

**Annual Report
and Financial Statements
of the Parochial Church Council
of the Ecclesiastical Parish of Holy Trinity,
Westbury-on-Trym
(working name Westbury-on-Trym PCC)
for the year ended 31 December 2020**

Incumbent

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Registered Charity Number 1128488

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, WESTBURY-ON-TRYM

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Aims and Purposes

The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity, Westbury-on-Trym (the PCC) has the responsibility of cooperating with the incumbent, the Reverend André Hart, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Curate's House at 16 Southfield Road, Westbury-on-Trym and (as lessees of the National Trust who are landlords) of The College, in College Road, Westbury-on-Trym.

Objectives and Activities

The aims and objectives of the parish as laid out below were still current as we embarked on 2020, but working with these took a quite a turn when the parish and the country went into lockdown in March as the Covid-19 pandemic took hold. Every aspect of the life, mission and ministry of the church was affected, even to the extent that the church building itself was shut down and access denied to all for a time. These aims and objectives however, were not forgotten but took on a new significance. Using our gifts and talents, ensuring the growth of faith, sharing God's love, and being at the centre of the village, all took on a new urgency and reality. This report will outline how different this year has been for us all, facing challenges we could not have imagined as we started the new year. It has been a time when many of us were asked to step up to new ways of working as a fellowship especially caring for the housebound and shielding parishioners and reaching out beyond our congregation to our community. We have also been determined to keep as much as possible our fellowship together and here technology came into its own with the streaming of our services online. By the end of the year plans had been agreed by the PCC to install streaming equipment into the church to enable all who are at home to share in our worship. The pandemic changed everything this year but we have endeavoured to continue to fulfil our aims and objectives as a parish.

So here are our objectives which have guided us through this past year of pandemic:

- **Where everyone is growing in faith and using their gifts and talents.**
- **Where we share God's love and good news with others.**
- **That offers a generous and loving welcome to every member of the wider community.**
- **That is a larger, more diverse congregation.**
- **That is at the centre of the community in Westbury on Trym.**

A parish meeting a new reality

The pandemic came to us all as a great surprise and with little preparedness for the consequences. The scale and the speed of the pandemic meant that the normal church life we all enjoyed was suddenly stopped by government with the effect that new ways had to be found to serve the physical, emotional and spiritual needs of our church fellowship and community. This all needed to happen quickly with recorded worship initially being broadcast from the vicarage and later from the church. The needs of the frail, isolated, shielding and housebound became a major priority for the basics of life, and the parish and community overall stepped up well to meet this swiftly and effectively.

The pandemic brought with it huge stresses on the NHS and social care for which we all gave our thanks weekly with clapping and the banging of pots at our front doors. It also brought huge loss and bereavement for thousands of families but mercifully not many in our parish. There was, though, another development, a bright light was shone on the inequalities of our society where poverty had played a significant role in the spread of the virus. Other factors such as quality of housing and access to better welfare to enable better quality of living made uncomfortable reading. BAME communities also seem to have been badly affected. The pandemic has brought a number of insights into our society which will need addressing and which we, as a church, will need to address in our mission and ministry in the years ahead.

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Being a learning community

The programme for 2020 started with an uncompromising session in February on 'Saving the Earth'. Sixty people gave up a precious Saturday afternoon to be reminded of the current scientific data about global warming and rising sea levels. Canon Martin Gainsborough took us to some familiar and some less familiar Biblical passages, and we heard from speakers from Green Christian and Extinction Rebellion. Every participant took away some specific personal resolutions. This has since led to a renewed interest in environmental issues as an essential part of the Gospel message and the formation of an Environmental Monitoring Group to help the PCC develop its Environmental Policy. Given the circumstances however, there were no other Learning Community events for the rest of the year.

Learning from the Lockdown

Part of the purpose of the Learning Community project is to help Holy Trinity to become a community that reflects and learns from its experience. Not just in terms of what works and what doesn't, but so that we are preparing for the challenges of tomorrow in a rapidly changing world. So many regular aspects of Church life were restricted or brought to a standstill during the first lockdown that it seemed to be an unusual opportunity to reflect and, where appropriate, make some historic decisions about what we value, what we're missing and about the shape of Church life for the future. A consultation took place in August and September, online and through a printed set of questions, to which 127 people responded, full of interesting and adventurous ideas and suggestions. The Survey is awaiting PCC discussion prior to wider publication.

The PCC

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Holy Trinity. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance to charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospels; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

Most of the projects and activities are carried out by volunteers, although a family worker was employed for most of the year at a cost of £6,656 and we have a strong tradition of church music at an annual cost of £13,833.

To facilitate our work generally it is important that we maintain the fabric of the Church of Holy Trinity, the Curate's House and the College as places for meetings.

Reflection and Achievements

Last year's APCM report suggested that 2019 was possibly a year of reflection and putting down foundations for the years ahead....and then came 2020! It's probably important to say that while there have been the obvious challenges, more of which in a moment, it has also been a year of significant progress in many ways - some we probably never imagined.

We have 242 names on the electoral roll, a decrease of one from the previous year.

However the numbers at services were inevitably very different in 2020 to any previous year. They are split as follows:

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January – March – (Pre Pandemic):

The average attendance on a Sunday was 203 (a decrease from the average for the whole year of 2019 of 219). Tea Time Church average numbers for the two services in February and March were 21 adults and 13 children.

March – December (During the pandemic)

The church was closed from the end of March until mid July, and again for 4 weeks from early November. It was open for services between mid July and early November, and again for 3 weeks in December. The average attendance on Sundays in these two periods was 81.

The average online viewing figures for a recording of the 10am Sunday service when services were not in church was 78, but it is not possible to tell how many people were actually watching.

The church was open for some 2.5 hours daily for Private Prayer. Initially this was 6 days a week but reduced to 5 days a week around October. The average weekly attendance was 36 for Private Prayer.

Other services

In 2020, there were no Weddings (8 in 2019), 6 Baptisms (13 in 2019) and 9 funerals (17 in 2019). A number of funerals which would otherwise have been held in Church instead took place at Canford Crematorium, with limited numbers of mourners.

All services for Easter 2020 had to be online, as all church buildings had to be closed at that time.

For Christmas, numbers were restricted for safety reasons. We had two carol services, one outdoor Crib service and two 'Midnight Mass' services. The number attending Church on Christmas Eve and Christmas Day was 394 (625 in 2019, 544 in 2018).

For the first three months it was 'business as usual' for the church. There was good news with the announcement of a donation provided to the church from the Harry Crook Foundation which will be an enormous help in the proposed re-ordering of the toilet and kitchen in St. Pauls and St. Peters Rooms. The year also got off to a great start with the appointment of Georgina Mountjoy as the new family worker. Georgie's work this year has been brilliant, even with all the restrictions on Teatime Church, her online contact with many families has been creative and had a really positive impact on our outreach and those young families in 2020.

We started to think about our communication within the church community, recognising that it needs improvement. This is 'internally', making sure we are aware of what is happening and when, and that we do this efficiently and appropriately in terms of increasing regulatory safeguards in many different ways. It is also important 'externally', so we maximise our outreach opportunities in all kinds of ways to grow the church community and safeguard its future. We returned to this later in the year.

In March we started to deal with the implications of the Covid-19 pandemic and the significant impact on the life of the church, particularly at Easter which fell during the first lockdown. Clearly it has been a year which has affected everyone, and our thoughts continue to be with those within our community who are still dealing with the implications of not being able to worship in person at Holy Trinity. We had to adapt so quickly as the routine of the church was turned upside down. With the first lockdown, we had to consider how we could continue to provide church services, when only one or two people were permitted into the church at any time. We had to deal with the reality that significant life events like Baptisms, Weddings and Funerals were going to be, at best, very different and, at worst, not possible. We had to think about the significant issues affecting our community by having to remain in their homes, many still shielding all these months later. This was always about more than avoiding contracting Covid-19. The impact on people's psychological wellbeing has always been as important and trying to find the 'safe balance' more than anything has made it a challenging year. However out of such a difficult situation has come many positives.

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Fr. Andre circulated a weekly reflection, we issued the service sheet each week online, we established a team of volunteers to deliver to those people needing a hard copy, people were asked to say if they needed anything and a WhatsApp group of volunteers was set up to provide the solution. Thanks are due to all of them.

Technology has been such an enormous help. When the church was first closed we started recording services, with a view to live streaming in the future. Even coffee on a Sunday went online using Zoom. We used the same approach for church meetings to make sure they were able to continue, although they haven't shortened in length. That said, we all look forward to 'in person' meetings returning, hopefully soon.

It is always difficult to single out particular aspects in a summary of the year, as each initiative is important, however special mention needs to be made of the Technical Team in 2020. Perhaps take a minute to imagine how the last 12 months would have felt and where we would be as a church community now, without the online services, reflections and fellowship that have been produced? How much harder would it be to get back to a more normal situation, had we not found a way of continuing with many of these aspects of church life over the past year? It has enabled the church to reach not only to members of our congregation who have been shielding at home, but also some people who have viewed our services from elsewhere in the country. There have been a few examples of people who used to live in Westbury-On-Trym, but are now living away, but have viewed the services. The church owes an enormous debt of gratitude to the team which has taken recorded footage and spent many hours during the week turning it into services so enriching for us all.

A vote of thanks as well to all those involved in producing the material for the services, the Ministry team of course for taking the services and delivering the sermons, the choir, those providing the readings, those who have prepared Intercessions, shared the Peace and contributed in so many ways to online services.

During June we got to work on opening up the church again, both for private prayer and also for services. It was a significant help to have the experience and input of Paul Jenkins who had taken on the role of the church's Health and Safety Officer some time before the crisis. Private prayer has been particularly important and being able to keep the church open for most of the time since June for just a few hours a day has had a positive impact for a small group of regulars. People have been particularly vulnerable during 2020 for obvious reasons and this outreach that we have managed to maintain, has been very important, so thanks to all those who have helped with this. In the church itself, consideration was given to social distancing, closing off pews, limiting numbers, ventilation, hand sanitizing, cleaning, location of cameras, location and number in the choir and a one-way system for communion. A booking system was introduced to keep numbers of both congregation and choir at a safe level taking into account national guidance and our risk assessment, to enable the tracking and tracing of any contacts who subsequently developed Covid and to monitor attendance trends. It has also been a requirement that anyone in church other than those leading a service must wear a face covering. Gradually as the weeks went by, there seemed to be a feeling of a new normal.

Something else happened in June. We were delighted to welcome Cheryl as the new curate. She had only a day to move in, and then almost immediately became a key person within the leadership team in terms of everything going on and those initial ideas to come from the 'Learning from Lockdown' questionnaire.

As the year progressed, a great deal of work started to go into pastoral care within the church and a new approach was established, undoubtedly learning from some of the issues that were becoming apparent as a result of the pandemic. This is another area where a great deal of progress has been made, so thanks to all involved.

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As we headed into Autumn, the new Environment Committee met for the first time to start considering this issue further and to develop some of the work that we have done in years gone by, particularly in respect of the church's energy production. The APCM which had been delayed from April saw Gina Eastman appointed as Churchwarden to take over from Gill Howse who concluded her extended period of hard work and dedicated service to the church. It has been a theme this year, that people stepping into new positions have had to jump in with both feet and in Gina's case there was definitely no gradual easing into the role.

Another person who stepped down last year from their duties was Joy Bradley-Roake, our Verger. Thanks to Joy for the years of service in this role and for helping out in the sacristy. We are delighted that Maggie Ainley has agreed to step into the role of Verger.

Keith Yeandel, Rob Wilson and the Vicar took the lead on looking at live streaming of services, actually for most of the year. However, as the year came to an end, the PCC were in a position to give the green light to this project and the work relating to the first stage of improving the Wi-Fi connectivity within the church was scheduled. Thanks as always to Keith for looking after the church fabric in 2020.

One 'different' event that happened in November was the use of the church tower roof and surrounding roads in the early hours by a TV production company for an ITV Serial production that will be shown in 2021.

The year concluded with the celebrations for Christmas. This year the emphasis was 'little and often' as the obvious restrictions around services meant we had to double up on a great deal of what we were able to provide. We provided 9 services in a week, one of them, the Crib Service, being held in the car park. We had good outreach among people not necessarily 'regulars' which was excellent, and we provided a very important and reflective part of Christmas, while remaining safe, to many people who attended.

2021 will undoubtedly have further challenges, but among them as has been the case in the last 12 months, with God's help, there will be some real and perhaps surprising achievements.

Diocesan Synod

The Synod of 7th March 2020 first received a report on the purpose of the DAC as a mission focused resource. The Diocese of Bristol has over 200 church buildings. To enhance the mission work based out of a church can mean making changes to them.

Simon Pugh-Jones, chair of the Diocesan Advisory Committee (DAC), challenged some of the myths about obtaining a faculty for changes as he spoke about the way that churches can use their buildings more effectively for worship and mission.

In the Bishop's Address Bishop Viv asked whether church buildings were a blessing or a burden. Drawing on her own experiences, she emphasised the theological importance of place in the Bible – from Eden to Jerusalem – while acknowledging the idolatry that comes when those places are put ahead of the relationship of God and God's people. Bishop Viv praised the examples of churches finding new ways to engage with people in both urban and rural parishes. She said: "It is good to see wonderful current examples of community use. Across this Diocese, many of you stand ready for moments of great need, opening the doors of your churches with a generosity, grace and goodwill for all sorts of events and purposes. There is a huge responsibility handed to us in our buildings, but also great joy, because they are places of symbolic power and signs of Gospel hope. May we, despite the burdens we carry, know the gift our church buildings bring."

Archdeacon Neil Warnock informed us of the hundreds of social engagement projects are running in churches across the Diocese. Parishes are involved with almost 650 social action projects, with some running three or more of their own activities in their communities.

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The AGM of the Diocesan Board of Finance was held on 14 July 2020 via Zoom and received the Directors annual report and accounts for 2019. The annual safeguarding report was received and an initial discussion held on the strategic direction of the Diocese beyond 2020. This focussed on the **Diocesan Synod Prayer Gathering of 13th June 2020** report from table discussions.

At the **Synod meeting of 14th November 2020**, (again via Zoom), Bishop Viv introduced a period of reflection and review which will lead to understanding what Christ is calling us to be and do in the coming years. This work will begin in January 2021 and Central Church has funded the opportunity for a range of conversations and prayers with as many as possible in the Diocese. Parishes were thanked for their adaptability in responding to the challenges of the ghastly virus, Covid 19 and for the new ways in which we have engaged with congregations in lockdown. A report from Clare Fussell, Diocesan Environmental Officer shared the excellent progress the Diocesan team has made towards being recognised by Eco Church, encouraging sustainability, reducing carbon footprint and championing environmental initiatives.

Synod voted to approve a budget with an expenditure of £10,091,000. An estimated income figure was shared and a predicted shortfall of approximately £700,000 explained as primarily due to falling donations in Parish Share in the last year.

Bristol West Deanery Synod

There were two meetings. In February the Synod met at St Helens Church in Alveston, where the focus was our response to climate change and our environmental impact. Carla Denyer, a Bristol City Councillor set the scene and Clare Fussell explained what the Diocese are doing. There was then group discussion about the actions that churches and individuals could take.

The second meeting, by Zoom, in October, after we had emerged from one lockdown, and before the next one became a reality in November, was an opportunity to share experiences and plans for safe services, fellowship, and outreach. We heard of live services on Zoom, recorded services and live streaming, and looked forward to what might be possible at Christmas. There were plans for a nativity tableau and hopes for outdoor carol services. Whether these came to pass has yet to be reported.

Church Building

At each PCC meeting the PCC receives a report on fabric issues from Fabric Officer, Keith Yeandel, and authorises necessary repairs once the Diocese has given permission to carry out the work on our Grade I listed church.

The new gas fired heating extension to the Parish Office is performing well and has substantially reduced electricity costs.

Over the last year the lift, sliding doors, clock, boiler, alarm systems and fire extinguishers have all been serviced and replaced as necessary. A repair to the heating system was found to be necessary. A faulty water heater in one of the toilets was replaced. The PV panels continue to generate electricity. To date they have generated over 31,000 Kwh since their installation in December 2010. The lightning conductor had its annual inspection.

The Churchyard is a large space and serves many purposes, including the burial of ashes. It provides quiet space for admiration of the many wild plants and animals that live there and is much admired by those who walk through the permissive paths on their way through the village. The churchyard maintenance team, under the guidance of Phil Quartly, has again kept the grounds in excellent order. A minimal 'watching brief' has been maintained during the periods of the pandemic lockdown, and when restrictions were loosened during the summer months the churchyard was returned to its usual tended state. New areas of 'wild', longer grass have been created with mown paths through so as to encourage people and wildlife to enjoy more of the churchyard. The stability of memorials has been checked for health and safety purposes. A new bench has been installed. The mature Cedar of Lebanon lost a branch, which fell across the public path on to the vicarage garage, and this was tidied away by the churchyard team to ensure safe passage of the public.

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A group has been developing a project to reorder the toilets and kitchen in St Paul's room to create a fully accessible toilet and better kitchen and storage facilities, with a view to seeking a faculty and commencing the works in 2021.

The Curate's House, 16 Southfield Road

16 Southfield Road, our 'Curate's House', is currently occupied by our Curate, Revd. Cheryl Hawkins. Over the year the usual safety compliance matters have been undertaken and some minor maintenance tasks completed.

12 Trym Road

The garden at the rear of the church continues to be used by the owners of the property under licence. They currently pay an annual rent of £500 to the PCC.

The College

The PCC leases the Westbury College Gatehouse in College Road to use as 'Parish Rooms'. The lease was established in June 1965 for 90 years with the building's owners, the National Trust. Historically the College was used heavily for Church social and youth events though in recent years this use has diminished significantly. The local Air Cadets – 2442 Squadron- are our major users but this use has been severely cut back due to the Covid situation.

Mike Bartlett and Paul Foster manage the maintenance of the building and Louise Beggs is the new booking secretary. A fire & safety audit has been carried out and the boiler has been serviced. Several emergency light units have been replaced as their batteries had failed. There is a mains water leak somewhere in the building and this is currently being investigated. The National Trust have made an attempt at to repair the turret roof but it still needs attention. Rainwater was discovered to be coming into the kitchen due to a blocked external down pipe and this has now been cleared.

Youth Matters

From January until lockdown in March 2020 youth activities for Choir, Servers, Sunday Club, Creche, Bread Youth Group and Teatime Church followed the same pattern as 2019.

Georgina Mountjoy joined as our Family Worker at the beginning of March and led Teatime Church for the first time as Covid guidance became stricter and the following week the country entered the full lockdown.

Georgina has been very creative and working with the youth team the following activities were put in place:

- *Teatime Church Newsletters*
Monthly newsletters go to all the baptism families from the past 8 years plus families who are connected through Sunday Club. EACH newsletter is themed to a church season and includes a simple explanation of the event e.g Harvest, Epiphany, Easter, alongside activities for all the family to do together. There are links to videos, craft activities, and community news. The newsletter goes out to about 100 families of which about 30-40 open regularly.
- *Teatime Church Online Service*
Alongside the newsletter there is a monthly video on YouTube which follows the theme of the month. This generally involves a story, a prayer, and music to which our church choir and Westbury-on-Trym CE Academy have contributed.
The videos have had about 100 views, although this does not take into account repeat views .
- *PenPals Scheme*
Older members of the community were put in touch with young families so that they could exchange letters during the first lockdown. Georgina co-ordinated this with the help of the parish office and it was a delightful and very popular way of linking up different parts of our community.

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Seasonal Activities

Good Friday craft went online this year with detailed instructions for craft activities made available on the website and links sent out in the newsletter and on social media. The Epiphany party was a creative Zoom session. Craft packs were made in advance and families could pick these up or have them sent out to them. During the session Clare Waggett demonstrated how to make each craft and then all the children had an opportunity to share what they had made. This was well attended by children and their families.

Advent Star Trail

24 stars were decorated by local schools, preschools and a nursing home. These were displayed around the village during Advent with a google map showing all the locations. The google map also contained a part of the Christmas story for each star plus information about who decorated the star. The map had over 4500 views and was incredibly popular

Bread Youth Club

A Zoom quiz was held for Bread youth group in May 2020

Barton Camp

Sadly this was cancelled and no suitable online replacement was found.

Sunday Club

Sunday club children have sent in videos and audio to add to the Teatime Church online service. The weekly pewsheets email contains links for activities for children linked to the lectionary reading for each week alongside links for older children to the regular videos posted by the youth worker at Redland Parish Church.

Links to Westbury-on-Trym CE Academy

Georgina has built up our links further with our church school. This has resulted in an art display in church over Christmas, regular contributions to the Teatime Church online services and good engagement in our initiatives over this year.

Pastoral Care

During this time of pandemic the pastoral team have continued to offer pastoral support through phone calls and responding to different needs. It has tried to be imaginative in the support being given and to respond to the changing needs during this time.

In the latter part of the year, following the results of the 'Learning from Lockdown' survey, a team came together to review and seek to develop the pastoral work undertaken at Holy Trinity Church. A new structure was approved by the PCC recognising and developing the prayer ministry and setting up a new pastoral development and support team. In this short period, there has been a strengthening of the reporting of pastoral telephone calls and visits, an expectation document for volunteers approved by the PCC and implemented and a new pastoral co-ordinator appointed to oversee pastoral support requests and the reporting of support given. The team has worked closely with the safeguarding officer. With regards to Prayer Ministry, a new confidential prayer chain list has been established and parishioners seeking prayer support now have the option of daily confidential prayer support as well as the published prayer support.

Another area of development has been to begin to put the structures in place to support the pastoral team in carrying out their work. Monthly support meetings have been established and work has been undertaken to avoid dependency being created with those that we help.

New pages have been added or are being added to the Church Website for both Prayer Ministry and Pastoral Support.

Towards the end of the year, work was undertaken to take the following to PCC in February 2021:

- Terms of Reference for Pastoral Development Team
- Domestic Abuse Policy
- Following the training of a mental health first Aider in Jan 2021 a role description for MHFA.

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If these documents are approved this will allow the continuing development of the work in the following areas:

- support and training for the pastoral volunteers,
- creation of role descriptions using the standard template for the different areas of pastoral support,
- clearer signposting and awareness raising in areas of domestic abuse and mental health.
- redrafting the guidance document for pastoral volunteers

Safeguarding

The PCC continues to work on all aspects of safety and safeguarding of those directly involved in Church life and the wider community. Recruitment processes and training of volunteers remain a priority; in order to ensure that our Church is equipped to support ourselves, the young and the vulnerable within our community. Volunteers have been maintaining training and awareness via on-line and home-based learning. Additional resources and contact information have been available in Church for those who have come looking. A number of folk in our community have sought support from the Church in their hour of need and it is hoped that the service given has been valuable. We strive to make our Church welcoming and supportive to all and a safe place for those in need.

Social Events

Before the word 'social' became coupled with the word 'distancing', the Social Committee was able to hold 1 event last year – a Barn Dance with ploughman's supper which took place on Saturday, February 8th in the Scout Hall on Great Broomfield. This was a sell-out, the band Far Side Gate was excellent and a good night was enjoyed by all.

Little did we know however, that although we had plans for further events, this was to be the only opportunity we would have for any kind of get-together in 2020. We look forward to the time when we will be able to all meet up again, as soon as it is deemed safe to do so.

Church Music

A feature of Holy Trinity Church is the range and excellence of our music. The church has three choirs. The Parish Choir comprises 12 young singers aged from 8-18, who attend 6 different schools. They are ably supported by 15 adult male and female choir members. In normal times through the weekly commitment to practices and the superb contribution to the services each Sunday, they both enhance worship and add greatly to the community outreach of the Church. The other choirs are the Trinity Singers, 16 selected experienced adult singers who sing and the Choral Group, made up of members of the congregation, both of which have not been able to sing in church this year.

The Parish choir sang live for services from January 5th to March 15th, 30th August to 1st November, and 13th December to 3rd January 2021 including the carol services and Christmas services. For the remainder of the year the online services included contributions recorded in advance by the whole choir in church or by individuals in their homes and then produced, mixed and engineered by Judith Ogden. These recordings, which included special services for Remembrance and Advent, attracted much acclaim from around the UK.

The choir also provided recordings for the Christingle and Christmas online services for the Church of England and the complete Carol service for St Monica's Trust, Bristol, recorded in the St Augustine Chapel.

The Director of Music, David Ogden, continues to have international recognition in church music. His publication Carols for Sopranos and Altos and Lower Voices was published by the RSCM in 2020 and used at Holy Trinity Church and worldwide. He is backed up strongly by organist Richard Johnson and other leading musicians to provide local excellence in all church music. The church continues to be a centre of church music training hosting organ and singing lessons given by visiting tutors which continued whenever possible.

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Mission and Outreach

The essence of our church is that we are all called to share in the mission of God to the world: sharing the good news of God's love to those near and far away.

This past year has been like no other. The Mission and Outreach Committee has endeavoured to continue its work as best it can but the work during Lent through our Lent Course through to Easter had to be cancelled with the national lockdown. Easter offers many opportunities to engage with our school children and the community through the extra services, but these all had to be curtailed. Normally a big event which raised much needed funds each year is Christian Aid Week but this too did not.

The Mission Gift Day nevertheless did happen with envelopes available to the congregation to pick up which made it possible for us to support our three charities this year. They are Westbury Welcome, who are due to receive their second refugee family through the Home Office, Operation Noah which is a charity engaged with church on Climate Change and crises in Global Warming and the third is Tearfund. The amount distributed between all three equally was £1,832.50.

Another significant outreach service is that of Remembrance Sunday which this year was attended by the maximum allowed of six persons. The Deputy Lord Lieutenant was with us at the war memorial and a respectful Act of Remembrance was made.

A new event was put on in November for Tearfund with a big quiz night with several teams joining in from all over the country. This raised from us £1,300 and over £230,000 nationally. Many charities lost funding due to the pandemic so any funds we could raise we have attempted to do so.

The week-by-week collection of food for the Sisters of the Church is well supported by the congregation and is an effective means of reaching out to the deprived of our own city but sadly has been more limited by the suspension of services; many have still brought their gifts to the parish office which have been much needed for the increased demand from the Sisters. We have also broadened the range of items collected so that we can also support the Bristol North West Foodbank.

The mission and outreach of the annual Parish Fair in May, Fairtrade fortnight, through to our Harvest Thanksgiving were all sadly cancelled this year. Work with the Air Training Corps in the village normally serves another opportunity to engage with youngsters in our community, running alongside the work in our youth clubs. However they were not able to meet during lockdown.

Our parish magazine is distributed monthly to over 300 parishioners. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus. This has continued and become even more important in keeping in touch with all our parishioners who were shielding or unable to leave their homes.

An initiative begun couple of years ago of a Men's Curry night has developed and grown with a good mix of young and older together with the Methodist Church. This now continues online, and we were not able to offer our labour for charitable work this year. The core work of House Groups and Lent Courses Groups continues but significantly reduced in scope as these all have to be online and sadly not all can access this. These nevertheless are the heart of smaller and closer fellowship in the congregation which has built a good fellowship with our Methodist neighbours.

A key step in our mission to children and families has been with the appointment of our Family Worker in April, Georgina Mountjoy. She has been particularly brilliant with producing quality presentations online for children and young families and is a wonderful addition to the leadership team of the parish.

The website plus new social media platforms, such as Twitter, Instagram and Facebook, are key parts of the mission of our church especially in these Covid times, and carry news of events and who to contact for pastoral support, for information about services and social events and recording of sermons. Our thanks are due to Judith Ogden and Deborah Smith among others for maintaining the site: www.westbury-parish-church.org.uk.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, WESTBURY-ON-TRYM

ANNUAL REPORT FOR 2020

Church School

A year later, it is easy to forget that 2020 began so positively for Westbury Academy. Our Ofsted inspection of February confirmed its *Good* school status. It offers a safe, kind, enjoyable, challenging yet supportive social and learning environment, with a wealth of opportunities inside and beyond the classroom, well run and resourced. The Inspector noted the children's local community engagement and continued strong links with Holy Trinity. Unsurprisingly, 98% of parents would recommend the School to others. All seemed set for a further year of development and progress. Until...

School had to close on 20th March, with the first national COVID-19 lockdown, with only vulnerable children and those of key workers being taught in school. For the rest, remote learning at home arrived, with neither prior preparation nor experience for all those concerned. Thereafter, the School had to respond to rapidly changing Governmental (DfE) Guidelines, mindful of safe onsite operation, available space and staffing resources and their balance between on-site teaching and supporting home learning. On-going initiatives were shelved unless deemed 'business-critical'. Parental surveys were conducted and assessments sought, and staff well-being and morale monitored. A small sub-group of Governors advised and supported senior staff and their decision-making, including on risk assessments, new spending for IT and other immediate needs, and some appeals for places.

In September full-school operations resumed, but within strict COVID-secure parameters for all involved - staff, children, visitors, volunteers. Staggered start and end times were introduced, celebrations and church services became a mixture of in-person and remote-access provision and children operated in Year group bubbles, to balance security and flexibility. Home-based schooling resumed as positive outbreaks inevitably arose among families and staff and meant bubbles had to self-isolate. Inevitably too, inequalities among children in learning opportunities and progress became a major issue, as it is nationally, and continues so into 2021.

Four Church-appointed Foundation Governors, Fr Andre, Tony Hoare, David McGregor and Mike West continued in post throughout the year. Tony Hoare stepped down as Chair of Governors after 9 years in September. He continues to serve as Vice Chair of Governors and Chair of Resources. From September, David McGregor became Chair of the new Ethos and Standards Committee with Fr Andre and Mike West also members. All Governors meetings since March have been by Zoom. Georgie, our Family and Youth worker, liaises closely with the School while Fr Andre and the Clergy team, augmented now by Cheryl Hawkins, continue to visit for weekly services.

Ecumenical Relationships

There are good relationships between the ministers of the local Churches but over this past year our meetings for shared worship and fellowship in effect ceased. What has taken its place is online meetings with the Methodist Church and this has continued via Zoom in the Joint Church Council meetings. We have met 4 times over the year.

In Lent, during the second week of the Lent Course the lockdown was announced and the Lent Groups had to be disbanded; a real sadness and with that went the one major ecumenical event of the year.

Normally we would have a very successful joint weekend children's camp at Barton Camp, but once again due to the Covid restrictions this too had to be abandoned.

Financial Review

The main source of ongoing funds during 2020 comprised planned giving through direct giving, envelopes and plate collections. The enforced closure of the Church during lockdown inevitably led to a significant reduction in open plate collections, and we are extremely fortunate that such a high proportion of our givers either donate directly or made a special effort to deliver their envelopes. Giving totalled £118,277, 8.9% down on last year. We can expect plate collections to continue to be reduced throughout 2021. Other donations totalled £14,923, including donations for the employment of a family worker, the improvement of toilet facilities and to enable live streaming of Church services.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, WESTBURY-ON-TRYM

ANNUAL REPORT FOR 2020

We are fortunate to receive legacies and grants from time to time and during 2020 a legacy of £1,000 and grants of £8,407 were received.

The letting of the College Gatehouse was curtailed by the lockdown rules but we received £2,677 during the first quarter of the year. £4,200 was received from letting the Curate's House before our new curate arrived.

The PCC hold endowment investments worth £60,790. Some of this is held on deposits with the Church Board of Finance, and some in investment funds managed by CCLA. The investments in the unrestricted funds are also managed by CCLA and were worth £463,442 at the year end. It is our policy to invest our surplus fund cash balances with the CBF Church of England Deposit Fund or with CAF Bank.

Total receipts on unrestricted funds in 2020 were £183,614, and on restricted funds were £22,517.

£184,096 was spent to provide the Christian ministry from Holy Trinity Church, including the contribution of £128,680 to the diocesan parish share.

The 'parish share' of Diocesan costs largely provides the stipends and housing for the clergy. The sum that the churches give is determined locally by each PCC and is pledged to the local Deanery. We are expected to contribute a significant proportion of the sum at Holy Trinity as the size of our congregation is larger than most other churches. The administration of the parish continues to happen at minimal costs thanks to the volunteers who support the office function.

The net results for the year (before gains on investments and transfers between funds) were a deficit of £482 on unrestricted funds and a surplus of £8,116 on our restricted funds.

At the end of the year the total funds were £1,073,416.

Reserves policy

Reserves are held by the PCC to provide for future activities and initiatives which cannot be funded from income in a single year. They are also necessary to cover unforeseen expenditure and to cover ordinary expenditure should there be a fall in income. It is PCC policy to maintain a balance on undesignated funds (if possible), which equates to at least four months unrestricted payments, equivalent to £61,400. The balance of £105,013 held in the Parish and General Reserves (which are undesignated funds) at the year-end exceeded this target.

A further £604,372 of unrestricted reserves are held in designated funds. These include funds for the promotion of Church music (£22,928), and for the maintenance of the College (£3,250) and the Curates House (£45,479). The balance on the Peggy Guise legacy fund amounted to £521,250. Much of this has been invested to provide future income.

The restricted funds total £168,241 of which £158,123 is held for the upkeep of the fabric and £10,118 for the employment of a family worker.

The PCC also hold endowment funds of £195,790.

Risk management

The PCC has reviewed the major risks to which they are exposed, and systems and procedures designed to manage those risks have been established. These are:

- Financial, including controls over income and expenditure. A reserves policy is in place to protect future performance,
- Health & safety. Risk assessments are carried out and mitigation measures implemented.
- Fabric. A management and maintenance plan has been approved. We also have quinquennial inspections of the fabric and an annual review of the Churchyard.
- Safeguarding. We have a safeguarding officer and training programme.
- Governance. We have a strong PCC and training and support is provided by the Diocese.
- Volunteers. The Church's activities are supported by a large number of dedicated volunteers.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, WESTBURY-ON-TRYM

ANNUAL REPORT FOR 2020

Volunteers

We should like to thank all the volunteers who give generously of their time and talents to make our church the lively and vibrant community it is, and especially in this challenging year. We are particularly indebted to our church wardens Gill Howse who retired at the APCM in September, Phil James, and Gina Eastman who was elected in September, who have worked so tirelessly on our behalf. Thanks are also due to Gill Carter who has helped us all to understand the church's accounts and its finances, Keith Yeandel for his unstinting effort to maintain our buildings, Patrick Harris, our PCC secretary, Kate Hoare, PCC vice-chair, PCC members and many others who keep the work of the church going. We particularly appreciate the great contribution made to our parish life by the Licensed Lay Ministers, Dianne Yeandel and Lyn Horscroft, joined this year by Portia Chorlton.

Parish Office

We said goodbye to Ruth Barsby as Parish Administrator. After many years in the role, Ruth felt it was time for a change. We are grateful to Ruth for all that she has done over many years, but again special mention needs to be made for everything she did for the church in 2020, often working hours by herself in the office, keeping it all together. With all the protocols around COVID 19 and new things being implemented very quickly, Ruth was an enormous help. There were also some others helping with the electronic production and issue of correspondence particularly in the early days of the pandemic, so thanks to those people. The magazine suddenly became even more important because of lockdown and thanks to those who continue to be involved in the production and distribution of it throughout the year.

As we headed towards the end of the year, we advertised, interviewed, and were delighted to welcome Alison Bullock as Ruth's replacement. Alison has made a good start in the office. She has a quiet efficiency about her approach and is doing well particularly as she is having to pick up a whole new 'church language and process' from scratch.

We started to revisit our approach to communication at the end of the year and as part of Alison's recruitment. In 2021, we are likely to pursue the purchase of a new data management system, *ChurchSuite*, within the church, which will help us with the internal and external communication objectives mentioned above.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At Holy Trinity the membership of the PCC consists of the incumbent (our vicar), Asst. Curate, churchwardens, Licensed Lay Ministers and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

New PCC members are mentored and encouraged to join committees as appropriate.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year with an average level of attendance of 17 members, there was also an emergency meeting to approve proposals and expenditure for the live streaming of services. Due to Covid19 restrictions four of these meetings were held remotely via zoom. Given its wide responsibilities the PCC has a number of committees, each dealing with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it regularly with minutes of their deliberations being received by the full PCC and discussed as necessary.

Standing Committee: This is the only committee required by statute. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council and met 6 times in the last year.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, WESTBURY-ON-TRYM

ANNUAL REPORT FOR 2020

Children and Young People Committee: Attends to all matters relating to children's and youth work.

Mission and Outreach Committee: Attends to matters including links with Westbury Methodist church and local ecumenical groups; the communications with the parish and beyond including the parish magazine and website; wider national and international mission and links to our church school.

Social Committee: Takes responsibility for organising social events to build fellowship and provide services to local community members.

Worship Committee: Attends to all matters relating to content of services and other forms of worship within our Church; Church music; house groups; links to the local Emmaus Church plant.

Pastoral Committee: Provides a focus for all forms of pastoral care in the Parish, ensuring the spiritual and pastoral needs of all are met.

Parish Safeguarding Officer: Clare Waggett

Administrative information

Holy Trinity Church is situated in Church Road in Westbury-on-Trym, BS9 3EQ. It is part of the Diocese of Bristol within the Church of England. The correspondence address is The Parish Office, Westbury-on-Trym Parish Church, Church Road, Westbury-on-Trym. Bristol BS9 3EQ. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered as a charity with the Charity Commission.

PCC members who have served from 1st January 2020 until the date this report was approved are:

Incumbent: The Revd André Hart, Chair

Asst. Curate The Revd Cheryl Hawkins (From July 2020)

Wardens: Mrs Gill Howse (Until APCM 2020)
Mr Phil James
Mrs Gina Eastman (From APCM 2020)

During the year the following served as members of the PCC:

Treasurer: Mrs Gill Carter

Secretary: Mr Patrick Harris

PCC Vice Chair: Mrs Kate Hoare

Diocesan Synod: Revd André Hart
Mrs Hazel Rolston

Canon David McGregor

Representatives on the Deanery Synod:

Mr Mike Feeney (Until APCM 2020)
Mrs Kate Hoare
Mr Keith Yeandel

Mrs Gill Howse
Mr Andy Renshaw (Until APCM 2020)

Elected Members: Mrs Maggie Ainley
Mr Barry Eastman (Until March 2020)
Mrs Rachel Fonseka (Until APCM 2020)
Mrs Jane Hole-Jones
Mr Saral Maganji (From APCM 2020)
Mr Ken Pattison (Until APCM 2020)
Mrs Sylvia Townsend

Mr Michael Bartlett
Mrs Gina Eastman (Until APCM 2020)
Mrs Rachael Hill
Mrs Jane Kearey
Mrs Christine O'Donnell (Until APCM 2020)
Mr Andy Renshaw (From APCM 2020)

Approved by the PCC on 19 April 2021 and signed on their behalf by the Reverend André Hart (PCC Chair)

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, WESTBURY-ON-TRYM

For the year ended 31 December 2020

I report to the members of the Parochial Church Council on my examination of the accounts of the Parochial Church Council of the Ecclesiastical Parish of Holy Trinity, Westbury-on-Trym, (the PCC) for the year ended 31 December 2020.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

1. accounting records were not kept in respect of the PCC as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.

19 April 2021

Date

.....

Mr Paul Anning FCA
16 Pinewood Close
Westbury on Trym
Bristol
BS9 4AJ

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HOLY TRINITY, WESTBURY ON TRYM**

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2020

INCOME AND ENDOWMENTS FROM	Note	Unrestricted Funds	Restricted Funds	Endowmen t Funds	TOTAL FUNDS	
		£	£	£	2020	2019
					£	£
Donations and legacies	2(a)	151,035	21,258	-	172,293	328,698
Other trading activities	2(b)	9,602	880	-	10,482	30,955
Church activities	2(c)	6,736	-	-	6,736	10,509
Other	2(d)	1,711	-	-	1,711	4,226
Investments	2(e)	14,530	379	-	14,909	14,790
TOTAL		183,614	22,517	-	206,131	389,178
EXPENDITURE ON						
Charitable activities						
Missionary and charitable giving	3(a)	155	1,833	-	1,988	4,335
Church activities	3(b)	174,928	12,568	-	187,496	192,714
Raising funds	3(c)	9,013	-	-	9,013	11,247
TOTAL		184,096	14,401	-	198,497	208,296
NET INCOME/EXPENDITURE BEFORE INVESTMENT GAINS		(482)	8,116	-	7,634	180,882
NET GAINS ON INVESTMENTS	4(b)	29,819	-	2,397	32,216	73,859
NET INCOME/EXPENDITURE		29,337	8,116	2,397	39,850	254,741
TRANSFERS BETWEEN FUNDS		-	-	-	-	-
NET MOVEMENT IN FUNDS		29,337	8,116	2,397	39,850	254,741
RECONCILIATION OF FUNDS						
TOTAL FUNDS BROUGHT FORWARD AT 1 JANUARY 2020		680,048	160,125	193,393	1,033,566	778,825
TOTAL FUNDS CARRIED FORWARD AT 31 DECEMBER 2020		709,385	168,241	195,790	1,073,416	1,033,566

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HOLY TRINITY, WESTBURY ON TRYM**

**BALANCE SHEET
AT 31 DECEMBER 2020**

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible fixed assets	4(a)	135,000	135,637
Investment assets	4(b)	524,232	492,016
		<u>659,232</u>	<u>627,653</u>
CURRENT ASSETS			
Stock		400	400
Debtors	5	14,635	170,009
Short term deposits	6	130,928	117,427
Cash at bank and in hand		273,243	122,476
		<u>419,206</u>	<u>410,312</u>
LIABILITIES			
Creditors falling due within one year	7	(5,022)	(4,399)
		<u>414,184</u>	<u>405,913</u>
NET CURRENT ASSETS			
		<u>414,184</u>	<u>405,913</u>
NET ASSETS		<u>1,073,416</u>	<u>1,033,566</u>
FUNDS	12		
Unrestricted		709,385	680,048
Restricted		168,241	160,125
Endowments		195,790	193,393
		<u>1,073,416</u>	<u>1,033,566</u>

Approved by the Parochial Church Council on 19 April 2021 and signed on its behalf by:

Mrs Gill Carter (Hon Treasurer)

The notes on pages 3 to 11 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, WESTBURY ON TRYM

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

1 ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities SORP(FRS102).

The financial statements have been prepared under the historical cost convention, except for the valuation of investment assets which are shown at fair value.

The members of the PCC have carefully considered whether there are any material uncertainties that would affect the PCC's ability to continue as a going concern, particularly given the impact of the current Covid-19 pandemic. Although there has been a fall in income whilst the Church has been closed, the PCC anticipates that its commitment to the diocesan quota can be met in full from income and reserves. Income and expenditure are being regularly monitored against the budget. The members of the PCC are therefore satisfied that the PCC remains a going concern.

INCOME AND ENDOWMENTS

Recognition of income and endowments: These are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the use of the resources;
2. and inflow of economic benefit is probable; and
3. the monetary value can be measured with sufficient reliability.

Fundraising costs: Funds raised from events and trading activities (e.g. a fair or sale) are reported gross in the SOFA, ie before any related costs that may have been deducted from the gross proceeds.

Grants and donations: Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

Gift Aid: Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

Volunteer help: The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Rental income: Rental income is recognised when the rent is due.

Investment income: This is included in the accounts when receivable.

Investment gains and losses: This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Other income: Other income, such as feed in tariff from PV panels, is recognised when received.

EXPENDITURE AND LIABILITIES

Liability recognition: Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

Support costs: All costs have been directly attributable to one of the functional categories of resources used in the SOFA.

Grants and other charitable giving: These are recognised in the accounts when a commitment has been made and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC. The diocesan quota is therefore accounted for when payable.

PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, WESTBURY ON TRYM

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

BALANCE SHEET

Tangible Fixed Assets

Consecrated and benefice property

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

Moveable church furnishings

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

Tangible fixed assets for use by charity

16 Southfield Road was first included in the Balance Sheet in the year to 31 December 1977. It was professionally valued as at that date and this value has been used as original cost. No depreciation is being charged as the currently estimated residual value is not less than the carrying value and the remaining useful life currently exceeds 50 years, so that any depreciation charge would be immaterial.

Equipment is capitalised if it can be used for more than one year, and cost at least £2,000. Individual items of equipment with a purchase price of £2,000 or less are written off when acquired.

Depreciation is calculated to write off the capitalised cost less residual value over four years.

Investment Assets

Investments quoted on a recognised stock exchange or whose value derives from them (CIFs, etc.) are valued at market value at the year end.

Current Assets

Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove un-collectable. Short-term deposits include cash held on deposit with the Central Board of Finance of the Church of England.

FUNDS

Unrestricted funds of the PCC are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. Funds which have been designated by the PCC for a particular purpose are unrestricted but are not included in free reserves as disclosed in the trustees' report.

Restricted funds are income funds that must be spent on restricted purposes. Details of the restricted funds held are provided in note 12.

Endowment funds are restricted funds that must be retained as trust capital permanently, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Details of the endowment funds are provided in note 12.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HOLY TRINITY, WESTBURY ON TRYM**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

2 INCOME AND ENDOWMENTS	2020			2019		
	Unrestricted Funds	Restricted Funds	TOTAL FUNDS	Unrestricted Funds	Restricted Funds	TOTAL FUNDS
	£	£	£	£	£	£
<i>(a) Donations and legacies</i>						
Tax-efficient planned giving	103,916	-	103,916	102,922	-	102,922
Other planned giving	6,790	-	6,790	8,959	-	8,959
Collections (open plate) at all services	5,312	-	5,312	11,646	-	11,646
Gift Aid envelopes (in plate)	2,259	-	2,259	6,328	-	6,328
All other recurring giving/donations						
Donations	2,195	366	2,561	2,552	2,254	4,806
Gift Days	-	1,547	1,547	-	1,941	1,941
All non-recurring giving/donations						
Donations	1,322	4,493	5,815	1,366	5,644	7,010
Fabric - Toilet Appeal	-	3,500	3,500	-	-	-
Fabric - Streaming	-	1,500	1,500	-	-	-
Income tax recoverable	28,360	1,326	29,686	27,142	1,508	28,650
Legacies	-	1,000	1,000	1,000	-	1,000
Grants	881	7,526	8,407	2,236	153,200	155,436
	<u>151,035</u>	<u>21,258</u>	<u>172,293</u>	<u>164,151</u>	<u>164,547</u>	<u>328,698</u>
<i>(b) Other trading activities</i>						
Fetes, bazaars & fund-raising events	2,725	-	2,725	7,039	511	7,550
Events for Toilet Appeal	-	880	880	-	-	-
College lettings	2,677	-	2,677	11,492	-	11,492
Curate's house letting	4,200	-	4,200	11,913	-	11,913
	<u>9,602</u>	<u>880</u>	<u>10,482</u>	<u>30,444</u>	<u>511</u>	<u>30,955</u>
<i>(c) Church activities</i>						
Magazines	2,225	-	2,225	2,641	-	2,641
Fees	4,511	-	4,511	7,868	-	7,868
	<u>6,736</u>	<u>-</u>	<u>6,736</u>	<u>10,509</u>	<u>-</u>	<u>10,509</u>
<i>(d) Other</i>						
Feed in Tariff	1,378	-	1,378	1,806	-	1,806
Rent receivable	333	-	333	250	-	250
LPoW VAT claims	-	-	-	-	2,170	2,170
	<u>1,711</u>	<u>-</u>	<u>1,711</u>	<u>2,056</u>	<u>2,170</u>	<u>4,226</u>
<i>(e) Investments</i>						
Dividends	13,668	379	14,047	13,273	368	13,641
Interest	862	-	862	1,127	22	1,149
	<u>14,530</u>	<u>379</u>	<u>14,909</u>	<u>14,400</u>	<u>390</u>	<u>14,790</u>
TOTAL	<u>183,614</u>	<u>22,517</u>	<u>206,131</u>	<u>221,560</u>	<u>167,618</u>	<u>389,178</u>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HOLY TRINITY, WESTBURY ON TRYM**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

	2020			2019		
	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS £	Unrestricted Funds	Restricted Funds	TOTAL FUNDS £
3 RESOURCES USED						
<i>(a) Missionary and charitable giving</i>						
Overseas mission and Charities	-	611	611	1,328	1,530	2,858
Home Mission and UK Charities	155	1,222	1,377	712	765	1,477
	<u>155</u>	<u>1,833</u>	<u>1,988</u>	<u>2,040</u>	<u>2,295</u>	<u>4,335</u>
<i>(b) Church Activities</i>						
Ministry:						
Parish share	128,680	-	128,680	121,000	-	121,000
Clergy expenses	1,294	-	1,294	1,657	-	1,657
Evangelism	59	-	59	143	-	143
Church utilities	4,694	-	4,694	5,623	-	5,623
Service costs	831	-	831	2,674	-	2,674
Insurance	4,862	-	4,862	4,195	-	4,195
Parish Secretary	11,000	-	11,000	9,800	-	9,800
Parish office expenses	6,279	-	6,279	6,609	-	6,609
Bank charges	139	-	139	132	-	132
Church maintenance	255	5,912	6,167	5,583	11,946	17,529
Depreciation	637	-	637	635	-	635
Young Church	180	-	180	(20)	-	(20)
Youth Worker	-	-	-	2,935	-	2,935
Family Worker	-	6,656	6,656	-	370	370
Dues and gifts	366	-	366	729	-	729
Cost of events	171	-	171	1,031	-	1,031
Magazine and bookstall	1,546	-	1,546	1,055	-	1,055
Upkeep of churchyard	102	-	102	3,615	-	3,615
Director of Music	9,240	-	9,240	9,240	-	9,240
Other musical fees and expenses	4,593	-	4,593	3,762	-	3,762
	<u>174,928</u>	<u>12,568</u>	<u>187,496</u>	<u>180,398</u>	<u>12,316</u>	<u>192,714</u>
<i>(c) Raising funds</i>						
Costs of events	-	-	-	241	-	241
College running expenses	5,688	-	5,688	8,617	-	8,617
Curate's house	3,325	-	3,325	2,389	-	2,389
	<u>9,013</u>	<u>-</u>	<u>9,013</u>	<u>11,247</u>	<u>-</u>	<u>11,247</u>
TOTAL RESOURCES USED	<u>184,096</u>	<u>14,401</u>	<u>198,497</u>	<u>193,685</u>	<u>14,611</u>	<u>208,296</u>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

4 FIXED ASSETS

(a) Property and Equipment	Freehold Land and Buildings	PV Panels	Movable furnishings	TOTAL FUNDS	
				2020	2019
Cost		£	£	£	£
Balance at 31.12.19 & 31.12.20	<u>135,000</u>	<u>13,202</u>	<u>2,542</u>	<u>150,744</u>	<u>150,744</u>
Depreciation					
Balance at 31.12.19		13,202	1,905	15,107	14,472
Charge for the year		-	637	637	635
		<u>13,202</u>	<u>2,542</u>	<u>15,744</u>	<u>15,107</u>
Net book value at 31.12.20	<u>135,000</u>	-	-	<u>135,000</u>	
Net book value at 31.12.19	<u>135,000</u>	-	637		<u>135,637</u>

Not shown above, the PCC together with the BDBF, holds a lease from the National Trust of the Gatehouse, Westbury College, for a term of 90 years expiring on 24 June 2055, at a fixed rent of £200 pa., plus VAT.

(b) Investments	Cost 31.12.20 £	Valuation 31.12.20 £	Valuation 31.12.19 £
Endowment Funds			
1441.00 - CBF Investment Fund	1,530	29,523	27,623
459.00 - Charities Official Inv. Fund Shares	459	8,267	7,770
- CBF Deposit Fund - Churchfields Trust	13,000	13,000	13,000
- CBF Deposit Fund - Adeline Margaret Trust	10,000	10,000	10,000
	<u>24,989</u>	<u>60,790</u>	<u>58,393</u>
Unrestricted Funds			
22621 - CBF Investment Fund	<u>350,000</u>	<u>463,442</u>	<u>433,623</u>
	<u>374,989</u>	<u>524,232</u>	<u>492,016</u>
Unrealised increases in valuation		<u>32,216</u>	<u>73,859</u>
Summary	Unrestricted £	Endowment £	Total £
Investments at carrying value brought forward	433,623	58,393	492,016
Unrealised increases in valuation	<u>29,819</u>	<u>2,397</u>	<u>32,216</u>
Investments at carrying value carried forward	<u>463,442</u>	<u>60,790</u>	<u>524,232</u>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

	2020 £	2019 £
5 DEBTORS		
Income Tax recoverable	12,483	15,410
Harry Crook Foundation and Harry Crook Discretionary Trust	-	153,200
Sundry debtors	<u>2,152</u>	<u>1,399</u>
	<u>14,635</u>	<u>170,009</u>
6 SHORT TERM DEPOSITS		
Central Board of Finance	<u>130,928</u>	<u>117,427</u>
7 LIABILITIES		
AMOUNTS FALLING DUE WITHIN ONE YEAR		
Sundry creditors	<u>5,022</u>	<u>4,399</u>
8 LEGACIES		
The following legacies were received during the year:		
Estate of John Samuel Kemp (for the fabric fund)	1,000	-
Estate of Margaret Coombes	<u>-</u>	<u>1,000</u>
	<u>1,000</u>	<u>1,000</u>

Westbury on Trym PCC has a share in the residues of the following two estates, but there is insufficient information to quantify the amounts due:

Estate of Margaret Evelyn Poolman:	5% of her residuary estate shared between the fabric and music funds
Estate of Walter Finlay:	1% of his residuary estate shared between the fabric and churchyard funds

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For the year ended 31 December 2020

	2020 £	2019 £
9 MISSIONARY AND CHARITABLE GIVING		
Overseas mission and Charities		
Bible Society	-	765
Tear Fund	611	765
Christian Aid	-	636
Y-Care International	-	302
Bristol West Deanery: Uganda partnership	-	200
Water Aid	-	190
	<u>611</u>	<u>2,858</u>
Home Mission and UK Charities		
Operation Noah	611	-
Gloucester Historic Churches Trust	100	100
Westbury Welcome	611	948
One25	55	-
Honeypot Children's Charity	-	183
Penny Brohn UK	-	183
Additional Curates Society	-	63
	<u>1,377</u>	<u>1,477</u>
	<u>1,988</u>	<u>4,335</u>
10 STAFF COSTS		
Salaries	17,511	12,599
Pension contributions	28	-
Social security costs	-	-
	<u>17,539</u>	<u>12,599</u>
 Average number of staff	 <u>2</u>	 <u>2</u>

11 TRANSACTIONS INVOLVING MEMBERS OF THE PCC

Revd Andre Hart and Revd Cheryl Hawkins received expenses of £725 and £276 respectively (2019 £1,209 and £Nil). This was in respect of travel, telephone, hospitality, training and development. No other member of the PCC received any expenses or remuneration.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

	At 1 January 2020 £	Income £	Expend- iture £	Gains on Invest- ments £	Transfer Between Funds £	At 31 December 2020 £
12 FUNDS						
Unrestricted						
Parish Reserves	86,849	158,586	(170,831)	-	(1,000)	73,604
Organ Maintenance	-	-	-	-	-	-
Church music & choir	21,799	3,181	(3,052)	-	1,000	22,928
Churchyard	-	568	(102)	-	-	466
Clergy House	44,313	4,491	(3,325)	-	-	45,479
College	6,261	2,677	(5,688)	-	-	3,250
Custodial	1,619	-	-	-	-	1,619
Redland Trust	4,256	881	(461)	-	-	4,676
Guise Legacy fund	478,201	13,230	-	29,819	-	521,250
Fabric (unrestricted)	5,341	-	(637)	-	-	4,704
General Reserves	31,409	-	-	-	-	31,409
	<u>680,048</u>	<u>183,614</u>	<u>(184,096)</u>	<u>29,819</u>	<u>-</u>	<u>709,385</u>
Restricted						
Fabric	153,200	10,835	(5,912)	-	-	158,123
Family worker	6,925	9,849	(6,656)	-	-	10,118
Other	-	1,833	(1,833)	-	-	-
	<u>160,125</u>	<u>22,517</u>	<u>(14,401)</u>	<u>-</u>	<u>-</u>	<u>168,241</u>
Endowment						
16 Southfield Road	135,000	-	-	-	-	135,000
Adeline Margaret (for church music)	10,000	-	-	-	-	10,000
Churchyard (upkeep)	13,022	-	-	859	-	13,881
16 Southfield Road (upkeep)	9,719	-	-	668	-	10,387
Fabric (upkeep)	12,652	-	-	870	-	13,522
Churchfields (Churchyard)	13,000	-	-	-	-	13,000
	<u>193,393</u>	<u>-</u>	<u>-</u>	<u>2,397</u>	<u>-</u>	<u>195,790</u>
Total Funds	<u>1,033,566</u>	<u>206,131</u>	<u>(198,497)</u>	<u>32,216</u>	<u>-</u>	<u>1,073,416</u>

Investment income on these funds is applied as shown.

The Fabric fund represents accumulated donations and appeals for fabric maintenance, including funds for improving the toilet facilities, and also funds for enabling live streaming. The funds can only be spent for those purposes.

The Family worker fund represents accumulated grants and donations made to enable the employment of a family worker, less amounts expended. The funds can only be spent on that purpose.

A transfer of £1,000 was made from Parish Reserves towards the costs of Church music.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

13 ANALYSIS OF NET ASSETS BY FUND	Unrestricted Funds	Restricted Funds	Endowmen t Funds	TOTAL FUNDS	
				2020 £	2019 £
Tangible Fixed Assets	-	-	135,000	135,000	135,637
Investments	463,442	-	60,790	524,232	492,016
Current assets	249,132	170,074	-	419,206	410,312
Current liabilities	(3,189)	(1,833)	-	(5,022)	(4,399)
	<u>709,385</u>	<u>168,241</u>	<u>195,790</u>	<u>1,073,416</u>	<u>1,033,566</u>