

HOLY TRINITY
ST SAVIOUR'S



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



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 2022

The Parochial Church Council (PCC) presents its annual report for the year ended 31st December 2022, together with the independently examined 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
12A North Street
Guildford
GU1 4AF

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

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

STRUCTURE, GOVERNANCE AND 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 members of both Holy Trinity and St Saviour's Churches and the following people served as members of the PCC for all or part of the year:

Incumbent:	Revd. Neil Hopkins ^{S F SG} (Chair)
Associate Minister:	Revd. Dr Julie Levett
Curate:	Revd. Dawn Lucas (from Sept 2022)
Church Wardens:	Christina Hunt ^S (to APCM 29 th May 2022) Clare Leigh ^S (to APCM) Jon Darley ^S (from APCM) Mike Veness ^S (from APCM)
Elected Representatives to the Deanery Synod:	Bob Bailey Mike Hawkins
Elected PCC members:	Chris Benson (to APCM) Thomas Bowen Kevin Grieve ^{S F} (Assistant Treasurer) Mike Hawkins Christina Hunt (from APCM) Susan Kaufman Joshua Levett (to APCM) Wayne Halls Jill Robson ^{SG} (Parish Safeguarding Officer) Elaine Tisdall ^{S F} (Treasurer) Vicki Veness (to APCM, Secretary) Ros Webster (from APCM) Becky White (from APCM, Secretary)

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

Staff Ministry Team in 2022

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
Curate: Revd. Dawn Lucas
Children's & Families Minister: Jo Birkby ^{SG} (to October 2022)
Youth & Young Adults Minister: Pete Hewlett ^{SG}
Parish Administrator: Caroline Bowen ^{SG}

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 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 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 was co-ordinated by Jo Birkby (to October 2022) 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.

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.

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: Revd. Dawn Lucas, Christina Hayhoe and Revd. 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 and Revd. Neil Hopkins

- **Bible Course:** Eight sessions helping people get to grips with the Bible. Delivered in person or on zoom.
Leader: Revd. 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 and dads during the lockdown period and beyond.
Leaders: Caroline Bowen and 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 the local community. Activities that take place include ballet classes, aerobics classes and private children's parties. These are now managed by three members of the congregation. A new on-line booking system has been introduced.
Hall Managers: Judith Hookins (to September) Thomas Bowen, Nick Webster and Kevin Grieve
- **Knaphill Community Fridge:** A project that seeks to reduce food waste by redistributing collections from supermarkets.
Leader: Jules Hopkins
- **Life Groups:** Small discipleship groups to help people live the Christian life together.
Life Group enablers: Revd. Neil Hopkins, Thomas Bowen, David Gale, Mark and Jo Tyas, Christina Hunt, Steve and Anne Parsons, Richard Levett, Christina Hayhoe, Jill Robson, Bob Bailey
- **Marriage Sessions:** Four evenings for couples to invest in their marriage, based on the Care for the Family course.
Leaders: David and 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 (to October)
- **Pastoral Care Team:** Working alongside the ministry team, five qualified lay pastoral workers provide confidential pastoral support for anyone in the community or church who wishes to talk to someone or receive help in moving forward.
Leaders: Christina Benson and Revd. Dawn Lucas
- **Prayer:** The provision of weekly prayer ministry and monthly prayer meetings as well as the Prayer course and Learning to Hear God's Voice course.
Leaders: Diane Collingridge and Jo Tyas
- **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: Diane Collingridge and Ros Webster
- **Praise and Tea:** A 'Songs of Praise' style of service, provided both online and in person.
Leaders: Bob Bailey, Dee Roberts and Revd. Neil Hopkins
- **Silver Stars:** A bi-weekly meeting for seniors in our community, followed by refreshments. Activities include seasonal services, presentations and musical items.
Leader: Dee Roberts
- **Sound and Visual Support:** The provision of technical support for worship services and events.
Leaders: Jon Darley, Paul Collingridge and 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, national and international 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 one-off gifts.

Buildings

Work in 2022 has continued to respond to issues raised at the Quinquennial inspection and the general state of deteriorating fabric. All obligatory annual inspections to safety and security equipment were completed. Fire notices are exhibited throughout both sites.

A full redecoration, replacement carpets and kitchen refresh were carried out at 13 Heath Drive, Brookwood (previously known as St Saviour's House) ahead of Dawn and family joining us this summer. We also decorated and installed hard wearing flooring to the small hall at Holy Trinity to make it more fit for purpose for the preschool requirements. We had a successful tidy up Saturday at both sites in September 2022, and looking to carry out another in March 2023.

Deanery Synod Report

Three Zoom/live meetings have been held in 2022. In February 2022, Parishes were challenged to consider how they might engage with schools as they come out of Covid particularly on spiritual and pastoral issues for both pupils and staff. In June, churches were encouraged to support their communities through sport and kindness with involvement in local runs and events. There was also an update on developments in Sheerwater. In October, news was shared from parishes reading updates on buildings, pop up cafes, recruitment of youth and children's workers, general staffing issues and initiatives to help Ukraine.

Concern was also expressed about the tendency for Bishops and senior church officials to make decisions without going through proper Synodical process. This was particularly regarding decisions about blessing of same sex marriages.

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 and St Saviour's. 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. Members are encouraged to contribute through the Parish Giving Scheme wherever possible, which minimizes the administration involved, and a significant number have joined this during the year. A Risk Register is being developed and will be implemented in 2023.

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 2022

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting on 29th May 2022 was 140, 99 of whom are resident and 41 of whom are non-resident. This compared with 144 in 2021 and 145 in 2020. It is encouraging in one way that our overall membership has stayed relatively stable as we have returned back to more in person services. We continue to have a number of new members have joined our church family but there is sometimes a reluctance to join the Electoral Roll. The motivation to seek for further growth in our membership remains.

The average Sunday attendance as measured in October 2022 was 66 adults and 21 children in person at Holy Trinity and 23 adults and 9 children in person at St Saviour's, with an average of attendance of 14 accessing the service via livestream on YouTube.

The PCC met seven times during the year. The Standing Committee, which has the power to transact the business of the PCC between its meetings, met four times. Other committees/working groups, some of which were time limited, have met as necessary. These groups are;

- **Holy Trinity Buildings Group:** While we aimed to restart this group in 2022 to look at the possible west wing extension, it has not met to discuss this project. This group will now end, and work to the building will be headed up by the new church warden and vicar, calling in specific people where needed.
- **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:**
 - Approval of 2021 Annual report and Financial Statements.
 - Deciding on our outward giving to other charities/organisations.
 - Monitoring quarterly financial performance against the budget.
 - Planning for 2023 and agreeing budget assumptions.
 - Approval of updated reserves policy and 2023 budget.

- Curate for 2022:
 - Deciding on appropriate housing for the new curate, considering the delay of the existing tenant in leaving the premises.
 - Approving the redecoration of curate housing.
- Setting up a committee to look into the appointment of a Children's and Families' Minister.
- Safeguarding Matters:
 - Updating the parish dashboard, appropriate sign posting, reporting procedures, volunteer driver policy, ex-offenders policy, safeguarding policy.
 - Training for PCC members.
- Dealing with Covid restrictions and their application for the church community.
- Researching and implementing of a new online hall bookings system and hall hire rates.
- Clarification of the role of Church Wardens.
- Community Projects:
 - Purchase and installation of a Defibrillator AED, supported by the British Heart Foundation
 - Warm Spaces initiative
- Establishing three priorities in line with the Diocesan Refreshed Vision.
- Health and safety matters (e.g. risk assessments and policies).
- Fabric matters.
- Approval of a Ministry Experience Scheme to help people discern their calling within church ministry.
- Research and approval to upgrade our audio and visual system at Holy Trinity Church.
- Consideration and approval of the expansion of Holy Trinity Pre-School to Brookwood,

Our aim at Holy Trinity and St Saviour's has always been to be people who are 'Living the Full Life' that Jesus asks us to. We are always seeking to discover more of Jesus and to help others to discover him too and to be people who give this love away by loving our community. Throughout 2022, we have continued to exercise our vision within the church and in the wider community.

We entered 2022 with little to no Covid restrictions placed upon us, but still with many people fearful and apprehensive on a number of levels. Throughout the beginning of 2022 we continued to monitor how we mitigated for Covid, but as we moved further into the year and with less restrictions nationally, we have no Covid restrictions in place as per guidance from the Church of England.

Wider Community Service

We have continued to engage with our community through a number of other activities that have grown throughout the year. FAWM baby group continues to develop under the leadership of Caroline Bowen. While it started as a support group for parents with newborns in lockdown, it has continued to be a valuable space for new parents to connect, interact and support one another.

Towards the end of 2022 the cost of living crisis was becoming evident across the country and a national initiative was launched to provide Warm Spaces for people who were struggling pay their energy bills. In November 2022 both churches opened their doors to the Warm Spaces initiative. While initial numbers were low, we have seen a steady number of people coming to use the facilities.

Alongside the Warm Spaces, our regular Pop Up Coffee sessions at Holy Trinity continue to be a great source of welcome and comfort for many people. We now also hold a Pop Up Coffee on Fridays at St Saviour's. Ros Webster has done an amazing job in engaging the local community. Couple this with the monthly 'Lunch with Friends' gathering and there is a growing engagement between the local community and St Saviour's Church. Well done to Ros and all the helpers.

The Knaphill Community Fridge continues to seek to reduce food waste and in so doing also helps many of our community who are struggling under the 'cost of living crisis' that has hit the country hard. In 2022 it prevented 65 tonnes of food going to landfill. This, along with our regular Pop-Up Coffee mornings and our Warm Spaces initiative enabled us to develop strong relationships with the community and to 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. Because of its popularity, the Monday mornings can see anything from 50-100 people come to gain access to free food which otherwise would have gone to landfill. A large marquee and stable temporary matting have been purchased, to enable the Community Fridge to work more easily throughout the cold winter months. The work of the Community Fridge has been widely recognised and Jules Hopkins was awarded a British Empire Medal in the King's New Year's Honours List.

Our Silver Stars group, for older generations within our community, continued its valuable meetings providing a social space for many who are elderly and on their own. The meetings included talks from different professions and interests, as well as a worship services for Easter, Christmas and summer. Alongside this, Bob and Pauline Bailey organised two Holiday at Home trips, one to Bodiam Castle and Kent and East Sussex steam railway, and one to the Birds of Prey at Andover. After a number of years unable to do these trips it was a great joy for members of our community to go on these outings during the summer.

Part of our vision is to make sure that 'wellbeing' within the community is supported. After the good reception of the first Bereavement Journey course in 2021, we ran another in 2022. Providing the bereaved with help to process their grief has been a vital part of care for the community. While not large in size, our 2022 course was helpful for a number of bereaved.

In October, we built upon last year's Light Cafe during Halloween, inviting members of the community to come for an alternative relaxing and entertaining Sunday afternoon. This included craft, table football, toys for toddlers and refreshments.

Our Christmas services proved to be a great source of engagement and spiritual encouragement to the local community, with many attending our Candlelit Carols, Camp Fire Carols, Pop Up Nativity, Christmas Puppet Crib Service, Midnight Mass and Christmas Day services. It was also a joyful encouragement to be able to welcome our local junior school back to hold their Christmas services in the church. This had stopped before lockdown for various reasons but it is wonderful to welcome them back. We look to continue to build on this link again.

Throughout the year, we also supported and ran different events for memorable moments in our national calendar. In June, we helped with the local Queen's Platinum Jubilee celebrations by providing help with venue and facilities. Then later on, with the sad passing of Her Majesty Queen Elizabeth II, we opened our church for 10 days for a period of national mourning. It was a quiet space for people to come and pray as well as sign a book of condolence. This was concluded with a memorial service on the night before the funeral, as well as opening the church up during the funeral service for people to watch it with others if they were alone.

In November, we held our Remembrance service with participation from the Brownies, Guides and Explorers. It was a special time of remembering the fallen from our community, not only from the two World Wars but also in more recent conflicts.

Other members of our church family continue to be involved in the wider community of Woking by volunteering for the Woking Food Bank. While many churches and schools regularly give to the work of the Food Bank around Harvest, we decided to increase our involvement by organising a regular monthly donation from our congregations.

Our hall manager at Holy Trinity stood down from the role in September. A huge thank you to Judith and Mark Hookins for all they had done concerning the hall over the past 13 years. It was during the year that, as a PCC, we decided to bring our hall booking system online and, after research and consultation, the PCC agreed to use the Hall Master system. This is proving to be a valuable resource to the community and to us, as it has enabled more bookings and enquiries.

During the year the pre-school that hired our hall at St Saviour's unfortunately had to close its doors. It was after its closure that Sarah Gill, the manager of Holy Trinity Pre-School, asked the PCC permission to see if we could open a second site for our Pre-School at St Saviour's, thus making sure that a valuable resource to the community wasn't lost. Throughout the rest of the year, Sarah looked into this and it was agreed by the PCC to go ahead in January 2023 and launch a second pre-school setting under the management of Holy Trinity Pre-School, at St Saviour's, Brookwood.

Christian Evangelism and Discipleship

Our Sunday services continued in person throughout the year and were live-streamed. This has proved hugely valuable for people who are not able to attend on Sundays, as well as engaging life groups in the teaching of the church. Our new audio and visual system, which was approved in 2022 and is being installed early in 2023, will reduce the set up time for our volunteers and enable a better streamed service, as well as making the sound of the live worship easier to manage.

Sunday services in both churches have returned to pre-pandemic levels and are starting to grow again. Our Wednesday Holy Communion services at Holy Trinity provide a mid-week opportunity for worship and fellowship. These services are generally (but not exclusively) attended by more senior members of the church family and the number of regular attendees has begun to grow again. Our services are supported and helped by a wonderful group of volunteers who lead us in musical worship, lead the services, provide scripture readings, prayers, audio visual support, hospitality, welcoming, prayer ministry, children's ministry and youth ministry. It is a strength of the church that we aim to make sure everybody feels welcome, included and supported as they seek to live life to the full in Jesus.

Our puppet church at St Saviour's is as always a fun and engaging service. Numbers have stayed reasonably consistent over the year, but the need for more volunteers to run the service is again an issue. As a result, the service is no longer run every month as it has been previously. Thank you to Julie Levett, Julie Bartlett and Chris Hunt for all they give to this service.

Our Cafe church that runs on the third Sunday of the month at St Saviour's, continues to be popular and reaches a variety of ages and demographics from both the church and the wider community. Richard Levett, our LLM, does a wonderful job in leading this and enabling many to discuss faith issues in a relaxed and informal manner. On the second Sunday of the month at St Saviour's we have continued to hold our reflective Holy Communion. In a more reflective and informal way we encourage people not to just go through the motions but to listen, wait on God and receive from Him. Teaching is more collaborative and over the year we have grown in how we help each other learn and listen to the Word of God by having more interactive sharing.

Our monthly online 'Worship Live' event continued throughout the first part of the year, and then moved to being in person at Holy Trinity - ironically the numbers attending started to drop off. After some discernment with the Youth

Minister who helped lead these events, we stopped the evenings in August, with the view to bringing in a weekly evening service in 2023 which would link in with the future development the youth ministry.

We ran two Alpha courses in the year - one daytime and one evening. It was good to have people attend both courses, although we would have hoped for better numbers. This however, is representative of churches across the deanery.

To further people's knowledge of the Bible we continued to run the Bible Course. We had started this online in lockdown and ran two courses. The third course was held at St Saviour's church and proved popular, helping a number of people better understand how the Bible fits together. We will be running the course again in 2023 and potentially opening it up to other churches in the Woking area.

In order to deepen people's prayer life, we ran the Prayer Course during the daytime and a Saturday 'Learning to Hear God's voice' course. Both of these were well attended by church members, equipping people in understanding more about prayer and giving them chance to experiment in prayer and listening to God. We need to decide whether these two courses are effective in helping people grow in prayer. Our monthly prayer meetings stopped after the summer as they were attended by so few people and we feel that a refresh is needed. It is a matter for 2023 to discern how we might gather to pray as a whole community.

In June, we held a church weekend away. With the rising costs of accommodation, travel and food, we decided to try something new. We hired a field at a farm about 35 minutes away which enabled people to either camp or drive in for each day. The sun shone all weekend, which was a blessing considering the marquee company failed to deliver our marquee. This did not dampen the event and the vast majority of the church family and others attended. It was a success in that it enabled many to connect with others they may never have met and to strengthen relationships across the two churches. It will be repeated in 2023.

In 2021 the Diocese of Guildford changed the role of pastoral assistants and how they are licensed and empowered to serve. This included existing pastoral assistants as well as encouraging more lay pastoral visitors. This change enabled us to restructure how our pastoral team operates. We aimed to make sure that the whole team is used, that people do not unnecessarily fall through the net and that more people can join the team and serve. The team now has Chris Benson as the pastoral team leader, who can receive pastoral requests, deploy the team, lead pastoral team meetings and engage with the Diocese and beyond about relevant training. This is continuing to grow and the team aims to support each other in their service, making sure that confidentiality is kept and appropriate safeguarding procedures are met and encouraged. Chris Benson is currently being supported in her role by our curate.

In 2021, the PCC decided to accept the Diocesan request to train a curate. In June 2022 Revd. Dawn Lucas was ordained Deacon at Guildford Cathedral and joined our team to serve her curacy. After a little trouble in gaining access to 13 Heath Drive, Brookwood, (formerly known as St Saviour's House), Dawn and her two sons, Roman and Cody, moved into Brookwood at the end of August. Since then Dawn has flourished in her new role as she continues her training.

While the nurturing of disciples has been growing over the years 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 2021, Revd. Neil Hopkins shared the vision for how small groups play a vital role in the discipleship of all people. The small groups were restructured around the vision of 'Living the Full Life: Discover it, Live it, Give it Away' and renamed life groups. The aim is for all church members to see that life groups are not standalone 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 in January of 2022 Life groups were launched with nearly 80% of the church family joining one. We now have nine life groups spanning a variety of ages and stages of life. The groups are led by life

group enablers who seek to empower people to help the group run and support one another. Some groups have worked better than others, but it is encouraging to now see life groups be involved in different aspects of the church. 2023 is a year to continue to develop these.

In the summer, our online resource called 'Pause' - which was aimed to help people receive spiritual input during lockdown - was stopped as we felt that it had served its purpose and was taking more time to produce than was possible for those who were editing it. Thank you to everyone who contributed to this, it really did serve a great purpose during lockdown.

Our work amongst young people and families continued throughout the year. Pete Hewlett, our youth and young adults minister, has continued to develop the work and vision of the youth work. Along with the weekly Illuminate Sunday morning group there have been youth socials, which attract more young people. The youth well-being cafe continues to grow and engages with a number of young people in the community on a Wednesday afternoon. There has also been a youth weekend away which was well attended and is happening again in 2023. The work amongst young adults is new and continues to be a fledgling activity that will take time to grow.

The children's ministry continued to blossom under the leadership of Jo Birkby, facilitating work among the children on Sundays and the work in our local schools through Open The Book. Our Worship for Everyone service continued to engage everyone in worship no matter what age. However, at the end of October Jo Birkby stood down as Children's and Families Minister. After serving in this role for 12 years, it really was a tough decision. We are truly grateful to her for all that she gave to the work among children in our parish. As there are no leaders to continue to lead the Open the Book ministry and Worship for Everyone, these have ceased. The PCC have approved the need to replace the position of Children's and Families Minister and a working group is currently discerning what is needed. However, we have been informed that there is a shortage of children's workers nationally and that we should be prepared to think more laterally in how we facilitate our children's ministry - especially given the cost of living in Surrey.

As with all ministries, there has always been the constant battle surrounding a shortage of volunteers who can help nurture our young hearts and minds. For work to continue and grow, the need for volunteers is ever more present and is an ongoing challenge in growing ministries to the community and church family.

Another notable event for the worshipping community was the Oberammergau passion play in Bavaria. A good number from the churches in Knaphill went and, although Covid did affect some, it was enjoyed by all who were able to attend. A huge thank you to Dee Roberts for organising this and being very flexible when plans had to change because of various flight cancellations.

In line with aims from 2021, our buildings and equipment always need continual care, management and improvement to be fit for service. This is none more so than for the audio and visual equipment at Holy Trinity. The sound equipment is over 20 years old and needs replacing. Furthermore, as we have been live-streaming the services using church members' own digital SLR cameras, requiring weekly set up, a more efficient, effective and usable system was required. In October of 2022, after quotations and engagement with companies, the PCC approved the purchase and installation of a new sound and visual system. This will be installed early 2023.

Having gained the Bronze Award from Eco Church in 2021, we had aimed as a church to gain the silver award in 2022. Although we have not achieved this aim as yet, a review will be happening to see how much more we need to achieve to gain this award. One reason for the delay is the need for a larger creation care team. This is one of our goals in the new Church Development Plan.

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. We live out the life of discipleship and seek to give away the love we have been shown by Christ to others. The Diocesan Parish Needs Process has encouraged the church to look at its refreshed vision around 'Transforming Church, Transforming Lives.'

As part of this process, the PCC met in October to discuss and discern three objectives/goals which it wants to focus on over the next 1-2 years. The three objectives that were put forward to approve later on in 2023 were;

- 1) To continue our focus on children, youth & families.
- 2) To reduce our carbon footprint to Net Zero.
- 3) To evaluate how we operate as a parish (two buildings one church) and develop/implement new strategies where appropriate. Goal three is one that will take more time to discern the way forward, consult, evaluate and implement and will involve consultation with the wider church family.

Implementing these goals will include:

Growing our youth and families' ministry:

- To continue to grow the fledgling young adults work.
- To enable a ministry experience scheme to help young adults discern their calling and to assist in the work of the church.
- To recruit additional volunteers for our children's ministry.
- To continue the process of recruitment for a new children's minister.

Improving 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 reduce our carbon footprint by ; reviewing the viability of installing solar panels and investigate heat fans for the church building in order to reduce consumption.
- To enlarge the membership of the creation care group.
- To engage life groups with caring for creation group so that all members seek to reduce their carbon footprint on a personal level.
- To install a new sound and visual system at Holy Trinity, and to evaluate needs of St Saviour's church.

Assessing how Holy Trinity & St Saviour's operates as a parish, developing where necessary

- To engage the whole church in conversation about how we can best serve our communities in the current climate.
- To review how to work together and implement any change where necessary.

FINANCIAL REVIEW

A small voluntary finance team includes a treasurer, assistant treasurer and book-keeper, as well as others who help with banking. Our former treasurer, Helen Simmons, 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 the Real Living Wage, 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.

We had budgeted for a deficit in 2022, but thanks mainly to a substantial legacy received from a parishioner, we ended the year with an unrestricted surplus of £34,064 (£55,179 2021). The PCC decided to transfer the legacy to our designated buildings and grounds reserve and it will be applied to offset a significant part of the depreciation (cost) of the upgrade to the audio visual equipment over the next five years.

Total unrestricted giving amounted to £233,816, very slightly below 2021 (£237,951). 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, and we also made a number of smaller donations. Note 11 in the financial statements gives full details of all the grants we have given. The congregation was encouraged to donate directly to Your Sanctuary at Mother's Day, and Tear Fund at Christmas.

Overall unrestricted expenditure was £281,308 (2021 £244,504), with a total of £259,048 (2021 £220,218) spent on general church activities, including £83,366 (2021 £79,701) on Parish Share, which is what every parish contributes to resource mission and ministry across the Diocese, including clergy and training costs.

£30,860 was received and £16,121 spent from other restricted funds, including the Knaphill Community Fridge. Unrestricted reserves after transfers at 31 December 2022 were £163,828, and Designated Reserves £120,867, being £86,212 for Buildings and Grounds and £34,655 for Holy Trinity Pre-school. It was felt prudent to make an additional transfer to the Pre-school reserve to reflect the expansion in to the new Brookwood setting. 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 budget for 2023 with an unrestricted deficit of c£24,000, after transfers from reserves. It assumes broadly similar levels of unrestricted giving, but additional costs including the full year impact of having a curate, the new volunteer ministry experience scheme, and a full year's depreciation of the new audio visual equipment.

Reserves Policy

As part of our contingency planning and risk management the PCC reviewed its reserves policy in 2022. We seek to ensure that our unrestricted general fund reserve does not fall below the approximate equivalent of three months total running costs as well as keeping £50,000 for working capital purposes. Reserves held above this value are available to smooth fluctuations in cash flow, meet emergencies and to allocate towards the activities of the church over the coming years.

Approved by the Parochial Church Council on 20th February 2023 and signed on its behalf by:



Revd. Neil Hopkins, Chairman



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 2022 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

10 MARCH 2023

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

**STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2022**

		Unrestricted Funds 2022/£	Designated Funds 2022/£	Restricted Funds 2022/£	Total Funds 2022/£ 2021/£	
	Notes					
INCOME						
Donations and legacies	2(a)	277,216	0	24,781	301,997	244,459
Charitable activities	2(b)	36,019	0	6,079	42,098	54,982
Income from investments	2(c)	2,137	0	0	2,137	242
TOTAL INCOME		315,372	0	30,860	346,232	299,683
EXPENDITURE						
Home and overseas mission and grants	11	22,260	0	3,127	25,387	24,286
Church activities	3	259,048	0	12,994	272,042	220,218
TOTAL EXPENDITURE		281,308	0	16,121	297,429	244,504
NET INCOME/(EXPENDITURE)		34,064	0	14,739	48,803	55,179
Transfers between reserves	9	(48,204)	48,204	0	0	0
NET MOVEMENT IN FUNDS AFTER TRANSFERS		(14,140)	48,204	14,739	48,803	55,179
Balance brought forward at 1 January 2022	9	177,968	72,863	24,626	275,257	220,078
Balance carried forward at 31 December 2021	9	163,828	120,867	39,365	324,060	275,257

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 2022**

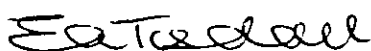
	Notes	2022 £	2022 £	2021 £	2021 £
FIXED ASSETS					
Tangible fixed assets	5		43,485		43,731
CURRENT ASSETS					
Debtors	7	45,503		27,640	
Cash at hand and in bank		16,938		34,881	
Deposit account at HSBC		65,878		25,141	
Deposits at CBF Church of England Fund		165,354		163,298	
		<u>293,673</u>		<u>250,960</u>	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
	8		<u>13,098</u>	<u>19,434</u>	
NET CURRENT ASSETS			280,575		231,526
NET ASSETS			<u>324,060</u>		<u>275,257</u>
Unrestricted	9	163,828		177,968	
Designated	9	120,867		72,663	
Total unrestricted funds		284,695		250,631	
Restricted	9	39,365		24,626	
		<u>324,060</u>		<u>275,257</u>	

The notes on pages 20 to 26 form an integral part of these financial statements.

Approved by the Parochial Church Council on 20th February 2023 and signed on its behalf by:



Revd. Neil Hopkins, Chairman



Elaine Tisdall, Treasurer

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2022

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. All regular giving is treated as unrestricted income and is spent in the manner agreed by the PCC. Restricted funds can only be applied for their particular purpose e.g. Buildings & Grounds, Knaphill Community Fridge, Parish Weekend.

Income

Collections are recognised when received by or on behalf of the PCC. When donations are received, we recognise any related gift aid. 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.

Expenditure

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

The 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. 13 Heath Drive (formerly 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 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.

Comparatives for note 2 (income)

In order to facilitate comparison, some of the comparative numbers, notably in respect of grants and the Parish Giving Scheme receipts and related tax, have been re-categorised to give more detail.

2. INCOME

	Unrestricted Funds 2022/£	Designated Funds 2022/£	Restricted Funds 2022/£	Total Funds 2022/£	Unrestricted Funds 2021/£	Designated Funds 2021/£	Restricted Funds 2021/£	Total Funds 2021/£
2(a) DONATIONS AND LEGACIES								
Planned giving and collections								
Gift Aid donations	113,899	0	8,560	122,459	128,271	0	60	128,331
Income tax recoverable	28,598	0	2,140	30,738	33,302	0	10	33,312
Parish Giving Scheme	60,220	0	0	60,220	43,842	0	0	43,842
Tax recoverable on PGS	15,109	0	0	15,109	10,961	0	0	10,961
Other giving	14,361	0	3,927	18,288	18,083	0	895	18,978
Charities Aid Foundation	1,157	0	0	1,157	1,105	0	0	1,105
Cash collections at services	472	0	0	472	1,422	0	0	1,422
	233,816	0	14,627	248,443	236,986	0	965	237,951
Grants & legacies received								
Legacies received	42,100	0	0	42,100	0	0	0	0
Grants received	1,300	0	6,043	7,343	0	0	3,669	3,669
	43,400	0	6,043	49,443	0	0	3,669	3,669
Overseas Mission								
Gift Aid donations	0	0	290	290	0	0	130	130
Income tax recoverable	0	0	73	73	0	0	0	0
Other giving	0	0	495	495	0	0	76	76
	0	0	363	363	0	0	206	206
Home Mission								
Gift Aid donations	0	0	195	195	0	0	1,056	1,056
Income tax recoverable	0	0	49	49	0	0	264	264
Other giving	0	0	723	723	0	0	456	456
	0	0	967	967	0	0	1,776	7,776
Smiths Charity	0	0	2,286	2,286	0		857	857
Total Mission Donations	0	0	4,111	4,111	0	0	2,839	2,839
Total Donations and Legacies	277,216	0	24,781	301,997	236,986	0	7,473	244,459
2(b) CHARITABLE ACTIVITIES								
Hall Lettings	27,111	0	0	27,111	30,249	0	0	30,249
Fees	692	0	0	692	852	0	0	852
Rent from 13 Heath Drive	6,600	0	0	6,600	19,800	0	0	19,800
Youth projects	0	0	2,517	2,517	0	0	1,840	1,840
Church weekend	0	0	3,562	3,562	0	0	0	0
Sundry	1,616	0	0	1,616	2,241	0	0	2,241
	36,019	0	6,079	42,098	53,142	0	1,840	54,982
2(c) INCOME FROM INVESTMENTS								
Bank Interest	2,137	0	0	2,137	242	0	0	242
TOTAL INCOME	315,372	0	30,860	346,232	290,370	0	9,313	299,683

3. EXPENDITURE

	Unrestricted Funds 2022/£	Restricted Funds 2022/£	Total Funds 2022/£	Unrestricted Funds 2021/£	Restricted Funds 2021/£	Total Funds 2021/£
Church activities						
Ministry: diocesan parish share	83,366	0	83,366	79,701	0	79,701
clergy expenses	4,370	0	4,370	1,000	0	1,000
vicarage costs	1,208	0	1,208	914	0	914
Staff costs	77,984	0	77,984	71,660	0	71,660
Churches running expenses	12,834	0	12,834	12,586	0	12,586
Churches repairs & maintenance	4,584	1,300	5,884	2,753	0	2,753
St Saviour's Regeneration project	0	0	0	0	1,170	1,170
Community Fridge	0	2,540	2,540	0	2,453	2,453
Worship costs	4,171	0	4,171	2,809	0	2,809
Outreach	4,525	0	4,525	1,536	0	1,536
Youth, children and families work	4,918	9,154	14,072	3,986	1,433	5,419
Halls costs (see note 10)	28,698	0	28,698	27,043	0	27,043
13 Heath Drive repairs and running costs	1,180	0	1,180	301	0	301
13 Heath Drive refurbishment	17,429	0	17,429	0	0	0
Photocopying & Stationery	2,254	0	2,254	2,324	0	2,324
Telephone and broadband costs	2,217	0	2,217	1,482	0	1,482
PCC expenses	0	0	0	0	0	0
Subscriptions	370	0	370	206	0	206
Computer expenses	2,966	0	2,966	1,879	0	1,879
Professional fees (inc. independent review)	2,612	0	2,612	1,548	0	1,548
Sundries	3,362	0	3,362	3,434	0	3,434
	259,048	12,994	272,042	215,162	5,058	220,218

4. STAFF COSTS AND RELATED PARTY TRANSACTIONS

	2022 £	2021 £
Wages and salaries	79,731	75,861
National Insurance costs	2,108	684
Pension costs	4,077	3,743
	85,916	80,288

During the year the PCC employed a Parish Administrator, a Children and Families Minister (until October), a Youth and Young Adult Minister and three cleaners, none of whom earned more than £60,000 per annum. This is unchanged from 2021.

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 £4,370 was paid in the year. No PCC members and related persons were reimbursed for expenses incurred.

No PCC member or connected person received any remuneration from the PCC or subsidiary during the year apart from Caroline Bowen, who is married to Thomas Bowen, and Catherine Hawkins, daughter of Mike Hawkins. Caroline is our parish administrator and was employed as cleaner at Holy Trinity for part of the year. Caroline's salary, including NI and pension costs, was £21,406. Catherine Hawkins was employed as the cleaner at St Saviours and earned £3,439 for her work.

11 PCC members and their families gave the church a total of £39,993 (excluding gift aid) over the year (2021 £59,130).

5. TANGIBLE FIXED ASSETS

	Fixtures & Fittings	Holy Trinity Hall	St Saviour's Hall	13 Heath Drive	Total
	£	£	£	£	£
As at 1 January 2022	2,820	56,966	41,966	6,272	108,024
Disposals during year	(2,820)	0	0	0	(2,820)
Additions during year	3,244	0	0	0	3,244
As at 31 December 2022	3,244	56,966	41,966	6,272	108,448
Depreciation	£	£	£	£	£
As at 1 January 2022	2,820	15,946	41,966	6,272	64,293
Disposals during year	(2,820)	0	0	0	(2,820)
Additions during year	811	1,139	1,540	0	3,490
As at 31 December 2022	811	17,085	40,795	6,272	64,963
Net Book Value at 31 December 2022	2,433	39,881	1,171	0	43,485
Net Book Value at 31 December 2021	0	41,020	2,711	0	43,731

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 2022 show a surplus of £nil (2021 £nil). Turnover was £182,155 in this year (2021: £145,169) and total expenses over the year amounted to £182,155 (2021: £145,169).

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

7. DEBTORS

	2022 £	2021 £
Income tax recoverable	6,178	14,800
Prepayments	30,893	893
Holy Trinity Pre-School Ltd	5,933	11,029
Other debtors	2,499	918
	45,503	27,640

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accruals	8,503	7,929
Other creditors	4,595	11,505
	13,098	19,434

9. ANALYSIS OF FUNDS

	At 1 Jan 2022 £	Income £	Expenses £	Transfers £	At 31 Dec 2022 £
Unrestricted - General	177,968	315,372	(281,308)	(48,204)	163,828
Designated:					
Pre-school	28,550	0	0	6,105	34,655
Buildings & grounds	44,113	0	0	42,099	86,212
	72,663	0	0	48,204	120,867
Total Unrestricted Funds	250,631	315,372	(281,308)	0	284,695
Restricted:					
Buildings & grounds	19,107	7,875	(1,300)	0	25,682
Knaphill Community Fridge	3,049	7,497	(2,540)	0	8,006
Smiths Charity	1,479	2,286	(1,360)	0	2,405
Youth work	991	2,815	(3,179)	0	627
Other	0	10,387	(7,742)	0	2,645
	24,626	30,860	(16,121)	0	39,365
Total funds	275,257	346,232	(297,429)	0	324,060

At 31 December 2022 funds comprise:	General £	Designated £	Restricted £	Total £
Fixed assets	43,485	0	0	43,485
Current assets	130,501	120,867	42,305	293,673
Current liabilities	(10,158)	0	(2,940)	(13,098)
Net assets	163,828	120,867	39,365	324,060

10. CHURCH HALL FINANCIAL STATEMENTS

	Holy Trinity 2022 £	St Saviour's 2022 £	Total 2022 £	Holy Trinity 2021 £	St Saviour's 2021 £	Total 2021 £
INCOME - Hall lettings	21,006	6,106	27,112	25,908	4,341	30,249
EXPENDITURE						
Running costs	16,935	4,421	21,356	15,365	5,690	21,055
Repairs and maintenance	4,428	235	4,663	2,353	956	3,309
Depreciation	1,139	1,540	2,679	1,139	1,540	2,679
	22,502	6,196	28,698	18,857	8,186	27,043
Operating surplus (deficit)	(1,496)	(90)	(1,586)	7,051	(3,485)	3,206

11. HOME & OVERSEAS MISSIONS & GRANTS

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
OVERSEAS MISSION				
A-Rocha	4,000	0	4,000	2,031
Bible Society	400	0	400	400
CMS	400	0	400	400
Emanuel Hospice	404	0	404	100
New Wine International	0	0	0	250
Tear Fund	0	801	801	206
Turning Point	4,000	0	4,000	4,288
Wycliffe	1,500	0	1,500	2,031
	10,704	801	11,505	9,706
HOME MISSION				
Across	400	0	400	200
Bipolar UK	0	119	119	0
Care for the family	400	0	400	400
Children's Society	1,500	0	1,500	0
Christians against poverty	400	0	400	0
CPAS	1,500	0	1,500	3,385
Engage	3,982	0	3,982	4,287
St. Michael's, Sheerwater	1,874	0	1,874	2,246
Sight for Surrey	0	119	119	0
Surrey Care Trust	400	0	400	400
Woking Hospice	400	0	400	400
Your Sanctuary	700	728	1,428	2,226
	11,556	966	12,522	13,544
GRANTS				
Smiths Trust	0	1,360	1,360	1,036
	0	1,360	1,360	1,036
Total	22,260	3,127	25,387	24,286

The number of individuals receiving grants totalled 4 (2021 : 4)

12. CONTRACTS FOR CAPITAL EXPENDITURE NOT PROVIDED FOR

As at 31 December 2022, the PCC had contracted for audio-visual and lighting equipment in Holy Trinity church totalling £80,172.