Guildford within the Church of England.

The accounts have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the PCC's Trust Deeds, the Charities Act 2011, the 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)' and the Church Accounting Regulations 2006.

Objectives and activities

The PCC of Holy Trinity with St Mary (HTSM) has the responsibility of co-operating with the incumbent, Rev'd Robert Cotton, in promoting in the Parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. It jointly decides, with the incumbent, how PCC money is to be used and is responsible for insurance and for the repair, maintenance and use of church buildings; it also has to agree any changes to existing forms of worship in the Parish. In setting objectives and planning activities, the PCC has given careful consideration to the Charity Commission's general guidance on public benefit.

Safeguarding

The Parish's Safeguarding Officer (PSO) ensures that the Parish's Child and Vulnerable Adults Protection Policy is kept up to date, understood and followed. The Designated Safeguarding Lead (DSL) acts as a liaison between parish safeguarding work and the PCC. The DSL and PSO, together with the incumbent Rev'd Robert Cotton, maintain a Parish Safeguarding Self Audit and implement the parish strategy to implement best practice and encourage the completion of safeguarding training by all PCC members and everyone involved in parish activities. The PCC has complied with the duty to have 'due regard' to the House of Bishops' guidance in relation to safeguarding.

Inclusion

As an inclusive church we embrace all people irrespective of race, gender and disability. We offer safe spaces for groups that may contain vulnerable people. A good example is the series of Rainbow Services that are arranged, in cooperation with other local churches, every 6 months at St Mary's.

Achievements and Performance

Electoral Roll and Church Attendance

The Church Electoral Roll was revised in preparation for the Annual Parochial Church Meeting in April 2022. The result of the revision was that the number on the published list to be able to vote at the APCM was 233. During the remainder of 2022 I did not receive any further additions or removals. *Helen Parkinson, Electoral Roll Officer*

PCC Meetings

The full PCC met five times during the year with an average attendance of 63%. All meetings were face-to-face, but with the option of joining via Zoom if preferred. Committees and groups met between PCC meetings, and the PCC received and discussed their reports throughout the year as appropriate. The activities of the committees and groups considered in this report are discussed further below.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Standing Committee

The Standing Committee continued to meet throughout the year prior to each PCC meeting to set the agenda for PCC meetings. It transacted PCC business between its meetings, subject to any directions given by the PCC.

Ministry

The parish had to say farewell to Tom Pote in July after a very fruitful three years in Guildford, with Maria Vittoria (and later, with Chiara, born on 17th February 2021). Tom brought wisdom, dedication and a charming smile to all his ministry. His pastoral sensitivity and active visiting were deeply appreciated. Ben Cahill-Nicholls was ordained priest in the summer, bringing passion and generating enthusiasm in all that he does. The ordained ministry of Brian Roberts, Rod Pierce, Jonathan Hedgecock and Robert Cotton was supplemented by Helen Poole who assists, especially with pastoral care in the parish, and in leading worship in a number of local churches. In September Paul Glass arrived in Guildford as the new Superintendent of the Methodist Circuit, and minister with pastoral responsibility for the Methodist Church at St Mary's Guildford. With his wife, Janet, he has already shown himself as an active supporter of the range of activities, missional, educational and social, based at St Mary's. Paul is a valued and supportive colleague, and shares in the leadership of the Joint Council. Corinne Jones resumed her training for ordination, after a pause for one year. Corinne's contribution to parish life is already recognized and appreciated, not least in her engagement with Sandfield activity mornings. We look forward to her ordination as a deacon in July 2023. Morning Prayer continues to be said every day, praying in various ways for the needs of the world, the nation, our many contacts within the town and all the work of the parish. As this happens on-line, a group of lay people join with clergy each day, providing daily reliable prayer and spiritual support for all the ministry of the parish. *Robert Cotton*

Holy Trinity Church Wardens

Whether we are picking up litter from the churchyard, welcoming someone to church for the first time, attempting to restart the boiler or leading the Remembrance Day visitors down the ramp, being a Church Warden continues to be an absolute joy and privilege.

It has been fantastic over the year to return to processing, using the high altar, taking collections and best of all seeing some really high numbers of people in church for services. Clearly our church in the centre of town means a great deal to local people, even if they don't worship regularly and wouldn't describe themselves as people of faith. This is down to being an inclusive church full of kind, loving, welcoming parishioners. We have had to delightfully, hold baptisms after 10am services in order to catch up with the number of families that wanted their children baptised and on many occasions our Children's Chapel has not been able to cope with the number of babies and toddlers! How perfect!

The church has been the site of a number of lovely celebrations and special services during 2022; these have included (in chronological order) the Civic Service returning, Rod's 70th, Ben's first Eucharist and our rather single minded Nativity donkey, to mention just a few. We have said our farewells to Martin and Andrew and of course Tom and his family but have been blessed to now have Nick and Robert leading our choirs and making wonderful music. Frequently we are told by people that have perhaps never been to Holy Trinity before, that the music has been simply stunning, and they have never heard anything quite as wonderful and it has brought a real sense of 'awe' into the worship.

It is hard to explain how much we value and rely on wardens past, to keep things running smoothly. Whether it is wardening at an evening service, stepping in at the last moment, teaching us how to hold wands

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

correctly or explaining where the fuse box is, we wouldn't be able to do what we do, without them. We are always incredibly grateful too for all those people that write prayers, read, welcome, clean, tidy and make our church look beautiful. From meeting the sacristan when we first come in on a Sunday morning, giving us a sense that everything that happens at the altar will run smoothly, to catching up with people over coffee after the service, knowing we have the opportunity to rehear a sermon on you tube, shows us just how much we rely on the service of others for the smooth running of our worship.

Finally enormous thanks to our fantastically supportive office and properties team. As Churchwardens we are acutely aware of our responsibility to show the town that we care and that we take care. Keeping the church open during the week, being hospitable to anyone passing, collecting food for the Food Bank, being committed to recycling and ensuring the churchyard is being well managed environmentally are all ways to show this. Thank you all so much and very especially our clergy for all the ways you contribute to making our church the gentle, nurturing holy place that it is. *Ginnie Gregory & Helen Parkinson, Churchwardens*

St Mary's Work and Activities

St Mary's has continued to develop the sense of being a single unified community with the majority of the regular congregation being both members or extended members of the Guildford Methodist Church and on the electoral roll of the Parish and during the year we have been delighted to welcome some new regular worshippers into our congregation.

Over the year we have continued to develop our distinctive welcoming, relaxed, creative and inclusive approach with either Andy Wheeler or Rosemary Lee welcoming the congregation at the start of the service. This provides continuity and consistency which is followed by a variety of service leaders which provide variety and creativity. A highlight of each month is when the St Mary's choir come to sing including, this year for the first time (of many we hope) on Remembrance Sunday. As well as our regular congregation, many people now come on a more occasional basis sometimes comprising up to half of the congregation. We were delighted with the many different people who came to the various Christmas services which was double last year's attendance.

In January, the Methodist chair, David Hinchcliffe joined us at a special service to celebrate the completion of the re-ordering and at this service Annika Mathews was commissioned as a Methodist Worship Leader. Then in June we celebrated again with a festival afternoon with cream teas and showcasing the various outreach activities followed by an uplifting service. During the year we were sad to say good bye to Rev Keith Beckingham who 'sat down' (Methodist for retired!) and Rev Tom Pote however we were delighted welcome Rev Paul Glass, our new Methodist minister.

We value the ecumenical way of working with people from other churches and the Common Ground community based at St Mary's. This reinforcement has been essential for our regular outreach activities in particular for Chit Chat, Vigils for Ukraine and our weekday church opening especially for special occasions, and we are immensely grateful for all the support that we receive. Through this opening up of the church to all, many people now consider St Mary's to be their spiritual home even if they only attend events and services occasionally. *Jenny Nockolds & Nigel Campion-Smith*

Reflections at St Mary's

This year we held a series of 5 Lent Reflections and 3 Advent Reflections with soup to follow on Thursday lunchtimes. Attendance has ranged from 25 to 45 people from a variety of churches. The Lent Reflections were based on the book *The Humble God* by Jane Williams and the Advent Reflections were based on various artworks chosen from the Methodist Modern Art Collection. In addition, the Bible Society Bible

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

course took place during 2022 with online sessions which, though small in attendance, were fruitful in content and appreciated by attendees.

Weekday Opening at St Mary's

We have regularly welcomed visitors into St Mary's throughout the year on several days during the week and extended this for special occasions including the mourning period for our late Queen Elizabeth II, in Holy week with the Easter pathway laid out and in Advent with the Christmas pathway laid out. This opening is reliant on and thanks to a small number of dedicated volunteers and including from Common Ground.

We have continued to hold much appreciated Coffee and Cake mornings once a month on a Thursday to bring people together. Usually this has included featuring the work of a charity. Whenever possible we enhance our opening with exhibitions which draw in more people and in September and October 2022, we hosted a beautiful exhibition entitled 'Mountain Paths'. The exhibition featured a series of stunning photographs of the Swiss Alps by Fiona Bunn, an Alpine photographer. This was enhanced by inspirational words drawing on bible verses, hymns and poetry by members of the congregation.

Safeguarding

This has been a very busy year for safeguarding at HTSM. The introduction of the Parish Dashboard in August 2021 led to the formation of various documents required by the Diocese of Guildford. In January the PCC approved 2 new documents, the Reporting of Serious Incidents to the Charity Commission, and the Policy on the Recruitment of Ex-Offenders. On the HTSM Safeguarding website we introduced the procedure for Reporting Safeguarding Allegations (comprising pages 18 & 19 of the Parish Safeguarding Handbook) to provide easy access for anyone wondering what to do about reporting a safeguarding issue. This, and more safeguarding information, is available under the general heading Safeguarding on the HTSM homepage (on the top line). It is a Diocese requirement for safeguarding information to be immediately visible and accessible.

In January we also commenced yearly PCC approval of the lists of church and non-church activities which involve either interacting with children or vulnerable adults. All church activities under this heading now require Role Descriptions for members of the groups, and Risk Assessments for the activity as a whole. This helps to clarify who is taking part, what they are doing and what training is necessary for the role they hold. In March the PCC approved the Policy on Data Protection and Retention. We also distributed a new document from Section 11 of the Parish Safeguarding Handbook called A Safer Environment & Activities to all volunteers working within groups concerned with children or vulnerable adults. This offers guidelines for safer working practices such as appropriate behaviour around children and whilst undertaking home visits to those who are housebound or sick.

We have continued to build on the safeguarding training requirements of the Church of England, which is certainly a challenge. Raising Awareness of Domestic Abuse training is now required for members of the PCC, Church Wardens, pastoral workers and youth workers. Please contact Mari Gardner if you need the link for this training. In September I attended an online workshop on modern slavery hosted by the Methodist Southern & Islands Learning Network. Sadly, modern slavery and human trafficking is very much alive, particularly on the south coast of England where immigrants may be picked up on arrival and forced to work for little or no pay. This was a very thought-provoking workshop, during which I was able to speak directly to participants who are living in the regions most affected by this illegal activity and find out how this is affecting them.

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TRUSTEES' REPORT (continued)

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As previously mentioned, there have been changes made to the Safeguarding section of the HTSM website. Following a Diocese safeguarding workshop on child safety with a specific focus on online sexual abuse, Pippa and I decided we needed to enlarge and enrich the Safeguarding section of the website to include more detailed information for parents and children. We included NSPCC information for parents on how to keep your child safe online. Sadly this is something which just can't be ignored nowadays. Surrey Police made it very clear that predators in Surrey are deliberately targeting young people through online video games and chatrooms.

Our vision for the HTSM children's safeguarding section of the website was to have easy links to helplines for children and young people who might be struggling with bullying, friendships and school concerns. We also wanted to extend the area out to include how to get help with life-changing issues such as sexual abuse, while keeping this information appropriate. Many thanks to Chloe for putting all this into action and making it so easy for young people to reach helplines and specialist agencies. You can find this information on the HTSM website homepage under **Safeguarding/Additional Resources** (for parents) and **Safeguarding information for children**.

If you haven't yet seen this part of the HTSM website, please take a look at it and let me know what you think. *Mari Gardner*

Deanery Synod and Chapter

The members of the Deanery Synod continue to ensure that HTSM plays its part in local church matters, whether that is in formal meetings or in other occasions when churches come together. Examples of the latter are the Good Friday Walk of Witness (arrange by HTSM people, and finishing on the steps at HT), and the annual service on Ash Wednesday. This draws well over 120 Christians together, from many denominations. The Rector has been involved in discussion with other parishes about the possible re-establishing of Churches Together in Guildford. The clergy also play their part in Deanery Chapter meetings. One item that has been of significance for many years has been the discussions on Living in Love and Faith. Carolyn Graham (Deanery Synod member, and also on General Synod) has played an active and courageous part in these discussion at diocesan and national level, to make sure that the voice of warmth, openness and hospitality – based on Biblical principles – is heard in these difficult conversations.

Outward Giving 2022

The parish donates a percentage of its normal income to a number of charities locally and further afield. The pattern of visiting the charities in their place of work has slowly re-started, now that this is possible. A few charities have been invited to the morning service at Holy Trinity, to talk about their work. This will resume more fully, as people become more comfortable in visiting once again. We pray for each charity through the year, and especially at Christmas and Easter. Local charities value support from the parish enormously. For our part, we are increasingly aware how we can support these charities in ways that are more than financial (through, for example, reduced-rate lettings of our buildings, and increased publicity by being associate with the parish).

In 2022 we supported the following charities: Christians Against Poverty Guildford, Christian Aid, Crossroads Care Surrey, Guildford Action, Guildford Citizens Advice, Guildford Samaritans, Guildford Town Chaplaincy & Street Angels, Holy Trinity & Pewley Down School, Inclusive Church, Kwasa College, South Africa, Nazareth Way, Oakleaf Enterprise, Rape & Sexual Abuse Support Centre, Real Change Guildford, Shooting Star CHASE, South West Surrey Cruse and Women and the Church *Robert Cotton*

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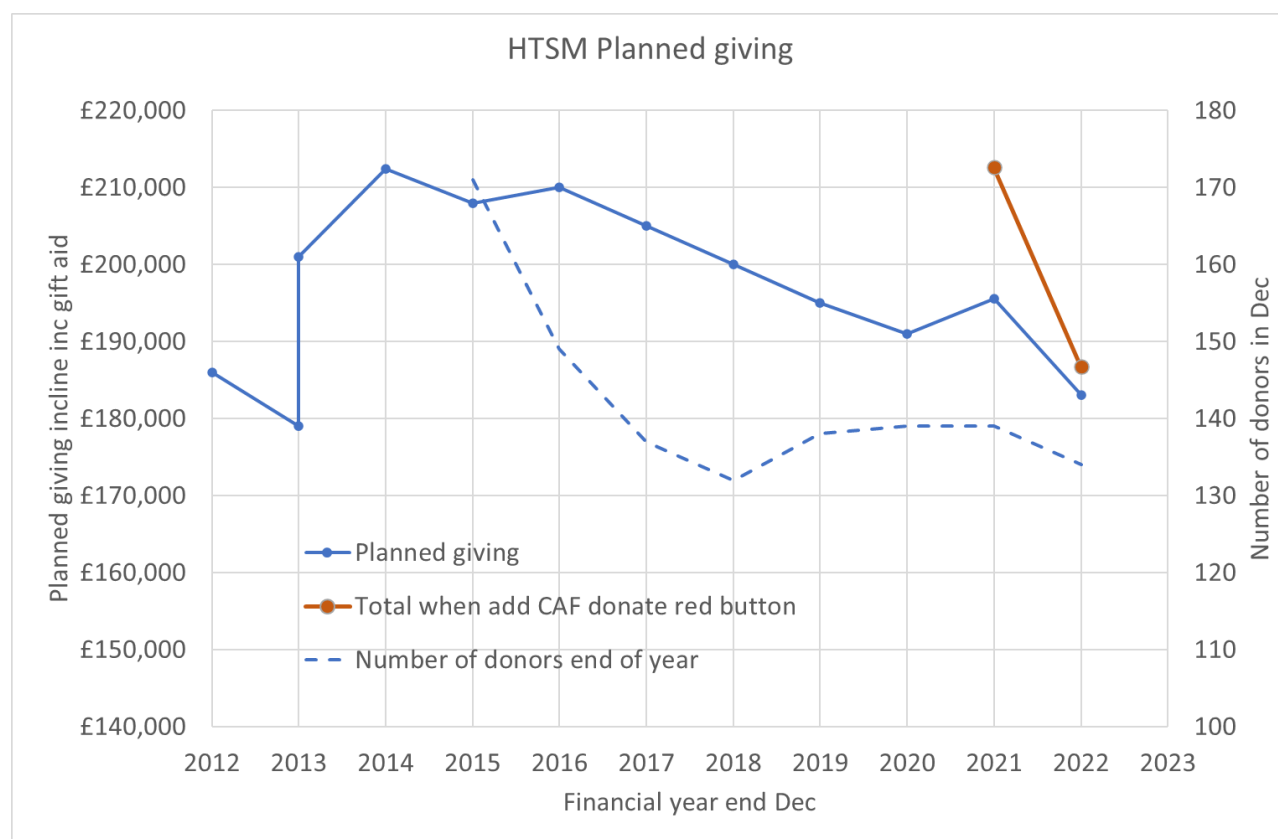
TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Planned Giving

During the Financial Year to end Dec 2022:

1. HTSM Planned Giving reduced by 6% from £196,500 in 2021, to £183,000 in 2022 (both including gift aid reclaimed from HMRC)
2. The year finished with about 125 parishioners contributing through planned giving in December, with all but 15 being gift aid eligible. There were three new starters and eight withdrew from the scheme, through death, moving away or a change in personal circumstances. Seven parishioners increased their donations this year.
3. The parish has now been using CAF donate for a couple of years and the total amount given in 2022 was £8,846 which excludes regular donations already included in planned giving above. Most are one off, although there was £3,706 of regular donations from 10 parishioners (excluding tax recovery). Parishioners are reminded that:
 - where they pay tax they should tick gift aid when they make a donation this way, as the parish then gets an extra 25% .
 - regular donations are preferable made through the Planned Giving account (Lloyds Sort code 30-93-74; Account number 00349775; Name Holy Trinity & St Mary's PCC
4. It is clear that the numbers in the church remain strong, but that some regular givers do not always increase their donations for inflation. It is hoped both that those in the Planned Giving scheme will review the amount of donations annually and where practicable increase for inflation, plus that new members will join to replace those leaving each year.



Alan Brown Planned Giving Recorder.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Music and Choirs

Holy Trinity Choirs

2022 has been a busy year for the choirs at Holy Trinity, with a full return to normal after the pandemic including all the major festivals and the reintroduction of processing and rolling back of any other remaining 'COVID adaptations'. It was marked, particularly, by the retirement of Director of Music, Martin Holford, after 29 years. Martin's remarkable contributions were marked with a special evensong and celebration at the end of the summer term, which saw many former choristers return and appropriate thanks paid by all connected with the parish.

With Martin's departure, a new pattern was developed for the choirs. I was delighted to be appointed as Director of Music, and we have been fortunate to appoint Robert Patterson as Organist & Assistant Choral Director. A fantastic organist and conductor, we are very lucky to have Robert's skills in the team – there are unlikely to be any Parish Churches in the country with such excellent organ playing each week. As part of this new setup, the choristers have started receiving singing lessons from trained vocal coaches, and we are delighted to have appointed Ruth Munro (boys) and Rosanna Harris (girls) as singing teachers to the choristers from January. All our young singers should receive fortnightly sessions, which will only improve their confidence and will further increase the standard of the music at HT.

The choirs continue to thrive (following Martin's excellent sustenance of the choral foundation during the pandemic) and more than 60 singers took part in services over Christmas. This has included a further broadening of the choir's membership, with the establishment of a formal teenage boys' section, the reintroduction of a youth choir, and the beginnings of a new adult soprano line, who have already produced some fantastic evensongs with the lower voices. We have also been pleased to recruit a few new adult singers this year, some of whom have returned to the choir after a time away. We continue to seek more low voices and boy choristers, and there are plans for further advertising and recruitment events for these sections in 2023.

The choir's role at HT is to provide music week-in, week-out, and it has been wonderful to have a full year of services in 2022. However, the choir has also found time to go beyond that at points in the year. A particular highlight is the return of choir tours, with the girls and adults visiting Llandaff Cathedral in Cardiff for the first time in August. This was an extremely successful trip, the first residential trip for the girls in a decade, and Llandaff were thankful of our efforts, saying "We've received a lot of positive feedback about your singing from the congregation and your choice of repertoire was very much appreciated." We are now in the process of investigating how to manage future choir tours for the whole choral foundation, and more of this will be revealed in 2023. In addition, 2023 saw the return of the All Souls Faure *Requiem*, a 'Bring and Sing' event for the Queen's Diamond Jubilee, and a performance on the steps of Holy Trinity as part of the Civic Proclamation of the new King. As I write, the choir are preparing for a Christmas Concert for the first time, with the combined choristers having learnt Britten's Ceremony of Carols – a remarkable achievement for a parish church choir, and one I hope will be repeated for years to come.

2023 is sure to be similarly busy, and we thank all in the parish for their continued support of the choirs and musicians at Holy Trinity. A highlight of the last year was the hymn singing on Easter Sunday morning – perhaps the first 'normal' festival since the pandemic – when Martin felt compelled to stop playing in one verse, such was the strength of singing from the whole parish. We are lucky to be in such a musical environment and look forward to lots more in 2023. *Nick Graham*

St. Mary's Choir

St Mary's choir has been able to return to a regular pattern of services during 2022, including the big feast

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TRUSTEES' REPORT (continued)

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days at Easter and Christmas, again ably supported by Chris Nott at the organ. We have welcomed several new singers, but have also been much saddened by the death of very long standing and loyal bass Steven Wright. We had the honour of singing at his funeral in the summer. We were joined by Holy Trinity choir in September for a special service to welcome the new Methodist minister Paul Glass. We are always on the look out for new members, especially men. We continue to sing on the first Sunday morning of each month, for Christmas and Easter, and hosting the annual joint service for Ash Wednesday, as well as musical and social participation in parish events. *Helen Lee*

Children and Young People Committee

This past year has been a period of beginning the return to normality in the parish after the Covid period. We have seen a steady increase in the number of young families in our Children's Chapel on a Sunday morning. Feedback from the Diocesan Lead on Children and Families (who described the provision in our Children's Chapel as 'exemplary') and a survey conducted with our young families has shown that we provide a welcoming and stimulating environment at HT to young children and their parents, both regular and attending for baptisms and other events. As always, we will work to continue to improve this and thereby increase numbers of young families attending worship with us.

Café Club, our youth group for youngsters from Year 7 up, has continued to flourish on a Thursday evening, in 2 separate groups originally led by Pippa and Tom and then since Tom's departure, both led by Pippa in the Trinity Centre. Numbers have reached up to 25 youngsters, choir and non-choir, with members bringing friends along as well. Pippa has gratefully received support from a small group of parish adults who weekly act as 'chaperone' and 2nd adult for the Club. The vibrant new Holy Trinity Youth Choir contains a large number of Café Club members, some of whom were 12 when they started at Café Club and are now in Sixth Form and enjoying singing together as a teenage group. It has been good to see the two groups cross-fertilise in this way. February saw 9 young people receive their First Communion and take the next step in their faith with us at Holy Trinity. In the summer term Tom and Pippa prepared 6 young people for Confirmation at the Cathedral on Easter Eve. Further First Communion and Confirmation courses will be run in 2023. The Children and Young People's Committee said goodbye to Phil Hancock as Chair, with thanks for his steadying hand on the tiller during Covid and before, and welcomed David Mutombo as the new Chair. Jenny Nockolds, Clare Truman and Annika Mathews from St Marys also joined the Committee.

December saw a departure in our annual Nativity service with a real donkey in church. 250 people including a number of families from local schools attended this very festive service and stayed for refreshments afterwards. School Activity mornings have resumed after Covid, with Holy Trinity Pewley Down and Sandfield schools enjoying stimulating mornings in Holy Trinity, expertly written and delivered by Ginnie Gregory with a team of volunteers. These are always immensely well received by children and staff. This year Sandfield again held its School Christmas service in HT, with hymns and Bible readings. January 2023 will bring the return of the Bingo and Fish & Chips night in the Trinity Centre after its Covid break. These evenings have seen the Upper Hall packed with parishioners from 5 years old to 90, including Brownies and Guides, for Bingo fun. *Pippa Mitchell*

Pop-Up Cafés and School Visits

At St Mary's we have run 5 Pop-up cafés throughout the year. These cafés encourage all ages to spend time in the church, with craft activities (often linked to Christian festivals) for children. This year's themes were: Candlemas, Easter Gardens, Summer, Harvest and Christingle. We have also had the privilege at St Mary's of, twice in the last year, hosting the whole year groups (c100 children each) from a local secondary school, introducing them to the building and what happens there. We hope to welcome more schools in the near future.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

3rd Guildford (Holy Trinity) Guides

3rd Guildford Holy Trinity Guides is a small unit of enthusiastic girls following the Girlguiding programme working towards badges. We were able to meet in person throughout 2022. Taking advantage of meeting in the lower hall in the Trinity Centre the leaders set the girls a challenge of planning and making a two-course meal on a budget. Although the girls worked in small groups, they hadn't appreciated the skills needed to bring everything together to enable them all to sit down together.

Our service project for the year was to make bug hotels for Trinity Churchyard. The girls enjoyed using power tools to drill holes in recycled wood, sanding and using hammer and nails. Two girls and a leader attended the delayed Scoutabout Camp, a three yearly camp held for Scouts and Guides in Surrey. We all had a go at driving a steam train with Guildford Model engineering Society at Stoke Park. A member of the congregation came in to talk about aromatherapy and reflexology. The girls went away with a blend of oils they prepared to use at home and a request for the speaker to come back again for another session. Although the girls have gained skill builder badges throughout the year they were not keen on taking individual interest badges. This all changed in December when there seemed to be a flurry of badges. This resulted in one girl obtaining her bronze and silver Guide award. Well Done. *Ann Pierce*

3rd Guildford (Holy Trinity) Brownies

For most of 2022, the Brownie unit has met in person in the Trinity Centre or outside in the churchyard. The oldest group of girls were invited to join a Burpham unit for a very successful sleepover in the Trinity Centre to finish off the summer term. We again had to miss our traditional visit to Addison Court in December, but all of our brownies attended the District trip to see the Pantomime at the Yvonne Arnaud theatre. Numbers of girls have remained consistent around 15. In 2022 we have mostly been well staffed with adult leaders and a couple of young leaders, although one of the team had to miss most of the final term after suffering a serious foot injury (not at Brownies). *Helen Lee*

Parish Activities and Premises

All activities have now resumed post pandemic and the office is a busy and thriving place. Following the reorganisation of the parish office, in January Corinne Jones took on the role of Operations Manager (24hrs pw) and Chloë Benson took on the role of Communication Manager (18 hrs pw). In 2022 the office continued to support the clergy, other parish employees and volunteers in leading the parish in its mission by providing administration of parish matters including worship, use of the buildings, finance, record-keeping and governance. Together with Robert Munro (Property Manager), the office has also continued to provide a welcoming face to parishioners and the wider community both in-person and (increasingly) through other media.

A new accounting system, Expense Plus, is now in place which is efficient and works well. Most of our regular groups returned after Covid, and we welcomed new bookings from charities, restaurants, independent markets, and concerts, especially in Holy Trinity. In line with inflation and the rising cost of living, we had conversations with users of our buildings to make them aware of our escalating costs and to achieve fair hire fees for all parties and encourage donations when appropriate. We increased our hire fees in September by 10%. Now that St Mary's is fully functioning, we are gradually increasing bookings here. The new website was built and launched in November. We have worked hard to ensure that marketing is a focus and signage, and posters are clear and directive. New posters for both inside and outside have been designed. We have tried to ensure that our 'big' parish events have dedicated advertising. Social media has grown over the year with an overall reach of 27,000 (1000% increase on the previous year). The website

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

traffic has increased by 100%. In the period of Nov - Jan 21-22 there were 1155 visitors to the website. Nov – Jan 22-23 we had 4700 visitors, with 51% of traffic coming from mobile phones.

Robert Munro has continued to oversee the maintenance and cleaning of Holy Trinity, St Mary's and the Trinity Centre assisted by cleaners Carol Barnes and Helen Greatley. Robert has managed a number of projects over the year which resulted in financial savings including starting the renovation of Holy Trinity clergy vestry. He also carried out essential maintenance at The Rectory, 6 Trinity Churchyard and 27 Pewley Way. *Corinne Jones and Chloë Benson*

Eco Church Group and Churchyard Maintenance

As we move back into more pre-Covid social ways of life, so the Eco Group has sought to restart our more community-facing activities. In early October we invited, as part of the Guildford Book Festival, the leading bird expert and author, Dominic Couzens, to give a talk based on his new book *A Year of Birdsong: 52 Stories of Songbirds*. Two weeks later, we restarted our Eco-Church Annual Lecture with a presentation from Professor Ian Walker (University of Swansea) on how we can design environments that naturally keep us healthy and live more sustainably.

While the churchyard is not the responsibility of the Eco Group, a small group of people get together throughout the year with the aim of maintaining the churchyard along eco-friendly guidelines. As the churchyard is closed to burials, the Council is responsible for cutting the grass and maintaining the trees. Due to an unfortunate misunderstanding in the summer, the Council gave the churchyard the equivalent of a 'short back and sides', thus destroying our bug hotels and areas that had been planted with wildflowers. We have since had a very positive meeting with the Council and agreed with them a management plan. We are very grateful to the Council for the continued support and assistance they have provided. The Girl Guides have since created and installed new bug hotels. We can always do with more help, and we welcome any members of the congregation who would be prepared to give a just a couple of hours every two months or so to help us defeat the encroaching alkanet and help with our plantings to encourage wildlife. Finally, we have introduced a facility for recycling medicine blister packs at the back of the church. This has been a huge success, such that we have now had to provide a 50 litre recycling bin to hold all the donations. *David Uzzell*

Kwasa

The pandemic caused a hiatus in our direct links with Kwasa, having already necessitated cancellation of the planned youth visit in 2020. Meanwhile, Kwasa itself had to cope with the impact of Covid and Kwasa College continued to develop. In addition to HTSM's annual outward giving donation to Kwasa, individuals from the congregation support Kwasa students by monthly giving. The details of this scheme (operated through the West Green Charitable Trust) were updated on the HTSM website in January to reflect increased costs: a monthly donation of £30 + Gift Aid covers one Kwasa College student's tuition fees for a year. After a two-year break, a Plant and Book Sale was held in May in Holy Trinity in support of Kwasa College, which raised over £500.

Annie and Rich Benton of the West Green Trust visited Kwasa in May and took with them a batch of woolly hats knitted by members of the congregation for the pre-school children at Kwasa. In July, Rich came to Holy Trinity to give a presentation to a group of supporters, consisting mainly of people who had previously visited Kwasa. There are plans to make a presentation in early 2023 to update all from the parish who are interested. A 'transatlantic group' which includes St. John's in Washington, the Chapel of the Holy Cross in North Carolina, St Martin-in-the-Fields, London and the West Green Trust, has been set up to co-ordinate international support for Kwasa. Stephen Marriott and Isabelle Humphreys are representing HTSM on this

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

group, this being important in relation to maintaining and keeping our parish's support for Kwasa College relevant to its evolving needs. A team drawn from the US, the UK and South Africa has built a new Kwasa College website <https://www.kwasacollege.org>, which gives the most up-to-date information and includes a page (under Global Partners) setting out the history of our links with Kwasa. *Jane Hedgecock*

HTSM bellringing

2022 was a steady year amongst the ringing band – we have managed ringing on the bells through most of the year except in August [summer break]. Our band is small but we keep going; the ringers are ageing and we do find it difficult to ring/fight HT bells, which continue their inexorable decline and increase in difficulty to ring. Most service ringing has been at HT and most practises have been at St Mary, where the bells are much easier to ring and teach on following rehanging. We welcomed Helen & David Parkinson and Maggie Perrins to the ringing band. Helen has returned after many years, whilst David and Maggie have started learning to ring. Both now ring on Sundays, enabling us to ring for services more frequently.

Some general numbers:

- 36 services rung for.
- 44 practice sessions rung for.
- 3 weddings rung for.
- 15 hours of light maintenance undertaken by two members of the band.
- 4 groups of visiting bands welcomed [12-Bell Contest weekend, Nottingham Uni, Notts/Leics area, Guildford Cathedral].
- 3 full peals rung [one to celebrate the platinum jubilee of HM The Queen and the other two as 'Christmas Peals for the Townsfolk of Guildford'.
- Ringing for the Jubilee and in memoriam for The Queen. For the Jubilee, we assembled all of our band, including current and former learners, and rang between 19:52 to 20:22 [representing 70 years] on 3rd June. Sadly, we also tolled the tenor bells at HT and SM in September for The Queen's funeral.

Another stand-out ringing experience took place in June. The Cathedral ringers hosted the National 12-Bell Striking Contest and, the next day, some of the visiting ringers joined us at Holy Trinity, enabling all eight bells to be rung for service for the first time since before Covid. The ringing was very smart and finished with a spectacular lower of all the bells in just three minutes, the speed of which was something none of us have experienced on these bells before. Quite a 'wow' experience. *Michael Bryant*

Tech Team

As we sit at the desk by the Children's Corner, pressing buttons, sliding sliders, panning and zooming cameras, we have in our minds too that there are members of our church community and others nearby or far away who very much appreciate being part of our community in this way. They tell us seeing people they know, even though only from a distance on a screen, in a place that has perhaps been part of their lives for decades, where worship happens, is appreciated and valued. Mostly, it works well, but not always, alas. We endeavour to deal with difficulties quickly and anticipate ones that might arise so that we can be ready for them. Sometimes the unexpected happens, sadly, such as on Remembrance Sunday, and the problems with sound during Advent. The latter, for example, was linked to the failure of a small power supply to a part that connects our system to the internet (though the fault wasn't obvious at the time). Like lots of things, routine maintenance is required, and it is expected that there will be improved provision for this in 2023. We are currently a core team of six, assisted by others including some of our young people. The numbers 'viewing live' might be 30 in the morning and 12 in the evening, but for special events such as the Ceremony of Carols there were over 300 'views' during and afterwards. *Phil Hancock*

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

St Mary's Joint Council

With the major re-ordering work at St Mary's completed and we are continuing to enjoy both the beauty and the functionality of the re-ordered church and most importantly it's welcoming space for the many people we welcome into the church. The following outstanding items from Phase 5, the final phase of the reordering are underway now. A site in the churchyard where the human remain that were unearthed from the churchyard will be buried has now been identified and their burial can take place without a faculty. Two further choir frontals of the same design will be purchased making six in total. The design has been appreciated by the choir and also as display stands. The archaeology report that is required as part of securing the faculty and planning permission will now be commissioned. We are very grateful for a generous private donation that has been received to contribute towards this cost. We now have a warmer kitchen with draft proof glazing for the bread window.

Further work is required to improve the provision of hot water for the kitchen and toilets and to improve the draft proofing of the external doors in the church. In addition, we are delighted with the beautiful new stained glass window donated by Keith Spacie and designed by Molly Meagar that has been installed in the South nave. It will be dedicated on Sunday 5th March 2023. The Eco church group work continues following on from attaining the Silver award in 2021 and we are developing our welcome for children by planning a moveable, prayerful children's area. The outside seating in the North churchyard is well used and an additional seating area is being planned for the South West area of the churchyard. *Jenny Nockolds & Nigel Campion-Smith*

Chit Chat

Chit Chat, continued to thrive throughout the year with weekly drop-in sessions at St Mary's every Wednesday morning during term time. Chit Chat is for foreign residents in Guildford for seeking to practice their English, find out about life in the UK and make friends. Each week one of the leaders prepares material on a different topic which can be used as a basis for conversation. During 2022 topics have included: Customs & Traditions, Questions & Current Affairs, The Impact of Technology, Easter Symbols, Places to Visit, Clothes, Celebrations, Jobs & Professions, Following Instructions, Famous Women, Landmarks, Families and Christmas Traditions.

We have averaged between 20 and 30 guests each week with many guests now from Hong Kong, Ukraine and the Middle East. Some guests have come for a while after they have first moved to Guildford until they have settled in and found work while other guests continue to come on a longer-term basis. This is volunteer intensive, requiring one host for every 2 guests and throughout the year we have continued to be supported by some 40 volunteers from at least 11 churches in the Guildford area, including Anglican, Methodist, Baptist, Roman Catholic and a Quaker. It is a truly ecumenical initiative.

Common Ground and Vigils for Ukraine

Common Ground, the ecumenical community that is based at St Mary's has continued to meet throughout the year every few weeks with both in person and zoom meetings. Zoom meetings have proved popular among the 25 or so active members, including for some now live in other parts of the country. Also, some beautiful, creative special services and activities were held at St Mary's based around the Easter and Christmas pathways. These are 22 metre long pathways which vividly illustrate the events of those seasons when laid out from the front to the back of the church.

Common Ground was set up by people from GMC, the Parish and other churches to find fresh ways of

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

sharing the Gospel in the town and the most prominent Common Ground initiative at the start of 2022 was the continuation of Night Vision, the monthly evening opening of St Mary's until 11pm or sometimes later. Each month we had a theme and the aim was to encourage people out and about in town on a Friday night to venture into the church for chats, reflection, prayer and hospitality. This put us way beyond our comfort zones as we stood out at the gateway inviting passers-by to engage in conversation and encouraging them to come into the church however the overwhelming reaction of those approached was polite and friendly.

Night Vision proved to be a perfect preparation for our response to the invasion of Ukraine on 24 February 2022. We had Night Vision planned for the night after the invasion and so we were well-positioned to adapt immediately to a Vigil for Ukraine. Sadly, the circumstances in Ukraine have made the Vigil into a weekly occurrence with St Mary's open from 9pm to 11pm. Well over 3,000 people had attended by the end of 2022, coming in to light a candle for peace and to reflect on the situation, a very high proportion of whom had rarely or never entered a church. There are many moving tales to tell of those Vigils but the universal reaction of visitors (however hesitant they may have been) has been gratitude.

Pastoral Care

The Pastoral Care Group continues to offer prayers, home visits, home communion and other assistance to members of the parish. All members have been DBS checked and have received training in domestic violence awareness. It was chaired by Tom Pote until he left the parish in July. Since then I have chaired the meetings ably supported by Yvonne Cameron and the other members of the group. We are lucky to have Helen Poole and Brian Roberts as members of our group to give us spiritual support and help with home communion. I was slightly concerned that our presence was not known about by the wider congregation, but with the help of Chloë (Communications Manager) we now have our own page on the website and a notice at the back of the church detailing the help we can give and our terms of reference. Whilst we do not publish a full list of members, we can be contacted via the parish office. *Chris Roberts*

Holy Trinity Pewley Down School

This neighbourhood of Guildford benefits enormously from the presence of Holy Trinity Pewley Down School. It has a well-deserved reputation for providing an excellent education, with particular emphasis on inclusion, pastoral care and personal/spiritual development. Throughout lockdown the school has been a beacon of hope for many, providing both emotional and much needed practical support whilst children were having to learn at home. The school has provided practical and emotional support for a variety of families newly arrived in this country. The percentage of children at the school with 'English as an additional language' is over 35%, higher than the national average. Further challenges are emerging as the government's intention continues to ensure that all schools join an Academy Trust. Dr Clare Brunet, head teacher, plays an active role in the diocesan education work; Robert Cotton is the vice-chair of the Diocesan Board of Education. *Robert Cotton*

Sandfield School Group

It has been wonderful continuing to work with Sandfield School over the last year. Religious Education provision is now being taught on a rolling program so that two year-groups are being taught the same units. This means that our activity mornings comprise of 60+ children in church. Our fantastic volunteers take this in their stride and the sessions provide rich opportunities for children and adults to learn from each other. We have been tackling a wide range of new topics, such as, *How does the Bible reveal God's Rescue Plan* and *Why do Christians take Communion?* Many children at Sandfield come from different faith and no faith backgrounds so our mornings are a great way to celebrate all that we share in common.

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TRUSTEES' REPORT (continued)

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It is a real joy to continue to strengthen the relationships between church and school and we are delighted each year when Sandfield holds their Carol Service at Holy Trinity. Once the children have been into church and have seen how much fun they can have, they frequently drag in members of the families to involve them in the Sheep Trail! Holy Trinity in the town centre is at the heart of the community and it is so lovely to see local children being involved in the life of the church. *Ginnie Gregory*

Addison Court

Addison Court is run by Holy Trinity (Guildford) Housing Association Ltd ('HTHA'). It was built in the late 1960s on the site of St Luke's Chapel in Charlotteville on land leased from the PCC by HTHA. It provides accommodation for older people of modest means who are able to live independently, and has 30 apartments. HTHA employs 3 part-time staff and is governed by a board of about a dozen trustees, one of whom is the Rector of HTSM. Most of the current trustees are members of the congregation. A number of current residents also worship in the parish, and services take place several times a year at Addison Court, at which members of the congregation are welcome alongside residents.

The staff deal with the day-to-day maintenance of the building and services; there are laundry facilities and a small shop. There are also some optional social activities, often organised by the staff. A number of the residents receive support from families or other agencies when they need it. During 2022, as we moved out of the restrictions imposed by the pandemic, we have undertaken significant repairs and improvements, including a new roof (with solar panels), a new door entry system and various improvements required by the Fire Service, which makes regular checks on fire safety. *Expressions of interest are always welcome from those who might wish to serve as trustees or in other ways.* *Mike Bishop*

Saturday Coffee

Saturday Coffee has been running for well over 20 years, first in the Choir Vestry, then the Trinity Centre and was then relocated back to Holy Trinity in April 2015. Since then we have slowly built up our team of volunteers and established friendships with many of our regular visitors. This community atmosphere was maintained through lockdowns with weekly phone calls, where details were known. Saturday Coffee restarted in August 2020 with monthly sessions for regulars. We were able to resume our normal weekly drop in service in July 2021. In 2022 we opened Holy Trinity from 9.30 until noon on 51 Saturdays. Our team of 15 volunteers gave over 650 hours to provide refreshments and companionship to 958 visitors, many of whom are regulars who attend weekly and who are welcomed by name.

We do not charge for refreshments but encourage donations which last year totalled over £1000. These donations were helped by events occurring in HT for which we provide refreshments. These include the Children's Business Fair, Guildford Art Society sale, and monthly craft fairs (3 in 2022) as well as the Community Safety Event and Heritage Day. We also provide an open venue, with refreshments, for parish meetings such as the Youth and Kwasa groups and for the flowers arrangers and the church yard working parties. And of course, our frequent companions in the Hear Here team. The Saturday Coffee team provided many volunteers for the annual plant/book sale for Kwasa. Occasionally we are asked to relocate to allow other events in HT and we have used both the Trinity Centre and St Mary's. 2022 has been another successful year for this much appreciated outreach programme. Anyone interested in joining the team will be welcome. *Stephanie Pratley*

Tuesday Lunch Club

Holy Trinity's Tuesday Monthly Lunch Club, Lunch Club or Tuesday Lunch was started as a church outreach

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TRUSTEES' REPORT (continued)

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event over 20 years ago. Sue Bull was the original organiser and has successfully made most of what it is today. It is traditionally held on the first Tuesday of the month in the Trinity Centre between 12.30-2.00pm. Lunch Club guests include a mixture of our Congregation, people from other churches in town, local residents, guests from Abbots Hospital, and recently some from Saturday morning Coffee. There are 3 booking systems in place: 1. Guests may sign up directly at the previous lunch 2. On the noticeboard at the back of Holy Trinity Church where there is a monthly menu and a place for guests to sign up. (Many sign up on Sunday after the service and at Saturday morning Coffee) 3. By contacting the Parish Office. There is also a reminder a week or two weeks prior to the lunch in the Holy Trinity Newsletter. Casual visitors who may have forgotten are always welcomed even at the last minute: every effort is made not to turn anyone away. The pastoral element of caring for those who may be vulnerable and isolated is part of the ethos of Lunch Club. Guest numbers vary between 17-40 depending on the season. Recently numbers have declined to approx 18-24 due to quite a few elderly people passing away.

Volunteers include leaders (Organisers who have the COE C2 Safeguarding Certificate). Currently all organisers and pudding makers have been asked to do a Food Hygiene Course and Certificate online which are reimbursed by the Parish Office. This new idea of having a Certificate in Food Hygiene is due to some organisers and pudding makers wishing to cook from home. Three current organisers will continue to cook in the Parish kitchen. All organisers/leaders will plan the menu and shop for ingredients with an idea of how many people will approximately be at the lunch plus themselves, helpers and a few extra emergency places. The Group leaders/organisers will arrive early around 9.15-9.45am. Organisers will be on a flexible volunteer rota during the year assisted by 3 or 4 kitchen helpers who will arrive at 9.30am, help with the vegetables, other various cooking requirements and (with the help of Rob) set up tables, lay tables, arrange flower decorations etc. Every effort is made to ensure good hygiene with good hand-washing before preparing raw-vegetables, serving, etc. Later they welcome guests, offering assistance for the vulnerable ones by helping them down the stairs, using the electric wheelchair lift/ramp if required. Volunteers are very aware of the need to prevent falls as far as this is possible. Helpers will also record their name, take £3.50 payment (also sometimes done by a trusted guest who likes to help) and ask if they would like to come to the next month's lunch and check any dietary requirements. Alternative Dietary requirements are accepted. At around 12.24pm Grace will be said and the lunch served. *Nicky Matthews*

Curry and Compline

Curry and Compline was initiated by the curates Tom and Ben, with its first meeting in April 2022. Since then, there have been mostly monthly meetings, featuring Compline at church before wide ranging conversation over food at local restaurants afterwards (not always curry, often pizza). Numbers are usually between 5-10. It is a valuable space for young adults in the parish to meet together.

Hear Here

Here Hear hearing clinic has been a part of HTSM since 2018. Initially started by the Diocese Sensory Co-ordinator, Tracy Wade, we have gone from strength to strength as the years go by. We operate from 10am to 12pm every 1st and 3rd Saturday of the month at either Holy Trinity or St Mary's churches, depending on events. We work as a drop-in clinic so anyone is free to come and see us. Our timing deliberately coincides with Saturday coffee so our clients can socialise if they want to.

There are currently four Hear Here volunteers, all trained by the Audiology department at the RSCH. Following Covid-19, during which we couldn't operate for a good year, we were asked to undergo retraining, which we all undertook willingly. We included masks and hand sanitiser in our regular set-up. We are also required to produce an updated Risk Assessment for our clinic at regular intervals. We have several functions. We supply free batteries provided by the RSCH to any NHS hearing aid user. We clean and

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

retube hearing aids of various types. We often find ourselves troubleshooting hearing aid problems of many different kinds. Sometimes even the tiniest tweaks can make all the difference to hearing aid users. We also supply brochures of gadgets which can help our clients with safety around the home and improve the sound quality of their television and phones.

Our fundamental role, one which we all take very seriously, is to support and listen to our clients. Many of them feel isolated and are struggling with their hearing loss. Our clients' problems are diverse, ranging from the new hearing aid wearer who may feel overwhelmed to those who have hearing aids but may not use them regularly. Other clients may be struggling with more complex problems which need further attention from the Audiology department, so we refer them back there. Every interaction is different, and we all enjoy the diversity and camaraderie of running Hear Here at Holy Trinity or St Mary's. *Mari Gardner*

Churchsitting

Our small but dedicated team of church sitters have continued to keep the church open from 11 am to 1pm on weekdays. The open time has proved invaluable for people who want to light a candle and have some quiet peace, people who want to admire our beautiful building, people who take the opportunity to come in and ask a question, find some lost property or find out about services. Many people pop in and say 'I've often seen the Church from the High Street, but I've never been inside before. It is so beautiful.' On Heritage weekend in September, we opened for extra hours on the Friday and Saturday and had over 200 people visit our glorious building. *Helen Parkinson*

Flowers

We have managed to keep the flower arrangements going this year in spite of sickness and other difficulties. To help with our commitment to being an Eco Church, we had a workshop before Easter with Alice Ancliff showing us how we could make our arrangements without Oasis. I have been trying to minimise the use of Oasis for some time as it is not biodegradable and the dust from cutting it can be carcinogenic. Alice was very helpful as she no longer uses it in her arrangements for weddings. We have had to learn new techniques and have now found a replacement for Oasis with Val Brayne's help. We are trying this out now. *Margaret Foulkes*

Trinity Club

The Trinity Club served an important function during Covid and the lockdowns as it was one of the ways in which members of the congregation could keep in touch. The attendance by Zoom of sometimes nearly 40 people, has now declined a little but we still have an average of about 20 attendees for our monthly meetings. 2022 saw a change of venue as we have moved from the Parish Centre to St Mary's. Everyone has welcomed the move to our new home.

We are grateful to the following group of speakers who gave up their time to talk to us and engage in lively discussions: Revd Andy Wheeler (Working in the Sudan); Maggie Perrins (Complementary therapies); Ian Hay-Campbell (Life as a diplomat); Fr. Constantine (Orthodox Christian community); Daphne Jeffries (the Impressionists); Diane Peters (Guildford Diocese Refugee Support); Adrian Seward (Cruising the Seven Seas); Emma Humphreys (Post-Pandemic Primary Care). This report would not be complete without a special thanks to Audrey Alder and her group of helpers for providing coffee and biscuits. *David Uzzell*

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Finance

Highlights of the year were:

- greatly increased cost of energy from November which will have a major impact in 2023;
- a significant reduction of about £15,000 in planned giving;
- increases in other giving and collections; and
- increased income from lettings, with better recovery of money owed to us by hirers.

The loss of planned giving income is a concern because it is our main and most reliable source of income. It was largely driven by people leaving the parish, so we need to encourage newcomers to join this regular form of giving, which allows us to plan with greater confidence. With respect to energy, we had budgeted for a 50% increase, and were protected for many months by an existing supply contract. But the emerging energy costs at the end of 2022 led to a doubling of our monthly gas bills. Parishioners rose to the challenge, responding generously to a request for donations which have been put into a specific energy reserve fund. Further financial relief came through the letting of 27 Pewley Way after the departure of the Curate mid-year. We hope that the income from letting the property will not only build a reserve for future refurbishments, but also support parish funds in general.

It is important to understand that this dependency can only be temporary (i.e. until a new Curate is appointed) and that the parish needs to build new, regular income for the longer term, especially if energy costs remain high. Other events during the year included:

- The PCC took part in a budgeting workshop for 2023. This led to immediate actions to optimise energy consumption in our buildings.
- We had a dialogue with the Archdeacon and representatives of the Diocesan Board of Finance on the subject of Parish Share (parish contributions to the Diocese and National church). This cost our parish £111,000 in 2022 which was about a third of our total income. We expressed concern about increases in overhead costs, which seemed to ignore the drop in broader church attendance (and donations) during and after Covid.
- It was agreed to wind down the Holy Trinity music scholarship scheme in favour of individual voice tuition for choristers. This will reduce overall costs and will yield direct benefits to the Holy Trinity choir as well as the choristers and teenage singers.
- A sponsor has offered to pay for the archaeology analysis and report on skeletons found during the re-ordering work at St Mary's. This is one of the final parts of that project.
- The APCM endorsed the proposal to move from an audit to an Independent Examination for the parish accounts, starting from 2022.
- The Treasurer, Paul Graham, changed the accounting system to Expense Plus which has improved financial control, reduced operating costs and reduced accountancy/audit fees (this alone saved about £5,000 as we could use an independent examiner). He has also trained treasurers from three other parishes in use of the Expense Plus software programme.

The parish accounts at year end showed in the General Fund achieved break even on a total turnover of about £315,000. This is consistent with our usual aim roughly to break even on our normal operating activities. Total reserves across all our funds reduced over the year by £61,403. This reduction comes from expenditure on projects for which donations have previously been received, and depreciation on fixed assets purchased in earlier years. A more detailed analysis is given later in this annual report. *Venetia Howes (Chair)*

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Structure, governance and management

The Parochial Church Council (PCC) is registered with the Charity Commission (Registration No. 1128313).

During the year (from 1 January 2021 to the date of this report) the following served as elected PCC members:

The Rev'd Canon Robert Cotton (Chair & Incumbent)	
The Rev'd Jonathan Hedgecock (Associate Minister)	
The Rev'd Roderick Pierce (Associate Minister)	
The Rev'd Tom Pote (Curate)	
The Rev'd Ben Cahill-Nicholls	
M Bishop (Vice-Chair)	
C Graham (Deanery and General Synod Representative)	
A Marriage (Deanery Synod Representative)	
M Perrins (Deanery Synod Representative)	
P Graham (Treasurer)	
J Nockolds (Churchwarden - St Mary's)	(Elected 3 March 2022)
H Parkinson (Churchwarden – Holy Trinity)	(Elected 3 March 2022)
G Gregory (Churchwarden - Holy Trinity)	(Elected 3 March 2022)
J Leak (PCC Secretary)	
C Antcliff	
M Boor	
N Campion-Smith	
J Hawksworth	
J Hedgecock	
C Howes	
V Howes	
G Jones (Designated Safeguarding Lead)	
M Kettell	
W Latto	
R Lee	
A McIntosh	
A Mathews	(Elected 3 March 2022)
N Matthews	
D Mutombo	(Co-opted November 2022)
M Perrins	
C Roberts	
M Strong	(Resigned November 2022)
C Tollman	(Elected 3 March 2022)

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2021

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to PCC. An Away Morning is usually held to welcome new PCC members; an induction briefing is also offered by the Vice-Chair.

A number of committees meet between full meetings of the PCC:

Standing Committee (Chair: Rev'd Robert Cotton): This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee sets the agenda for PCC meetings.

Finance Committee (Chair: Venetia Howes): Oversees the general financial dimension of the work of Holy Trinity with St Mary by monitoring income and expenditure, budgeting and coordinating the annual review of the Christian Stewardship of money through planned giving.

Joint Council (Co chairs: Rev'd Robert Cotton, Methodist Minister Keith Beckingham/Paul Glass): The PCC has entered into a Church Sharing Agreement with Guildford Methodist Church (GMC), regarding the fabric and use of St Mary's. For this agreement to be effective, there is a Joint Council comprising 7 members from GMC and 7 from the Parish. The role of the Joint Council is to maintain and develop the fabric and use of St Mary's building. There is also a meeting of 'St Mary's leaders' which offers oversight of activities, worship and pastoral care at St Mary's.

Children and Young People Committee (Chair: Phil Hancock/David Mutombo): Supports the youth leaders in their work with the children and young people of the parish, aided by the Family and Children's Coordinator and the Safeguarding Officer.

A number of other groups meet, including those focusing on Outward Giving, Inclusion, Eco Church, and Kwasa.

The Trustees' report was approved by the Board of Trustees.



.....
The Rev'd Canon Robert Cotton (Chair & Incumbent)

Dated: .5/4/2023.....

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the PCC and of the incoming resources and application of resources of the PCC for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

Independent Examiner's Report to the Trustees of Holy Trinity and St Mary's Guildford Parochial Church Council

I report on the financial statements of the Parochial Church Council ("the charity") for the year ended 31 December 2022.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of the PCC ('the trustees') and the examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act.
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

- a) which gives me reasonable cause to believe that, in any material respect, the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements to give a "true and fair view" which is not a matter considered as part of an independent examination.

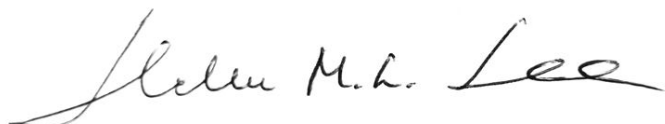
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

have not been met; or

- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Helen Lee MA FCA.
Independent Examiner

...5th.....April 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds General £	Designated £	Restricted Funds £	Total 2022 £	Total 2021 £
<u>Income from:</u>						
Donations & legacies	3	227,290	14,700	20,856	262,846	277,201
Charitable activities	4	65,087	0	3,700	68,787	42,298
Parish events	5	13,267	0	9,778	23,044	4,630
Investments	6	9,314	0	4,374	13,688	4,489
		314,958	14,700	38,708	368,365	328,618
<u>Expenditure on:</u>						
Charitable activities	7	313,126	500	100,003	413,630	383,384
Other activities	12	213	0	0	213	215
Total resources expended		315,082	500	100,003	413,843	383,599
Net (losses)/gains on Investments		(1,600)	0	(14,328)	(15,928)	18,954
Net incoming/(outgoing) resources before transfers		(1,723)	14,200	(75,624)	(61,403)	(36,027)
Gross transfers between funds		(4,374)	6,100	(1,726)	0	0
Net movement in funds		(4,356)	20,300	(77,347)	(61,403)	(36,027)
Fund balances at 1 January 2022		68,909	21,590	634,577	725,076	761,103
Fund balances at 31 December 2022		64,553	41,890	557,230	663,673	725,076

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

BALANCE SHEET

FOR THE YEAR ENDED 31 DECEMBER 2022

		2022	2021
	Notes	£	£
Fixed Assets			
Tangible Assets	14	246,411	304,156
Investments	15	133,105	150,775
		<u>379,516</u>	<u>454,932</u>
Current Assets			
Debtors	17	14,918	14,442
Investments	18	209,093	203,622
Cash at bank and in hand	18	67,780	67,260
		<u>291,791</u>	<u>285,324</u>
Current Liabilities			
Accounts Payable	19	9,002	14,359
Deferred Income	19	820	820
		<u>9,822</u>	<u>15,179</u>
Net Current Assets		<u>281,969</u>	<u>270,145</u>
Total Assets less Current Liabilities		<u><u>663,673</u></u>	<u><u>725,706</u></u>
Income Funds			
Restricted Funds	20	557,230	634,577
Unrestricted Funds	21	106,443	90,499
		<u>663,673</u>	<u>725,706</u>

The accounts were approved by the Trustees on5/4/2023.....



.....
The Rev'd Canon Robert Cotton (Chair & Incumbent)
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	2022	2021
		£	£
Cash Flow from Operating Activities			
Cash generated from (absorbed) by operations	25	619	(32,948)
Investing Activities			
Less Purchase of Assets		0	(25,986)
Proceeds on disposals on investments		(5,471)	(4,487)
Interest Received		5,372	4,489
Net Cash Flow from Investing Activities		(99)	(25,984)
Net Cash Flow from Financing Activities		0	0
Net Increase (decrease) in Cash and Equivalents		520	(58,932)
Cash and equivalents at start of year		67,260	126,192
Cash and equivalents at end of year		67,780	67,260

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1. Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity with Saint Mary is a Trust located in Guildford and controlled by the Members listed.

1.1 Accounting convention

The accounts have been prepared in accordance with the Church Accounting Regulations 2006, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The PCC is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn. The financial statements are prepared in sterling, which is the functional currency of the PCC. Monetary amounts in these financial statements are rounded to the nearest £. The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the PCC has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts. The PCC does not usually invest separately for each fund. When there is no separate investment, interest and other investment income is apportioned to individual funds on an average balance basis.

1.4 Incoming resources

Income is recognised when the PCC is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donations received are recognised as income in the year in which they are received and are accounted for through Funds, as set out in the Funds note, in accordance with the terms under which the donation is given. Collections are recognised when received by or on behalf of the PCC. Planned giving under Gift Aid is recognised when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Rental income from the letting of church premises is recognised at the date the rental occurs. Income raised through parish activities and similar events is accounted for gross.

The recovery of VAT under the Listed Places of Worship Grant Scheme is recognised as the qualifying expenditure for the scheme is invoiced. Dividends are accounted for when received. Interest, which is received gross, is accounted for when it is received. Realised gains or losses on disposed investments are accounted for at the date of disposal. Unrealised gains or losses are accounted for on the revaluation of investments at 31 December. Gains and losses arising from disposal or revaluation are apportioned across the long term unrestricted and restricted funds.

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use. General expenditure is recognised gross over the period in which the relating supply of goods or service occurs.

Missionary and charitable giving

Grants are made under outward giving each year equivalent to 10% of unrestricted planned giving income received, including attributable income tax recovery. For administrative reasons the basis of the distribution is the reported planned giving total from the previous year. Other grants and donations are made from money raised through fundraising or special collections and are accounted for when paid.

Grants and donations awarded are reported in note 8. Individual payments of £1,000 or more were made to the following in 2022: Kwasa Friends (£3,500), Guildford Samaritans (£1,000), Oakleaf Enterprise (£1,000), GTCC Street Angels (£1,000), Guildford Acton (£1,000), Christian Aid (£1,500), Real Change Guildford (£1,000), DEC Ukraine (£1,000), HT & Pewley Down School (£2,000). In addition, the PCC provides its buildings for charitable use at reduced or zero rate. During 2022 the following organisations benefited from this approach: Street Angels, Families Anonymous, Young Persons' AA, U3A, Surrey Rainbow Choir, Guildford Theatre School, Girlguiding UK, Orthodox Community, Aspects of Spirituality, Sight for Surrey and Oakleaf.

Support costs

Support costs are costs that are necessary to deliver an activity but do not themselves produce or constitute the output of the activity. Support costs have been wholly included in the cost of church activities and have not been allocated across other cost classifications because any such allocation would not materially affect those costs.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10 of the Charities Act 2011. However, the PCC is responsible for the insurance and maintenance of its consecrated and beneficed property; the respective insurance values of Holy Trinity church and St Mary's church are £16.81m and £11.59m.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £10,000, or on the repair of movable church furnishings is written off.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time.

Freehold land and building

Freehold Land and Buildings are included in the accounts at their deemed acquisition cost. No depreciation is applied to the land but building valuations are depreciated on a straight-line basis over 50 years from the date brought into the accounts.

Expenditure on improvements to buildings is capitalised when incurred. Building improvements are depreciated on a straight-line basis over 20 years commencing from the year in which the improvements are completed.

Other fixtures, fittings and office equipment

Individual items with a cost of less than £5,000 are written off on acquisition. Items which are capitalised are depreciated on a straight-line basis over 4-6 years.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% on cost of buildings
Leasehold improvements	5% on cost
Fixtures and fittings	17%-25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year. A full year of depreciation is charged in the year of acquisition and none in the year of disposal.

1.7 Impairment of fixed assets

At each reporting end date, the PCC reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The PCC has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments (see note 16).

Financial instruments are recognised in the PCC's balance sheet when the PCC becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the PCC's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the PCC is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2. Critical accounting estimates and judgements

In the application of the PCC's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Building depreciation

The only estimate which has a significant risk of causing a material adjustment to the carrying amount of assets and liabilities is the depreciation rate which is applied to the buildings. The depreciation is calculated using the assumption that at the end of the items' useful lives, there will be nil residual value, the assets are depreciated over the determined useful life to this residual value. The useful life and the residual valuation are decided upon through reference to similar items held in the past and items held by similarly placed entities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

3. Donations and legacies

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2022	2021
	£	£	£	£	£
Donations and gifts	224,767	13,700	18,431	256,898	254,301
Legacies receivable	1,000	0	156	1,156	3,000
Grants receivable	1,523	1,000	2,270	4,793	19,900
	<u>227,290</u>	<u>14,700</u>	<u>20,856</u>	<u>262,846</u>	<u>277,201</u>

Unrestricted donations and gifts comprise regular planned giving including income tax recovery on gift aided donations of £203,770 (2021: £225,519) and other donations. Grants receivable declined in 2022 include £4,793 as they were restricted to VAT recoveries from the Listed Places of Worship Grant Scheme following the end of the COVID employment scheme.

4. Charitable activities

	Trinity Centre Lettings £	Church Lettings £	Misc Sales/ Lettings £	Total 2022 £	Total 2021 £
Sales within charitable activities	20,290	41,444	8,322	70,056	42,298
Analysis by fund					
Unrestricted funds - general	20,290	41,444	8,322	70,056	37,931
Restricted funds	0	0	0	0	4,637
	<u>20,290</u>	<u>41,444</u>	<u>8,322</u>	<u>70,056</u>	<u>42,298</u>

The increase in lettings of the churches and the Trinity Centre is a result of the buildings being opened to regular hirers as COVID-19 restrictions eased. Misc. sales include 27 Pewley Way which was rented out on a 12 months lease from Sept as the parish does not have a curate.

5. Parish events

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2022	2021
	£	£	£	£	£
Fees paid to the PCC	12,278	0	9,778	22,056	4,036
Trading active income: other	989	0	0	989	594
	<u>13,267</u>	<u>0</u>	<u>9,778</u>	<u>23,044</u>	<u>4,630</u>

2022 shows a significant increase but this is at least partly a result of £9,778 of restricted deposits related to the Llandaff girls' choir tour, which is now completed. Although improving weddings remain below pre-pandemic levels.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

6. Investments

	Unrestricted Funds		Restricted	Total	Total
	General	Designated	Funds	2022	2021
	£	£	£	£	£
Income from unlisted investments	749	0	3,595	4,344	3,831
Interest receivable	249	0	779	1,029	658
	<u>998</u>	<u>0</u>	<u>4,374</u>	<u>5,373</u>	<u>4,489</u>

Income from interest on cash balances remained low in 2022 as a result of lower interest rates throughout the year. Unlisted investments were unchanged in the year but dividend receipts increased slightly.

7. Charitable activities

	2022	2021
	£	£
Staff costs	92,126	83,695
Depreciation and impairment	57,745	57,695
Ministry expenses: Diocesan parish share	111,399	110,248
Ministry expenses: Rector's housing/expenses	4,564	3,886
Ministry expenses: Curate's housing/expenses	3,109	3,663
Ministry expenses: Other	2,809	3,030
Building running expenses	51,805	48,986
Church maintenance	28,404	17,264
Upkeep of services	2,200	5,546
Parish development and special projects	37,090	24,349
	<u>391,252</u>	<u>358,280</u>
Grant funding of activities (see note 8)	19,908	19,500
Share of governance costs (see note 9)	2,470	5,604
	<u>413,630</u>	<u>383,384</u>
Analysis by fund type		
Unrestricted funds - general	313,126	
Unrestricted funds - designated	500	
Restricted funds	100,003	
	<u>413,630</u>	

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

8. Grants payable

	2022	2021
	£	£
Grants to institutions:		
Missionary Societies	3,500	3,500
Home Missions and other Church Societies	5,650	5,300
Secular Charities	8,746	8,400
Other donations and grants	6,699	2,300
	<u>24,595</u>	<u>19,500</u>

Included in Other donations and grants were leaving payments to the curate as he moved parish and a leaving payment to the Director of Music on his retirement,

9. Support costs

	Support Costs	Governance Costs	Total 2022	Total 2021	
	£	£	£	£	
Independent Examiner's Fee		1,750	1,750	0	
Audit fees	-	646	646	4,204	Governance
Accountancy	-	74	74	1,400	Governance
	<u>-</u>	<u>2,470</u>	<u>2,470</u>	<u>5,604</u>	

Despite appointment of an independent examiner governance costs still included a payments to the auditors of £646 as insufficient provision was made in the 2021 accounts (provision £5,474, actual payment £6,120)

10. Trustees

One of the Trustees received remuneration during the year. This was in the ordinary course of employment and not a payment for being a Trustee.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

11. Employees

Number of employees

The average monthly number of employees (all part time) during the year was:

	2022 Number	2021 Number
Support staff	8	8
Employment costs	£	£
Wages and Salaries	87,462	79,780
Social Security Costs	0	115
Other Pension Costs	4,664	3,800
	<u>92,126</u>	<u>83,695</u>

There were no employees whose annual remuneration was £60,000 or more.

12. Other

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Bank Charges	455	0	455	215

13. Net (losses)/gains on investments

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Revaluation of Investments	(3,342)	(14,328)	(17,670)	18,954
Adjustments for prior year items	1,742	0	1,742	0
	<u>(1,600)</u>	<u>(14,328)</u>	<u>(15,928)</u>	<u>18,954</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY AND SAINT MARY**

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

14. Tangible fixed assets

	Freehold land and buildings £	Leasehold improvement £	Fixtures and fittings £	Total 2022 £
Cost				
At 1 st January 2022	24,100	628,477	171,404	823,981
Additions	0	0	0	0
At 31 st December 2022	24,100	628,477	171,404	823,981
Depreciation and impairment				
At 1 st January 2022	7,650	439,197	72,978	519,825
Additions	500	31,424	25,821	57,745
	8,150	470,621	98,799	577,570
Carrying Amount				
At 31 st December 2022	15,950	157,856	72,605	246,411
At 31 st December 2021	16,450	189,280	98,426	304,156

Freehold land and buildings in use by the PCC comprise the curate's house, the freehold land at Addison Court and the Trinity Centre. For accounting purposes, these properties have been valued at their deemed historical cost at the time of acquisition and, in respect of 27 Pewley Way, the deemed cost of additions to the property since its original acquisition. Historical costs have not been updated and buildings are depreciated on a straight-line basis over 50 years. In recent years the Trinity Centre has been refurbished, and the cost of the refurbishment is being depreciated on a straight-line basis over 20 years.

There was no investment in fixed assets during 2022.

15. Fixed investments

	Unlisted Investments £
Cost or valuation	
At 1 st January 2022	150,775
Valuation changes	(17,670)
	133,105
Carrying Amount	
At 31 st December 2022	133,105
At 31 st December 2021	150,775

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NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

16. Financial instruments

	2022	2021
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	14,185	13,709
Equity instruments measured at cost less impairment	133,105	150,775
Instruments measured at fair value through profit or loss	209,303	203,622
	<u>209,303</u>	<u>203,622</u>

17. Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Other debtors	14,185	13,709
Prepayments and accrued income	733	733
	<u>14,918</u>	<u>14,442</u>

Other debtors include income tax recoverable due from HMRC in respect of gift aid donations (2022: £9,093, 2021: £10,889).

Prepayments and accrued income consist of fees paid which were delayed to 2023.

18. Current asset investments

	2022	2021
	£	£
Short term cash deposits	209,303	203,622
	<u>209,303</u>	<u>203,622</u>

The increase in short term cash deposits is because of earned interest and that there was sufficient funds available in the current account at the start of the year to cover normal church business.

19. Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	9,822	15,179
	<u>9,822</u>	<u>15,179</u>

Accruals and deferred income mainly relate to payments made after the year end for goods and services provided in 2022 and include deposits received for 2023 lettings. Retained payments of £7,556 were paid in 2022 on completed building works at St Mary's.

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FOR THE YEAR ENDED 31 DECEMBER 2022

20. Retirement benefit schemes

Defined contribution schemes

Holy Trinity with St Mary's Guildford participates in the Pension Builder Scheme section of Church Workers Pension Fund for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers. The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2022: £4,664, 2021: £3,800). A valuation of the Pension Builder Scheme is carried out once every three years.

The legal structure of the scheme is such that if another employer fails, Holy Trinity with St Mary's Guildford could become responsible for paying a share of that employer's pension liabilities.

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NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

21. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	£ Balance 1 st Jan 2022	£ Incoming resource	£ Resource expended	£ Transfer	£ Adjustments, gains and losses	£ Balance 31 st Dec 2022
Environmental	26,871	353	0	0	0	27,224
Holy Trinity Bells	875	353	0	0	0	1,228
Common Ground	12,964	941	351	0	0	13,554
Methodist Improvement Fund	12,413	2,327	5,440	0	0	9,300
Choral Foundation	549	9,706	3,562	5,668	0	12,361
Choir Tour	4,078	0	1,054	0	0	3,024
Holy Trinity Fabric	32,513	759	6,517	0	0	26,755
Holy Trinity Organ	2,052	0	457	0	0	1,595
St Mary's Fabric	242,829	9,141	8,374	0	(14,328)	229,268
South Africa Fund	1,908	552	0	0	0	2,460
GMC	1,700	1,156	1,156	(1,700)	0	0
Guildford Diocese	1,093	3,195	3,972	(316)	0	0
Trinity Centre	189,279	0	31,424	0	0	157,855
Equipment and Fittings	98,427	0	25,821	0	0	72,606
Holy Trinity Music	4,984	0	0	(4,984)	0	0
St Mary's Music	682	0	0	(682)	0	0
Llandaff	1,360	10,224	11,874	290	0	0
Restricted Funds	634,577	38,707	100,002	(1,724)	(14,328)	577,230

The Holy Trinity, St Mary's Music and Cadenza funds have been merged into a single music fund for both churches to be known as the Choral Foundation. The Llandaff fund has been closed as the choir tour to Llandaff cathedral was completed in 2022.

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NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

21. Restricted funds (continued)

The Common Ground Fund was created to record income and expenditure associated with support of Common Ground Guildford, a mission community of Christians from Guildford Town Centre churches and those who live elsewhere.

The Choir Tour Fund is to provide support to the Holy Trinity biennial choir tour. In 2022 the fund was used to support the choir visit to Llandaff. The balance in the Fund represents a surplus from fundraising activities over past years which will be used to offset the cost of future tours.

The Holy Trinity Fabric Fund is used to record funds that are donated for, and ultimately used for, repairs and other expenditure at Holy Trinity church. During 2022 there was very requirement for any expenditure from the fund.

The Holy Trinity Music Fund is used to record funds that are donated to Holy Trinity for its music, including the choir. It's name has been changed to **Choral Foundation Fund** to reflect the changing nature of Holy Trinity and St Mary's choirs

The St Mary's Fabric Fund is used to record funds that are donated for, and ultimately used for, repairs to St Mary's church. A legacy was received in 2017 from the late Eileen Black, a parishioner of St Mary's.

The South Africa Fund is used to record parish activities associated with links to the Diocese of the Highveldt, South Africa, notably with St Peter & St Paul, Springs and the Kwasa Centre.

The Environmental Fund was set up in 2018 to support the Parish commitment to sustainability and renewability. 2022 saw very little requirement for any expenditure from the fund.

The Trinity Centre Fund was established to hold the capitalised cost of the refurbishment of the Trinity Centre and its subsequent depreciation. The movement in the fund during the year represents the total depreciation charge for the year.

The GMC Fund was set up in 2021 which shows funds received from planned giving which have been designated for payment to the General Methodist Council. These funds are paid annually in arrears.

The Guildford Diocese Fund was set up in 2021 to show the funds owed to the diocese from fees received for weddings and funerals, funds are paid quarterly in Arrears.

The St Mary's Methodist Fund was set up in 2018 to receive donations towards the costs of a major reordering project including a new porch, kitchen, toilets and underfloor heating.

Equipment and Fittings Fund was established in 2018 to hold the cost of new chairs for Holy Trinity church and their subsequent depreciation. In 2020 a Sound and organ camera system was installed and the expenditure capitalised. The cost is being amortised over 6 years.

There are a number of other small funds which are retained for the purpose for which they were created. Other than in the HT Bells Fund there was no activity in these funds in the year.

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22. Unrestricted funds

	£ Balance 1 st Jan 2022	£ Incoming resource	£ Resource expended	£ Transfer	£ Adjustments, gains and losses	£ Balance 31 st Dec 2022
Extraordinary Repair	1,877	0	0	6,100	0	7,977
Energy	0	14,495	0	0	0	14,495
Youth and Children	3,263	205	0	0	0	3,468
Fixed Assets	16,450	0	500	0	0	15,950
Designated Funds	21,590	14,700	500	6,100	0	41,890
General Fund	68,909	314,958	313,340	(4,374)	(1,600)	64,553
Unrestricted Funds	90,499	329,658	313,840	1,726	(1,600)	106,443

The General Fund represents the accumulated surplus that has not been designated by the PCC for a specific purpose. Net incoming resources in 2022 were £1,618 (2021: £442)

The Energy Fund was created to hold donations give towards the end of 2022 to support the Parish as it faced the sharp increase in its costs as a result of the Ukraine crisis. It included a single anonymous donation of £10,000.

The Extraordinary Repair Fund recognises the requirement for the PCC to maintain funds for current and future repairs to parish buildings. At the end of 2022 the balance of the Fund had recovered to £7,974 (2021 £1,873) following transfer of General Fund surplus.

The Youth and Children Fund was established in 2019. The Fund is available to support young people, by way of a grant, to participate in parish activities and to provide grants to young people as they leave school and move into further education or careers.

Fixed Assets represent the deemed historical cost of Freehold Land and Buildings in use by the PCC excluding both churches (see note 1) and the refurbishment cost of the Trinity Centre (see Trinity Centre Fund), and the depreciation of those buildings.

23. Analysis of net assets between funds

	£ Unrestricted Funds General	£ Designated	£ Restricted Funds	£ Total 2022	£ Total 2021
Tangible assets	0	15,950	230,461	246,411	304,156
Investments	25,173	0	107,932	133,105	150,775
Current assets/(liabilities)	39,380	25,940	218,837	284,157	270,145
	64,553	41,890	557,230	663,673	725,076

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NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 DECEMBER 2022

24. Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022	2021
	£	£
Aggregate compensation	4,884	4,740

Transactions with related parties

During the year the PCC entered into the following transactions with related parties: During the year related party transactions were identified relating to remuneration of Mrs Corinne Jones, the wife of a PCC trustee Mr Grayson Jones, and Mrs Chloe Benson, daughter of PCC secretary Mrs Josephine Leak, for administrative services provided to the charity. Remuneration was also paid to Mr Nick Graham, the son of trustees Mr Paul Graham and Mrs Carolyn Graham, in his role as Director of Music. These transactions were at arms' length and in the normal course of business.

Mrs Jones is training as a Non-stipendiary Ordained Local Minister with the Guildford Diocese and her expenses are paid for by the charity. Total expenses in 2022 were £1,232 (2021: £100). Payments totaling £159 (2021: £2,371) were paid to Mr James Hedgecock, the son of Trustees, Rev'd Jonathan Hedgecock and Mrs Jane Hedgecock, for the provision of technical support for Zoom services and web site output. The following payments were made during the year to PCC Members or Related Parties, as defined by the Charities Act 2011. All these payments are part of the routine expenditure of the PCC for travel, subsistence and emergency works and have been approved in accordance with PCC procedures.

	Expenses	Fees
	£	£
Rev'd Canon Robert Cotton	3,122	-
Rev'd Tom Pote	1,288	-
Rev'd Jonathan Hedgecock	300	-
Mrs Corinne Jones	1,232	-
	5,942	-

No guarantees have been given or received.

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FOR THE YEAR ENDED 31 DECEMBER 2022

25. Cash generated from operations

	2022	2021
	£	£
Net Surplus (deficit) for the year	(61,403)	(36,027)
Adjustments for:		
Investment income recognised in statement of financial activities	(5,372)	(4,489)
Fair value gains and losses on investments	15,928	(18,954)
Fixed Asset Depreciation	57,745	57,695
Change is cash held by payment processors	(446)	0
Movements in working capital:		
(Increase) Decrease in debtors	(476)	862
(Decrease) in creditors	(5,357)	(32,035)
Cash absorbed by operations	619	(32,948)