



**ANNUAL REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2021**



PARISH OF KNAPHILL WITH BROOKWOOD

HOLY TRINITY, KNAPHILL AND ST SAVIOUR'S, BROOKWOOD

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ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL For the year ended 31st December 2021

The Parochial Church Council (PCC) presents its annual report for the year ended 31st December 2021, together with the audited accounts for the year.

REFERENCE AND ADMINISTRATIVE INFORMATION

Holy Trinity Church and St Saviour's Church are situated in the villages of Knaphill and Brookwood on the outskirts of Woking. They are two buildings within the same parish and operate as one church organisation. We are an evangelical Anglican Church in the Deanery of the Diocese of Woking.

Our buildings addresses are: Holy Trinity Church, Chobham Road, Knaphill, GU21 2SX
St Saviour's Church, Connaught Road, Brookwood, GU24 0AS

Correspondence address: Church Office, Holy Trinity Church, Chobham Road, Knaphill, GU21 2SX

Website: www.htandstschurch.org

On 5 March 2009 Holy Trinity with St Saviour's was entered in the Central Register of Charities under **Charity Registration Number 1128410**. Prior to this date the Church was a charity excepted by statutory instrument from registration with the Charity Commission.

The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Statement of Recommended Practice "Accounting and Reporting for Charities" (FRS 102) issued by the Charity Commission, The Charities (Accounts and Reports) Regulations 2008 and the Church Accounting Regulations 2006.

Main Bankers: HSBC
6 Commercial Way
Woking GU21 6EZ

Independent Examiner: Andrew Skilton, ACA
Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall GU5 9LY

Architect: Anna Hummel Architect
Middle Eight
The Ridgeway
Guildford
Surrey, GU1 2DG



STRUCTURE, GOVERNANCE & MANAGEMENT

The structure, governance and management of Holy Trinity with St Saviour's is determined by the rules of the Church of England, in particular the Church Representation Rules 2011. Governance is provided by the incumbent, Church Wardens and the PCC. Day to day management is the responsibility of the Incumbent and the Staff Ministry Team.

Membership of the PCC:

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules 2011 or are ex-officio. The PCC consists of both members of Holy Trinity & St Saviour's Church and the following people served as members of the PCC for all or part of the year:

Incumbent: Revd. Neil Hopkins ^{S F SG} (Chairman)
Associate Minister: Revd. Dr Julie Levett

Church Wardens: Christina Hunt ^S
Clare Leigh ^S

Elected Representatives to the Deanery Synod:

Bob Bailey
Mike Hawkins

Elected PCC members:

Thomas Bowen
Yvonne Frew (to APCM)
Becky White
Anne Parsons (to APCM)
Susan Kaufman
Joshua Levett
Chris Benson
Vicki Veness (Secretary)
Wayne Halls (from APCM)
Jon Darley (Health & Safety Officer) ^S
Jill Robson ^{SG} (Parish Safeguarding Officer)
Helen Simmons (to June) (Treasurer) ^S
Elaine Tisdall (co-opted first PCC after APCM) ^{SF} (Treasurer)
Kevin Grieve (co-opted after APCM) Assistant Treasurer ^F

Helen Simmons stepped down from the role of treasurer after the APCM. Our new treasurer, Elaine Tisdall, was co-opted onto the PCC in June of 2021.

Key: S = Member of Standing Committee
F = Member of Finance Team
SG = Member of Safeguarding Team



Staff Ministry Team in 2021

Day to day management of the church is delegated to the Incumbent and the Church Leadership Team, comprising of the following:

Incumbent: Revd Neil Hopkins
Associate Minister: Revd Dr Julie Levett
Ordinand: Dean Pusey (until June)
Children's & Families Minister: Jo Birkby^{SG}
Youth & Young Adults Minister: Pete Hewlett^{SG}
Parish Administrator: Caroline Bowen^{SSG}

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (Members of the PCC) are responsible for preparing the Annual 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 & 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 charity and of the incoming resources and application of resources of the charity for that period. 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;
- 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 proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

OBJECTIVES & ACTIVITIES

Objectives

The Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood, has the responsibility of co-operating with the Incumbent in promoting in the parish the whole mission of the Church; pastoral, evangelistic, social and ecumenical.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.



There are two Anglican Worship Centres and halls within the parish: Holy Trinity, Knaphill and St Saviour's, Brookwood. It is important that the PCC maintain the fabric of these buildings in order to facilitate the work of the church. The Diocese owns and has responsibility for the vicarage (Trinity House).

In 2017 our church set four transformation goals in line with the Diocesan Transformation Goals, launched by the Bishop of Guildford. These are to:

- Improve our buildings so they are fit for purpose in supporting today's ministry and mission
- Grow our youth and families' ministry
- Increase the number of new Christians through persistent prayer, confident faith-sharing and life-giving worship
- Make prayerful and confident disciples

In 2019 these transformation goals were reflected in our vision statement; *'Living the Full Life: Discover It, Live It, Give It Away'*. The church is a community who want to live the full life that Jesus offers and be empowered by the Holy Spirit to discover more about His love, be empowered to live life with Jesus in the everyday and to be people who 'give away' His love by loving our community.

Church Activities

Services are held each Sunday across the Parish. At Holy Trinity there is a weekly Morning Family Worship at 10:00 am including Children's Groups and Youth Groups, a monthly 8:00 am Holy Communion Service and a monthly evening service at 6:30 pm called 'Worship Live'. A mid-week communion is conducted on Wednesdays at 10:00 am and serves a number of parishioners within our local community. At St Saviour's the Sunday morning services vary in style and include a Puppet Service, Cafe Church and a Reflective Holy Communion service. As the pandemic eased in April, we made the decision to stop our monthly Messy service that was held on a Saturday and start a similar style of service called 'Worship for Everyone' on a Sunday morning (once a month).

Children's and Youth ministry is the ministry for those up to and including 18 years old. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events and activities for different age ranges. The Children's ministry is co-ordinated by Jo Birkby and the Youth ministry by Pete Hewlett.

Young Adults Ministry is a new, grassroots ministry aimed at 18 -25 year olds. which meets for social activities and 1-2-1 support. The ministry is led by Pete Hewlett.

During the week **Small Groups** meet, mostly in homes or via zoom, during the evening. These groups follow their own teaching series and leaders are encouraged find appropriate material for their group.- The incumbent oversees this work.

A team of 6 qualified **Lay Pastoral Assistants/Visitors** work with the staff ministry team to provide confidential pastoral support both within and outside the worshipping community. The team is overseen by the incumbent.

The **Church Office** provides administrative and communications support, reception services and liaison with the various church user groups. Caroline Bowen continues to ably run the Church office which for many is the first port of call for those in our community. At the end of the year, the PCC agreed to increase the hours of the parish administrator as the role was demanding more time.



There are many other activities and groups which serve under the umbrella of the Church, of which the following are just some examples;

- **Alpha:** A series of interactive sessions exploring the basics of the Christian faith.
Leaders: Christina Hunt, Dean Pusey (left in June 2021) and Neil Hopkins
- **Bereavement Journey:** A series of six sessions to support and help people work through the grief of losing a loved one.
Leaders: Diane Collingridge, Ann Huggett & Neil Hopkins
- **Bible Course:** eight sessions helping people get to grips with the Bible. Delivered in person or on zoom.
Leader: Neil Hopkins
- **Curry Club:** Monthly evening for men to go to the pub and enjoy a curry together.
Leader: Nigel Stirzaker
- **FAWM:** Standing for 'Fearfully And Wonderfully Made', this support group is for parents of young babies. It has provided wonderful support for many mums during the lockdown period.
Leaders: Caroline Bowen & Julie Gale
- **Holy Trinity Pre-School Nursery:** Weekday pre-school provision.
Leader: Sarah Gill
- **Holy Trinity & St Saviour's Hall:** The management of the hiring of our halls for local community. Activities that take place include ballet classes, aerobics classes and private children's parties. These are managed by two members of the congregation.
Hall Managers: Judith Hookins & Nick Webster
- **Knaphill Community Fridge:** a project that seeks to reduce food waste by redistributing collections from supermarkets.
Leader: Jules Hopkins
- **Marriage Sessions:** four evenings for couples to invest in their marriage, based on the Care for the Family course
Leaders: David & Julie Gale
- **Open The Book:** A team of volunteers presenting Biblical Stories to our local primary schools in a visually engaging way.
Leader: Jo Birkby
- **Prayer:** The provision of weekly prayer ministry and monthly prayer meetings (either online or in-person depending on Covid restrictions).
Leader: Diane Collingridge
- **Pop-Up Coffee:** A drop-in cafe for the local community to coincide with school drop-off time and the opening of the community fridge, which runs three times a week.
Leaders: Stuart Rawlings, Diane Collingridge & Neil Hopkins
- **Praise & Tea:** A monthly 'Songs of Praise' style of service, provided both online and in person.
Leader: Bob Bailey
- **Silver Stars:** A bi-weekly meeting for Seniors in our community, followed by refreshments. Activities vary from Seasonal services, presentations and musical items.
Leader: Dee Roberts
- **Sound & Visual Support:** Providing technical support for worship services and events.
Leaders: Jon Darley, Paul Collingridge, Mike Veness
- **Worship Team:** Leading, supporting and growing our band-led worship
Leader: Paul Collingridge
- **Youth Wellbeing Cafe:** A weekly drop-in space for young people to come and receive support and relax.
Leader: Pete Hewlett

In addition, individual members participate in local community initiatives including Brownies, Healing on The Streets, Woking Foodbank and C4K (Churches for Knaphill).



Although some of the people who lead and help with activities are paid, the majority are not. Therefore, the Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions a vast amount of its work would cease.

Policy for Outward Giving

The PCC has a commitment for Outward Giving from the Church's resources which is reviewed regularly. 'Outward Giving' is defined as giving beyond the work of Holy Trinity and St Saviour's and as such provides regular support to local and national initiatives such as Engage (Woking), CPAS (national), Wycliffe Bible Translators (international), St Michael's Sheerwater (Woking), Turning Point Trust (Kenya) and A Rocha (international). A budget for Outward Giving is set at 10% of voluntary giving during the previous year. We also give to other initiatives as a one-off gift.

RISK MANAGEMENT

The PCC recognises its responsibilities for managing risk.

Principal Risks and Uncertainties

We continue to review and assess the risks that affect us as they arise so that we can take the necessary action to mitigate such risks. As with many charitable organisations, the majority of the PCC's income is the result of voluntary giving and, the vast majority of this comes from the generous, sacrificial and committed giving of the membership of Holy Trinity & St Saviour's. While many churches over the pandemic have experienced a drop in voluntary giving, we have been blessed and have seen our unrestricted giving increase by about 10% over 2020. To help maintain and encourage giving the church actively teaches into the spiritual discipline of giving and regularly encourages members of the church to look to start or increase their giving.

Operations

While a re-ordering of Holy Trinity Church and a new toilet at St Saviour's took place last year, work in 2021 has continued in responding to issues raised at the Quinquennial inspection and the general state of deteriorating fabric. All obligatory annual inspections to safety, electrical and security equipment were completed. Fire notices are exhibited throughout both sites

Safeguarding

Throughout our ministry programmes with children, young people and vulnerable adults provided at Holy Trinity and St Saviour's, the health, safety and protection of these individuals is paramount. We operate the Church of England Safeguarding policy, in line with Diocesan guidelines. All relevant volunteers are required to follow our recruitment and training policy. Safeguarding policies, procedures and practice are continually under review in line with the Diocesan Safeguarding Dashboard. This is overseen by the Safeguarding Team which is led by our Parish Safeguarding Officer. The Safeguarding Team meet approximately three times a year. Safeguarding is on the PCC agenda at each meeting in order to provide space for information to be relayed and for questions to be asked.



REVIEW OF 2021

The number of Church members on the Electoral roll at the Annual Parochial Church Meeting in May 2021 was 144 (compared with 145 in 2020 and 150 in 2019). It is encouraging in one way that our overall membership has stayed relatively stable during the pandemic; we have had a number of people either pass away or move away, while a number of new members have joined our church family. The motivation to seek for further growth in our membership remains.

While the pandemic affected our physical attendance, and still does with people shielding, the current electoral roll comprises 145 people, 104 of whom are resident and 41 of whom are non-resident. The average Sunday attendance as measured in October 2021 was 66 adults and 24 children in person at Holy Trinity and 27 adults and 14 children in person at St Saviour's, with an average of attendance of 35 accessing the service via livestream on YouTube.

The PCC met 7 times during the year. The Standing Committee, which has the power to transact the business of the PCC between its meetings, met 5 times. Other committee/ working groups, some of which were time limited, have met as necessary. Meetings have been a mix of virtual and in person, dependent on Covid restrictions. These groups are;

- **Regeneration Group:** This group was started to fundraise and develop the buildings at St Saviour's church. The buildings, now with new toilet, are of a good standard that this group has now merged within the work of the PCC in 2021.
- **Holy Trinity Buildings Group:** This group has not met during the pandemic. It will restart in 2022 to look at the possible West Wing extension.
- **Safeguarding Team:** to oversee the Safeguarding policies and implementation.
- **Finance Team:** to oversee and manage the finances of the church.
- **Holy Trinity Pre-School Management Committee:** The PCC has a wholly owned subsidiary called Holy Trinity Pre-School Ltd. This company runs a Pre-school at Holy Trinity Church Hall. In line with Ofsted requirements, the Pre-school is run by a committee which meet termly to discuss the running of the Pre-school. Our Assistant Minister is the Chair of this Committee and reports are made back from the Committee to the PCC at least termly.

During the year the focus of the PCC has been on;

- Finance Issues:
 - Dealing with a potential deficit in the budget due to an anticipated reduction in specific giving
 - End of year accounts
 - Review of Parish Administrator's hours and salary
- Curate for 2022:
 - The decision whether to apply for a curate in 2022.
 - Decision making on appropriate housing for curate.
- Safeguarding Matters:
 - Audit
 - Training for PCC members



- Dealing with Covid Restrictions and its application to the church community
- How to reach out to our neighbourhood during lockdown
- Community Projects:
 - A Defibrillator AED to be purchased and installed in 2022
- Youth Ministry and Young Adults Vision Presentation
- Fabric matters
- Reviewing how we move on and grow as a church post-pandemic
- Establishing a review of our current Hall Management Systems in light of existing hall manager stepping down at the next APCM
- Presentation on Discipleship Pathways & Small Group Vision called 'Life Groups'

Our aim at Holy Trinity & St Saviour's has always been to be people who are 'Living the Full Life', always seeking discover more of Jesus and helping others discover him, live the life Jesus asks us to, and to be *people who give this love away by loving our community*.

We entered 2021 with the Covid restrictions placed upon us. While the church was open for the first few Sundays of the year, due to the increase in Covid infections and the decline in numbers attending in-person services, the PCC rightly decided to move our services online for the lockdown.

Lockdown however did not prevent us from exercising our Vision. The Knaphill Community Fridge continued to operate and became a hub for many people who were struggling to access food and company whilst being in lockdown. This has enabled us to build strong links with the community and be a church that loves its local residents. With the Community Fridge being led by Jules Hopkins, 30+ local volunteers fulfil various tasks from picking up food from supermarkets to helping set up each day's food delivery. Over the year, hundreds of people have been supported through difficult times. The work continues today. In April we were visited by HRH the Countess of Wessex as she helped distribute food on a Thursday morning. Because of its popularity the fridge facility (which was a garden shed) has now been expanded and has a bespoke building for its work. Funding has been received from a number of grant making trusts and individuals.

Our Sunday services seamlessly went online again with the expertise of our technical volunteer Jon Darley. His skill and dedication has enabled much growth in people's faith. We now live-stream everything to our YouTube channel, whose subscribers have grown over the course of the year. Jon Has also trained up two other volunteers to continue the work. This has helped when we went back to in-person services at Easter. Our midweek communion was started up again by our Ordinand Dean Pusey (who left for his curacy in June) and reached a large number of our daytime community. While we were unable take communion virtually, the service was a time of blessing for many. When we moved back into in-person services the mid-week community continued to meet and has steadily grown.

During this lockdown our monthly online 'Worship Live' event continued and grew. This was a space for people to stop on a Sunday evening and worship Jesus in song, giving space for people to hear from God.

While the lockdown was a frustration, we were able to utilise the time to focus more on the discipleship of the church family. During this time, we ran 'The Bible Course' which seeks to help Christians understand the Bible better. The first course we had 27 people join online. The course was run again in the autumn term during the day and 8 people attended. It has now become a main element of our discipleship programme.

We also ran an online Holy Spirit course, which in effect was the teaching from the Alpha Holy Spirit weekend. This was well attended and we are looking develop a more in-depth course later in 2022.



In February we launched a new online resource called 'Pause'. Every week a 5-6 minute reflection is posted online on a Wednesday morning. This is an opportunity for the church family and others to receive spiritual input and encouragement during the week. It is particularly aimed at those members of the church who are working and are very busy. It is an opportunity to pause and reflect. Each video can get anything from 40 -150 views. It is contributed to by a variety of people and edited weekly by Neil Hopkins. Thank you to all the contributors who have recorded (and re-recorded) material for this.

Our work amongst families continued through and out of lockdown. Material continued to be put online for families to access. Out of lockdown we have started to see families come back to in-person services and so our attention has been on building up the work of our regular Sunday morning services. A team of faithful volunteers lead and support these families. An exciting new area of ministry has been our weekly 'FAWM' (Fearfully And Wonderfully Made) support group for Mothers and Newborns which started at the beginning of the year during lockdown. Lockdown has been hard for new mothers to meet other new-mothers to socialise, make friends and get support in the early days of parenthood. This group, led by Caroline Bowen, has gone from strength to strength and continues to support around 20 mothers as they visit the group.

Lockdown played its part with our Easter services and a number of the village's regular Easter activities were put on hold. However, as a church we were able to organise and run a Good Friday service via Zoom and YouTube for all the churches in Knaphill and we posted four Good Friday reflections with written reflections for people to access and use as in their own time during the day. Our Children's and Families minister organised throughout Holy Week a wonderful interactive Easter Trail. Families were encouraged to journey around the village finding QR codes that linked them to a story on YouTube about Jesus and his road to the Cross. Lockdown eased on Easter Sunday and we were delighted to reopen our doors for a glorious live streamed and in-person, socially distant, Easter Sunday morning celebration service.

Alpha ran in the summer term during the day and resulted in a small number of people learning about Jesus and connecting with the church community. We do not have the facilities to provide cooked meals during the day but our relaxed welcome space at the back of the church provides the ideal space for running such courses.

With the appointment of Pete Hewlett, our youth ministry has steadily grown. With the weekly Illuminate Sunday morning group as well as the monthly Illuminate socials, Pete has enabled the young people who have been affected by Covid to bond together as a group. The focus has been to build up relationships and encourage the young people to invite their friends along too. This seems to be bearing fruit and we are seeing more young people coming to the different activities. One exciting development has been the Youth Wellbeing Cafe. This runs weekly on a Wednesday after school and is a safe place for young people to drop in, hang out and chat if they want to. It has been the stepping stone to what will be part of the Kintsugi Hope Wellbeing groups that, will be implemented during 2022.

The climate crisis has affected us all and, with the National Church of England saying that we (the Church) want to be Net Zero by 2030, as a church we have started to make ourselves more environmentally conscious and proactive. We have started our Creation Care group headed up by Richard and Julie Levett which seeks to make the church (buildings and people) carbon neutral and more aware of the climate/ environment. We have held a number Sunday services tackling the issue of climate change and our response. We joined the Eco-Church scheme and have now received the Bronze Award. Furthermore, we sought to change our energy suppliers to more green suppliers, looked at our grounds to see how we can be more encouraging of the natural habitat, and have asked the church family to complete an energy survey to see how we can all save energy.

As we entered into the autumn season our services continued to meet in person. We held a special Light Cafe on Halloween night for the families in the area and those walking around the community. Over a hundred people, young and old, came and joined in. There was craft for the children, coffee, hot chocolate and hot dogs, and live music, with a meeting for young adults later in the evening. In November, unlike last year, we were able to participate in the village remembrance service organised by C4K, as well as hold our own Remembrance service on



Sunday - with the participation of the Brownies, Guides and Explorers. A special time of remembering the fallen from our community not only from the two World Wars but also in more recent conflicts.

We launched our first Bereavement Journey course. Over six weeks eleven people who had suffered the death of a loved one came and processed through their grief through helpful videos and sharing within small groups. We will be running this course again in 2022. We also piloted the 'Talking Jesus' course that sought to help people to engage with talking about Jesus to their friends and family. It was well attended at the beginning but tailed off by the end. We will run this again in 2022.

While the nurturing of disciples has been growing over the year through various courses, the small groups within the church have been key for a number of people. Over the past couple of years, the growth of these groups has been faltering. In October, Neil Hopkins (Vicar) shared the vision for how small groups play a vital role in the discipleship of all people. The small groups will be restructured around the vision of 'Living the Full Life: Discover it, Live it, give it Away' and called Life Groups. The aim is for all church members to see that Life Groups are not stand alone ministries, where discipleship falls on the shoulders of the group leader, but just one element within the discipleship programme of the church. The vision was well received and the aim is to see at least 80% of the church family in the groups. Life Groups will be launched at the end of January 2022.

While the start of year was difficult the end of the year drew to a close with our wonderful Advent and Christmas celebrations. This was a time of great celebration, with new services taking place alongside familiar services that had been missed last year because of Covid. Our Christingle service started Advent off really well for our families. At St Saviour's, a traditional candlelight carol service, a midnight Christmas Eve Holy Communion service, and our popular Puppet Crib services all were well attended and provided a sense of stability in what had been a rough year for many. We were also able to try new services that connected further with our community. At Holy Trinity we held a 'Rubbish Nativity' where by the nativity figures were created out of rubbish. A wonderful way to continue our push for a more sustainable way of living. We also held our first 'Camp Fire Carols'. This was an evening of food, drink, games, fire pits with marshmallow toasting, and carols all outside. The event was widely attended with around 160 people and made great connections with our community. Our Christmas Day service was a joyful time and, while Covid was still present and many people were isolating, we still were able to enjoy celebrating Jesus' birth with many people, both in person and online.

LOOKING TO THE FUTURE

The aim of Holy Trinity and St Saviour's is that we continue to be a church family that is 'Living The Full Life, always seeking to Discover more of Jesus and for others to discover Jesus for themselves, live out the life of discipleship and seek to give away the love we have been shown by Christ to others. As we come out of a pandemic (hopefully) we continue to seek to do this in the four areas of mission stated back in 2017, with the following aims (though not exhaustive) as we;

Grow our youth and families' ministry

- To develop the 'Wellbeing' groups
- To develop discipleship among the young people
- To continue to grow the fledgling young adults work

Improve our buildings so they are fit for purpose in supporting today's ministry and mission

- To start the process of developing building plans for the west end to extend our welcoming space, provide more suitable offices, extra rooms for community/ church work, toilets and a working kitchen.
- To develop our buildings to be more environmentally friendly, aiming to gain a silver award from Eco-Church



Increase the number of new Christians through persistent prayer, confident faith-sharing and life-giving worship

- To grow our Alpha course and subsequent discipleship pathway
- To encourage our congregation to be proactive in inviting people to Alpha and church
- To enable purposeful prayer throughout the church by developing the prayer and listening to God courses
- To review our Sunday morning services at St Saviour's to empower a life giving worshipping community for Brookwood

Make prayerful and confident disciples

- To launch, nurture and develop 'Life Groups': our new structure and purpose for existing small groups
- To develop our Wellbeing groups and Discipleship Pathway Groups to help people throughout the community i.e. Bereavement Journey, Hope in Depression (or similar), Talking Jesus, Bible Course, Prayer Course, Holy Spirit course
- To grow the church in prayer by launching and developing the prayer course – Learning to hear the Voice of God – encouraging everybody to be actively praying for one area of church ministry
- To evaluate and adjust our monthly prayer evenings in order to see more people engage with prayer

FINANCIAL REVIEW

Following Helen Simmons stepping down from the Treasurer role after over 20 years of invaluable service, a small voluntary finance team was established, with a treasurer, assistant treasurer and book-keeper, as well as others who help with banking and giving. Helen still continues to run the payroll.

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account of the time commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account prevailing rates of inflation and the levels of pay increase granted by the Diocese.

Working with the incumbent, the treasurer and assistant meet regularly throughout the year, monitoring overall financial performance and managing a range of day-to-day financial issues. The PCC receives regular financial reports and is actively involved in budget setting and review.

I am pleased to be able to report that a surplus of £53,940 was made on unrestricted funds before transfers in 2021, mainly reflecting an increase in total unrestricted giving to £236,986 (2020 £212,672) as well as increased rental income from Holy Trinity Pre School. This was a much better result than might have been anticipated, given the expected impact of the ongoing pandemic.

It is the policy of the PCC to tithe 10% of our unrestricted giving, based on the preceding year. We have six Mission partners that we support throughout the year; CPAS, Engage, A Rocha, Turning Point Trust, Wycliffe Bible translators and St Michael's Sheerwater. Note 11 in the financial statements gives full details of all the grants we have given. The congregation was encouraged to support Your Sanctuary at Mother's Day, and Tear Fund at Christmas.

Overall unrestricted expenditure was £236,430 (2020 £205,121), with a total of £215,162 spent on general church activities, including £79,701 on Parish Share, which is what every parish contributes to resource mission and ministry across the diocese, including clergy and training costs.



£9,313 was received and £8,074 spent from other restricted funds, including the community fridge. Unrestricted reserves at 31 December 2021 were £250,631, of which £43,731 is represented by fixed assets leaving £206,899 of other assets. Included within this are designated reserves totaling £72,663, being £44,113 for building maintenance and £28,550 for Holy Trinity Pre-school. Our long terms funds are invested with the CBF Church of England Deposit Fund and our short term deposits are placed in our HSBC Money Management account.

The PCC have agreed a deficit budget for 2022, which is more than offset by the surplus in 2021. It assumes broadly similar levels of unrestricted giving, but additional net costs including increasing the hours of the administrator, supporting a curate, and investing in improved audio visual equipment to enable ongoing streaming of services.

Reserves Policy

As part of our contingency planning and risk management the PCC operates a reserves policy whereby we seek to ensure that our unrestricted general fund reserve does not fall below the approximate equivalent of the aggregate of three months of staff costs (Salary, Employers NI and Pension contributions) as well as keeping £50,000 for working capital purposes. Reserves held above this value are purposed to smooth fluctuations in cash flow, meet emergencies and to allocate towards the activities of the church over the coming years and expected fabric and fixtures expenditure.

On behalf of the PCC:

Revd. Neil Hopkins

Chairman

21 February 2022

INDEPENDENT EXAMINER'S REPORT

to the Trustees of the Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood

I report to the trustees on my examination of the financial statements of the The Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood (commonly known as Holy Trinity Church Knaphill and St Saviour's Brookwood) ('the charity') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

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.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

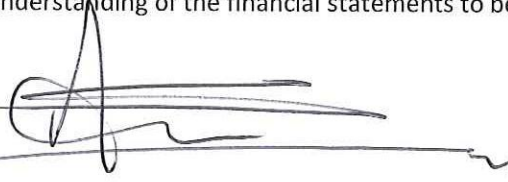
Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

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

Andrew Skilton, ACA, Independent Examiner
Brewers Chartered Accountants,
Bourne House, Queen Street, Gomshall, Surrey, GU5 9LY



Date: 9 May 2022



**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL
WITH ST SAVIOUR'S BROOKWOOD**

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2021

		Unrestricted Funds 2021/£	Designated Funds 2021/£	Restricted Funds 2021/£	Total Funds 2021/£	2020/£
Notes						
INCOME						
Donations and legacies	2(a)	236,986	0	7,473	244,459	228,261
Charitable activities	2(b)	53,142	0	1,840	54,982	31,394
Income from investments	2(c)	242	0	0	242	767
TOTAL INCOME		290,370	0	9,313	299,683	260,422
EXPENDITURE						
Grants	11	21,268	0	3,018	24,286	20,257
Church activities	3	215,162	0	5,056	220,218	284,478
TOTAL EXPENDITURE	9	236,430	0	8,074	244,504	304,735
NET INCOME/(EXPENDITURE)		53,940	0	1,239	55,179	(44,313)
Transfers between reserves	9	(3,436)	3,436	0	0	0
NET MOVEMENT IN FUNDS AFTER TRANSFERS		50,504	3,436	1,239	55,179	(44,313)
Balance brought forward at 1 January 2021	9	127,464	69,227	23,387	220,078	264,391
Balance carried forward at 31 December 2021	9	177,968	72,663	24,626	275,257	220,078

The notes on pages 18 to 24 form an integral part of these financial statements.



**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL
WITH ST SAVIOUR'S BROOKWOOD**

BALANCE SHEET

As at 31 December 2021

	Notes	2021 £	2021 £	2020 £	2020 £
FIXED ASSETS					
Tangible fixed assets	5		43,731		46,410
CURRENT ASSETS					
Debtors	7	27,640		11,599	
Cash at hand and in bank		34,881		5,620	
Deposit account at HSBC		25,141		4,194	
Deposits at CBF Church of England Fund		163,298		163,213	
		<u>250,960</u>		<u>184,626</u>	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
	8	<u>19,434</u>		<u>10,958</u>	
NET CURRENT ASSETS			231,526		173,668
NET ASSETS			<u>275,257</u>		<u>220,078</u>
FUNDS					
Unrestricted	9	177,968		127,464	
Designated	9	72,663		69,227	
Total unrestricted funds		250,631		196,691	
Restricted	9	24,626		23,387	
		<u>275,257</u>		<u>220,078</u>	

The notes on pages 18 to 24 form an integral part of these financial statements.

Approved by the Parochial Church Council on 21 February 2022 and signed on its behalf by:

Chairman:

Treasurer:

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2021

1. ACCOUNTING POLICIES

Basis of accounting

The charity is a public benefit entity and the financial statements have been prepared in accordance with '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) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The financial statements have been prepared to give a 'true and fair' view and 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 '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) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Parochial Church Council of Holy Trinity Knaphill and St Saviour's Brookwood meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a specific purpose by the PCC are also unrestricted. Collections on specific occasions such as Mother's Day and Christmas are included as restricted income as the money is given for specific purposes and is not available for the general use of the PCC. All regular giving is treated as unrestricted income and is spent in the manner agreed by the PCC. Income given for the Building Fund is for future building works on either the Holy Trinity or St Saviour's site. This fund is restricted and so cannot be used for any other purpose.

Income

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under gift aid is recognised when the income is recognised. Rental income from the letting of Church premises is recognised in the year in which the rent takes place.

Interest from investments is accounted for when receivable. Any tax recoverable on such income is recognised in the same accounting year.

Expenditure

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

The Diocesan quota or Parish Share is accounted for when payable. Expenditure is stated as VAT inclusive as the Church is not VAT registered.

Financial Instruments

The PCC only has financial assets and financial liabilities of a kind that qualify as basic instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Fixed Assets

Consecrated land and buildings and movable Church fittings

Consecrated and beneficed property is excluded from the financial statements by the provisions of the Charities Act 2011. No value is placed on movable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable Church furnishings, whether maintenance or improvement is written off as expenditure in the SOFA and separately disclosed.

Church Halls and Vicarage

The Church Halls are accounted for at cost and are depreciated over their useful lives of 50 years on a straight-line basis. Additions are written off over the remaining life of the 50-year period or if already fully written off, over 50 years unless PCC deem this to be inappropriate. St Saviour's House is accounted for at cost and is depreciated over its useful life of 50 years on a straight line basis. The vicarage at Holy Trinity is not owned by the PCC.

Other fixtures, fittings and office equipment

Equipment costing £2,000 or over within the Church premises is depreciated. All other equipment is written off in the year of purchase. Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives on a straight line basis.

Current Assets and Investments

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Fund or at the bank. In line with current best practice, the financial statements of wholly owned subsidiaries are not consolidated into the financial statements of the PCC. Investments are held at the lower of cost or realisable value.

Going concern

The trustees have considered the effect of the Coronavirus pandemic on financial and operational practices and believe there are no material uncertainties about the Church's ability to continue as a going concern, thus the PCC continues to adopt the going concern basis of preparing the financial statements.

2. INCOME

	Unrestricted Funds 2021/£	Designated Funds 2021/£	Restricted Funds 2021/£	Total Funds 2021/£	Unrestricted Funds 2020/£	Designated Funds 2020/£	Restricted Funds 2020/£	Total Funds 2020/£
2(a) DONATIONS AND LEGACIES								
Planned giving and collections								
Gift Aid donations	172,113	0	60	172,173	144,204	0	1,500	145,704
Income tax recoverable	44,263	0	10	44,273	36,615	0	375	36,990
Other planned giving	18,083	0	895	18,978	27,882	0	150	28,032
Charities Aid Foundation Grants and bequests received	1,105	0	0	1,105	1,180	0	100	1,280
Cash collections at normal services	0	0	3,669	3,669	1,500	0	12,050	13,550
	1,422	0	0	1,422	1,291	0	320	1,611
	236,986	0	4,634	241,620	212,672	0	14,495	227,167
Overseas Mission								
Other planned giving	0	0	76	76	0	0	0	0
Gift Aid donations	0	0	130	130	0	0	0	0
Income tax recoverable	0	0	0	0	0	0	0	0
	0	0	206	206	0	0	0	0
Home Mission								
Other planned giving	0	0	456	456	0	0	237	237
Gift Aid	0	0	1,056	1,056	0	0	0	0
Income tax recoverable	0	0	264	264	0	0	0	0
	0	0	1,776	1,776	0	0	237	237
Smiths Charity	0	0	857	857	0		857	857
Total Mission Donations	0	0	2,839	2,839	0	0	1,094	1,094
Total Donations and Legacies	236,986	0	7,473	244,459	212,672	0	15,589	228,261
2(b) CHARITABLE ACTIVITIES								
Hall Lettings	30,249	0	0	30,249	7,941	0	0	7,941
Fees	852	0	0	852	406	0	0	406
Rent from SS House	19,800	0	0	19,800	17,388	0	0	17,388
Sundry Church	2,241	0	1,840	4,081	424	3,565	1,670	5,659
	53,142	0	1,840	54,982	26,159	3,565	1,670	31,394
2(c) INCOME FROM INVESTMENTS								
Bank interest	242	0	0	242	767	0	0	767
TOTAL INCOME	290,370	0	9,313	299,683	239,598	3,565	17,259	260,422

3. EXPENDITURE

	Unrestricted Funds 2021/£	Restricted Funds 2021/£	Total Funds 2021/£	Unrestricted Funds 2020/£	Restricted Funds 2020/£	Total Funds 2020/£
Church activities						
Ministry: diocesan parish share	79,701	0	79,701	79,701	0	79,701
clergy expenses	1,000	0	1,000	1,048	0	1,048
vicarage costs	914	0	914	860	0	860
Staff costs	71,660	0	71,660	49,627	1,250	50,877
Churches running expenses	12,385	0	12,385	10,437	51	10,488
Churches repairs & maintenance	2,753	0	2,753	1,722	0	1,722
St Saviour's Regeneration project	0	1,170	1,170	0	21,405	21,405
Holy Trinity building projects	0	0	0	0	71,317	71,317
Community Fridge	0	2,453	2,453	0	0	0
Worship costs	2,809	0	2,809	2,094	0	2,094
Outreach	1,536	0	1,536	1,377	3,061	4,438
Youth, children and families work	3,986	1,433	5,419	1,328	523	1,851
Church groups	0	0	0	94	0	94
Courses & conferences	0	0	0	1,714	0	1,714
Halls costs (see note 11)	27,043	0	27,043	24,365	1,034	25,399
St Saviour's House repairs and running costs	301	0	301	1,398	0	1,398
Photocopying & Stationery	2,256	0	2,256	1,795	0	1,795
Telephone and broadband costs	1,482	0	1,482	1,442	0	1,442
Postage	68	0	68	3	0	3
Catering	201	0	201	58	0	58
PCC expenses	0	0	0	0	0	0
Subscriptions	206	0	206	236	0	236
Computer expenses	1,879	0	1,879	2,427	0	2,427
Governance costs (Independent Review)	1,548	0	1,548	1,302	0	1,302
Sundries	3,434	0	3,434	2,772	37	2,809
	215,162	5,056	220,218	185,800	98,678	284,478

4. STAFF COSTS AND RELATED PARTY TRANSACTIONS

	2021 £	2020 £
Wages and salaries	75,861	56,370
National Insurance costs	684	741
Pension costs	3,743	2,762
	80,288	59,873

During the year the PCC employed a Parish Administrator, a Children and Families Minister, a Youth and Young Adult Minister and three cleaners, none of whom earned more than £60,000 per annum. This is unchanged from 2020. PCC members and related persons were reimbursed of expenses incurred on behalf of the church including administrative, youth activities and community fridge costs as follows:

	PCC Member £	Family £
Kevin Grieve	0	30
Neil Hopkins	0	223
Sue Kaufman	150	0
Josh Levett	22	0

Expenses have been paid to the clergy members of the PCC in connection with the carrying out of their office, including such items as travel and hospitality. A total of £1,000 was paid in the year. No PCC member or connected person received any remuneration from the PCC or subsidiary during the year apart from Caroline Bowen, our parish administrator, and wife of Thomas Bowen, and Catherine Hawkins, daughter of Mike Hawkins, who was employed as the cleaner at St Saviours. Caroline's salary, including NI and pension costs, was £12,909 and Catherine earned £3,372 for her work.

18 PCC members and their families gave the church a total of £59,130 (excluding gift aid) over the year (2020: £70,624).

5. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £	Holy Trinity Hall £	St Saviour's Hall £	St Saviour's House £	Total £
Cost					
As at 1 January and 31 December 2021	2,820	56,966	41,966	6,272	108,024
Depreciation					
As at 1 January 2021	2,820	14,807	37,715	6,272	61,614
Charge for year	0	1,139	1,540	0	2,679
As at 31 December 2021	2,820	15,946	39,255	6,272	64,293
Net Book Value at 31 December 2021	0	41,020	2,711	0	43,731
Net Book Value at 31 December 2020	0	42,159	4,251	0	46,410

6. INVESTMENTS

The ordinary share capital (2 shares) of Holy Trinity Pre-School Limited, a company incorporated in England and Wales (registered number 06295276) is owned by two members of PCC acting as nominees for the PCC. The cost of this investment has been written off in the books of the PCC. The sole activity of this subsidiary is to run the Pre School at Holy Trinity Church Hall.

Its results for the year ended 31 December 2021 show a surplus of £nil (2020 £nil). Turnover was £145,169 in this year (2020: £117,888) and total expenses over the year amounted to £145,169 (2020: £117,888).

The accounts of this subsidiary are not consolidated with the PCC because they fall below the threshold requiring consolidated accounts.

7. DEBTORS

	2021 £	2020 £
Income tax recoverable	14,800	6,773
Prepayments	893	129
Holy Trinity Pre-School Ltd	11,029	3,916
Other debtors	918	781
	<u>27,640</u>	<u>11,599</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accruals	7,929	6,770
Other creditors	11,505	4,188
	<u>19,434</u>	<u>10,958</u>

9. ANALYSIS OF FUNDS

	At 1 Jan 2021 £	Income £	Expenses £	Transfers £	At 31 Dec 2021 £
Unrestricted - General	127,464	290,370	(236,430)	(3,436)	177,968
Designated: Pre-school	25,114	0	0	3,436	28,550
: Buildings & grounds	44,113	0	0	0	44,113
	69,227	0	0	3,436	72,663
Total Unrestricted Funds	196,691	290,370	(236,430)	0	250,631
Restricted: Buildings & grounds	20,132	145	(1,170)	0	19,107
: Youth work	584	1,840	(1,433)	0	991
: Projects	1,013	4,489	(2,453)	0	3,049
:Smiths Charity	1,658	857	(1,036)	0	1,479
:Mission donations	0	1,982	(1,982)	0	0
	23,387	9,313	(8,074)	0	24,626
Total funds	220,078	299,683	(244,504)	0	275,257

At 31 December 2021 funds comprise:	General £	Designated £	Restricted £	Total £
Fixed assets	43,731	0	0	43,731
Current assets	153,672	72,663	24,626	250,961
Current liabilities	(19,435)	0	0	(19,435)
Net assets	177,968	72,663	24,626	275,257

10. CHURCH HALL FINANCIAL STATEMENTS

	Holy Trinity 2021 £	St Saviour's 2021 £	Total 2021 £	Holy Trinity 2020 £	St Saviour's 2020 £	Total 2020 £
INCOME - Hall lettings	25,908	4,341	30,249	3,710	4,231	7,941
EXPENDITURE						
Running costs	15,365	5,690	21,055	15,322	5,397	20,719
Repairs and maintenance	2,353	956	3,309	1,564	437	2,001
Depreciation	1,139	1,540	2,679	1,139	1,540	2,679
	18,857	8,186	27,043	18,025	7,374	25,399
Operating deficit	7,051	(3,845)	3,206	(14,315)	(3,143)	(17,458)

11. HOME & OVERSEAS MISSIONS

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
OVERSEAS MISSION				
A-Rocha	2,031	0	2,031	1,932
Bible Society	400	0	400	265
CMS	400	0	400	0
Emanuel Hospice	100	0	100	0
New Wine International	250	0	250	0
Tear Fund	0	206	206	0
Turning Point	4,288	0	4,288	3,864
Wycliffe	2,031	0	2,031	1,932
	9,500	206	9,706	7,993
HOME MISSION				
Across	200	0	200	200
Sheerwater Church Project	2,246	0	2,246	2,000
Care for the family	400	0	400	350
CPAS	3,385	0	3,385	3,864
Engage (formerly SCATs)	4,287	0	4,287	3,864
Smiths Trust	0	1,036	1,036	699
Surrey Care Trust	400	0	400	350
Woking Hospice	400	0	400	350
Your Sanctuary	450	1,776	2,226	587
	11,768	2,812	14,580	12,264
Total	21,268	3,018	24,286	20,257

The number of individuals receiving grants totalled 4 (2020 : 41)