



**HOLY
TRINITY
CHURCH**

PCC OF HOLY TRINITY, COOKHAM

**ANNUAL REPORT &
END OF YEAR FINANCIAL STATEMENTS**

YEAR ENDING 31 DECEMBER 2020



BACKGROUND

The parishes of Holy Trinity Cookham and St. John the Baptist Cookham Dean form The Benefice of the Cookhams. The Parochial Church Council (PCC) of Holy Trinity has the responsibility of cooperating with the incumbent in promoting within the ecclesiastical parish the whole mission of the Church – pastoral, evangelistic, ecumenical and social. It also has responsibilities for the maintenance of the church and churchyard of Holy Trinity, Churchgate, Cookham. The PCC is additionally responsible for the management and maintenance of the Parish Centre, including three leased flats, the Paddock, adjacent to the churchyard, and a residential property at 53 Broomhill, Cookham, which are held in trust for the PCC by the Diocesan Trustees (Oxford) Ltd.

The PCC is a Registered Charity, No. 1129876.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year the following persons served as members of the PCC.

Incumbent:	The Revd Nick Plant	(Chairman)
Associate Priest:	The Revd Helen Chamberlain	
Associate Priest:	The Revd David Joynes	
Assistant Curate	The Revd John Ainslie	
Licensed Lay Ministers	Richard Simmonds	
Church Wardens:	Bernadette Clark	
	Mark Stockdale (Vice chair of PCC)	
Deanery Synod representatives:	Bernadette Clark	
	Josie Godfrey (resigned April 2020)	
	David Harrold	
Elected Members:	Mike Clark	
	Val Eckett	
	David Gaselee	
	Anne McNeil (Secretary)	
	Francis Pang	
	Deborah Richards	
	Tim Sharples (Treasurer)	
	Colin Tushingham	
	Kay Weallans (resigned April 2020)	

The following committees were elected at the first meeting of the PCC after the APCM in October 2020: Standing Committee, the Stewardship and Fundraising committee and Parish Centre.

CHURCH ATTENDANCE

There were 213 names on the Church Electoral Roll as presented at the 2020 APCM.

The church was closed due to the Coronavirus (COVID-19) pandemic after Sunday 15 March 2020. While public worship was suspended, online Sunday services and daily prayers were uploaded to Facebook, and these continued even when we were able to resume public worship, for the benefit of people self-isolating or shielding at home.

The church re-opened for private prayer, three days a week, from Monday 15 June. Public worship resumed on Sunday 19 July with a 11:00 Eucharist on Sundays and a 07:30 Eucharist on Thursdays. Social distancing measures were put in place and no singing was permitted. The church was also open for private prayer on Tuesdays from 10:00 to 12:00. Public worship continued in this manner to Christmas.

From March, members of the Ministry Team and others kept in touch with members of the congregation by telephone and email.

REVIEW OF THE YEAR

- The PCC met on 6 occasions in 2020 (over Zoom from 18 May) and throughout the year each sub-committee, the Treasurer, the Deanery Synod and Ministry Team have reported to the PCC by means of written reports circulated prior to each meeting. This process allows the PCC to exercise proper scrutiny of the work of the committees and the PCC's finances.
- Until March, the monthly Men's Breakfast and teenage debating club, Open Minds, continued to develop.
- All regular church activities were then effectively suspended for the rest of the year to keep people safe during the coronavirus pandemic, but choirs and bellringers were able to resume in a limited way from the autumn, in line with current regulations.
- We were due to run another children's holiday club in July but due to the pandemic, a broad range of people contributed to online materials, which attracted around 40-50 "hits".
- Until lockdown restrictions were introduced halfway through Lent, around 40 people met in people's home to work through 2 of the 5 planned sessions based on the film "I, Daniel Blake" with Bible readings, DVD soundbites and interesting questions.
- From 6 May members of the Ministry Team ran a weekly online Zoom Bible Study which attracted around 15 people each week.
- The Quinquennial Inspection was completed 19 March but due to Coronavirus disruptions, the report was not received until 10 November. It highlighted a number of issues with the fabric of the church but there were no surprises.
- A member of the congregation generously paid for an audio-visual system to be installed in the church on 13 October. When not in use, the screen is hidden from view above the chancel arch and the projector is mounted on a high beam at the back of the church. The system was first used at the Annual Parochial Church Meeting on 25 October.
- To enable services to be livestreamed from December, a cable was extended to the church to provide a WiFi signal.

This PCC Report, for the year ending 31 December 2020, was approved by the PCC at its meeting on 20 January 2021.


(Signed)

(Chair of the Meeting)

FINANCIAL STATEMENTS – PCC STATEMENT

The attached financial statements have been prepared by the Parish Church Council (PCC) of Holy Trinity, Cookham to show the financial position at 31 December 2020.

The PCC is responsible for preparing an annual report and financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Principles).

The law applicable to PCCs in England and Wales requires the PCC to prepare financial statement for each year which give a true and fair view of the state of affairs of the PCC and of the incoming resources and application of resources, of the PCC for that period. In preparing the financial statements, the PCC is required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable 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 PCC will continue in business.

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 (Accounts and Reports) Regulations and the provisions of the PCC Powers Measure 1956, Church Representation Rules 2006). They are also responsible for safeguarding the assets of the PCC and those under their care and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC is responsible for the maintenance and integrity of the church and financial information included on the Charity Commission's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the PCC on 20 January 2021 and signed on their behalf by



Revd Nick Plant, Chair of PCC

REPORT OF INDEPENDENT EXAMINER

I report on the accounts for the PCC for the year ended 31 December 2020, which are set out on pages 7 to 15.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

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

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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

INDEPENDENT EXAMINER'S STATEMENT

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

1. Which gives me reasonable cause to believe that in, any material respect, the requirements:
 - To keep accounting records in accordance with section 130 of the Charities Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed 

Name Roger Groeneweg

Date 8/2/2021

Qualifications ACMA

Address 6, Wakelins End, Cookham, Berkshire SL6 9TQ

STATEMENT OF FINANCIAL ACTIVITIES - 2020

	note	Unrestricted funds	Restricted Funds	Endowment funds	Total	Total Last Year
		£	£	£	£	£
Income and endowments from						
Donations and legacies	3(a)	155,280	7,535	—	162,815	377,987
Income from charitable activities	3(b)	6,007	4,353	—	10,360	22,542
Other trading activities	3(c)	17,102	680	—	17,782	33,114
Investment income	3(d)	49,873	3	—	49,876	52,218
Total income		228,262	12,571	—	240,833	485,861
Expenditure on:						
Raising funds	4	36,083	3	—	36,086	35,205
Charitable activities	5	189,992	28,764	—	218,756	395,593
Total expenditure		226,075	28,767	—	254,842	430,798
Net income of resources before transfer		2,187	(16,196)	—	(14,009)	55,063
Transfers						
Gross transfers between funds – in		48	—	—	48	3,089
Gross transfers between funds – out		(48)	—	—	(48)	(3,089)
Other recognised gains / losses						
Gains / losses on investment assets		—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use		—	—	—	—	—
Net movement in funds		2,187	(16,196)	—	(14,009)	55,063
Total funds brought forward		1,496,295	170,843	—	1,667,138	1,612,075
Total funds carried forward		1,498,482	154,647	—	1,653,129	1,667,138

The income and expenditure by fund is detailed in Note 6

BALANCE SHEET AS AT 31 DECEMBER 2020

		Total funds	Prior year funds
	<i>Note</i>		
Fixed assets		£	£
Tangible assets	7	—	2,711
Investments		1,410,000	1,410,000
		1,410,000	1,412,711
Current assets			
Debtors	8	1,209	8,026
Fixed term deposits		200,544	
Cash at bank and in hand		41,669	246,929
		243,421	254,955
Liabilities			
Creditors: Amounts falling due in one year	9	292	528
		292	528
Net current assets less current liabilities		243,129	254,427
Total assets less current liabilities		1,653,129	1,667,138
Total net assets less liabilities		1,653,129	1,667,138
Represented by			
Unrestricted			
General fund		87,431	85,088
Designated funds			
Fixed Assets		1,410,000	1,410,000
Children's Holiday Camp		1,011	1,215
St John the Baptist		—	—
Vicarage credit account		40	(8)
Restricted			
Bells & Bell Tower Appeal		1,261	1,109
Collections for other charities		132	1,044
Friends of Holy Trinity Church		630	194
Restoration fund		152,211	162,627
Fees collected in connection with weddings and funerals		—	5,162
Churchyard (Yew Tree) fund		413	707
Funds of the church		1,653,129	1,667,138

The notes at pages 9 to 15 form part of these accounts.

Approved by the PCC on 20 January 2021

and signed on its behalf by *N Plummer*

NOTES TO THE FINANCIAL STATEMENT – YEAR ENDING 31 DECEMBER 2020

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with together with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities, published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Church Accounting Regulations 2006.

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

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

FUNDS

Restricted funds represent donations and grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must then be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to the general fund.

Endowment Funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

INCOMING RESOURCES

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

RESOURCES EXPENDED

Grants and donations are accounted for when paid over, or when awarded, if that award created a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

FIXED ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the vicar and the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently, no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

Freehold land and buildings are written off over their estimated useful lives. Plant and machinery are written off over their estimated useful life. Investment assets are valued at market value

2 STAFF COSTS

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Wages and Salaries (gross)	£21,907	£20,809	£20,754	£20,717	£20,413
Social security costs	-	-	-	-	-
Total	£21,907	£20,809	£20,754	£20,717	£20,413

During the year, the PCC employed a Director of Music and a part-time Parish Administrator and book-keeper. No employee earned more than £40,000 pa.

During the year, no PCC member received any compensation for work for the PCC.

3 NOTES ON INCOME

3(A) INCOMING RESOURCES FROM GENERATED FUNDS - VOLUNTARY INCOME

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Gift Aided donations – Bank	72,353	100	360	—	72,813	74,359
Gift Aided donations - Envelopes	16,172	—	1,615	—	17,787	26,375
Other planned giving	4,502	—	—	—	4,502	5,517
Loose plate collections	3,406	—	—	—	3,406	8,139
Giving through church boxes	494	—	361	—	855	2,715
One-off Gift Aid gifts	—	—	—	—	—	100
Donations appeals etc	23,959	—	1,930	—	25,889	184,306
Tax recoverable on Gift Aid	21,139	13	508	—	21,660	26,859
Legacies	1,000	—	1,000	—	2,000	—
Recurring grants	3,500	—	—	—	3,500	3,500
Benefice costs recharged to St John the Baptist	4,609	1,176	—	—	5,785	8,348
Non-recurring one-off grants	1,455	—	1,435	—	2,890	33,213
Other funds generated	1,162	240	326	—	1,728	4,557
Total	£153,751	£1,529	£7,535	—	£162,815	£377,987

3(B) INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Fees for weddings and funerals	6,007	—	4,353	—	10,360	15,522
Bookstall sales to promote objectives	—	—	—	—	—	344
Church Hall Lettings (objectives)	—	—	—	—	—	—
Youth Club income	—	—	—	—	—	6,676
Total	£6,007	—	£4,353	—	£10,360	£22,542

3(C) INCOMING RESOURCES FROM GENERATED FUNDS – OTHER TRADING ACTIVITY

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Paddock Income	660	—	—	—	660	1,822
Bookstall sales - fund raising	1,660	—	680	—	2,340	511
Church hall lettings - fund raising	4,308	—	—	—	4,308	18,556
Magazine income - advertising	10,453	—	—	—	10,453	12,225
Parish magazine sales	21	—	—	—	21	—
Total	£17,102	—	£680	—	£17,782	£33,114

3(D) INCOMING RESOURCES FROM GENERATED FUNDS - INVESTMENT INCOME

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Bank and building society interest	913	—	3	—	916	896
Rent from lands or buildings	48,960	—	—	—	48,960	51,322
Total	£49,873	—	£3	—	£49,876	£52,218

4 COSTS OF RAISING FUNDS

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Fees paid for fund-raising	30	3	3	—	36	15
Costs of fetes & other events	273	—	—	—	273	3,064
Letting Agents fees etc	9,152	—	—	—	9,152	4,660
Rental properties - maintenance	19,702	—	—	—	19,702	10,353
Printing costs	6,923	—	—	—	6,923	17,113
Total	£36,080	£3	£3	—	£36,086	£35,205

5 EXPENDITURE DIRECTLY RELATED TO THE WORK OF THE CHURCH

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Giving to church agencies	-	-	-	-	-	-
Giving to secular charities	1,634	-	1,044	-	2,678	1,315
Stipends quota	111,398	-	-	-	111,398	108,681
Organist and choir	8,297	-	1,090	-	9,387	11,427
Working expenses, ministry team	968	1,160	150	-	2,278	4,768
Youth Club costs	45	255	-	-	300	5,702
Organ / piano maintenance	1,218	-	-	-	1,218	1,231
Church maintenance	5,676	-	-	-	5,676	6,475
Upkeep of services	1,383	-	8,275	-	9,658	6,239
Upkeep of churchyard	9,001	-	294	-	9,295	9,785
Administration	20,744	267	55	-	21,066	20,305
Running the church	6,412	-	-	-	6,412	8,181
Photo-copier	4,399	-	295	-	4,694	7,629
Parish Centre maintenance	8,422	-	-	-	8,422	17,977
Running the parish centre	5,102	-	-	-	5,102	6,932
Depreciation of fixed assets	2,711	-	-	-	2,711	2,711
Church major repairs - structure	900	-	17,561	-	18,461	171,693
Other PCC Property upkeep	-	-	-	-	-	4,542
Total	£188,310	£1,682	£28,764	-	£218,756	£395,593

6 MOVEMENT OF FUNDS OVER YEAR

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
	£	£	£	£	£	£
Restricted Funds						
Bells & Bell Tower Fund	1,109	152	—	—	—	1,261
Collections for other charities	1,044	132	1,044	—	—	132
Friends of Holy Trinity	194	436	—	—	—	630
Restoration Fund	162,627	7,498	17,914	—	—	152,211
Fees collected – weddings and funerals	5,162	4,353	9,515	—	—	—
Churchyard (Yew Trees) fund	707	—	294	—	—	413
Designated Funds						
Fixed Assets	1,410,000	—	—	—	—	1,410,000
Cookham Kids Holiday Club	1,215	112	268	(48)	—	1,011
St John the Baptist	—	1,177	1,225	48	—	—
Vicarage credit account	(8)	240	192	—	—	40
Unrestricted Funds						
General fund	85,088	226,733	224,390	—	—	87,431
Grand total	1,667,138	240,833	254,842	—	—	1,653,129

	Freehold Land & Buildings	Plant & Machinery	Investments	Total
	£	£	£	£
Gross Book Value at beginning of year	200,496	5,422	1,410,000	1,615,918
Revaluation	-	-	-	-
Additions	-	-	-	-
Gross Book Value (inc. revaluations) at 31 December 2020	200,496	5,422	1,410,000	1,615,918
Accumulated Depreciation at 1 January 2020	200,496	2,711	-	203,207
Charge For The Year	-	2,711	-	2,711
Accumulated Depreciation at 31 December 2020	200,496	5,422	-	205,918
Net book value at 31 December 2020	-	-	1,410,000	1,410,000
Net book value at 31 December 2019	-	2,711	1,410,000	1,412,711

NOTES:

- 1) The freehold land and buildings is the Parish Centre which is held at the value estimated by the PCC.
- 2) The Plant & Machinery is the temporary oil heater and related equipment, which the PCC has been advised will have a resale value when it is no longer required. We are writing off the value at 50% of net value per annum.
- 3) The investment assets are the flats above the Parish Centre (valued at £1,110,000) and a maisonette (valued at £300,000), all are commercially let.
- 4) The Revaluation Account now stands at a total of £1,035,000 representing the accumulation of revaluations since 2006.
- 5) Freehold land and buildings (see Note 1 to the Accounts) are written off over their estimated useful lives, which for the Parish Centre is 20 years.

8 DEBTORS

	<u>This year</u>	<u>Last Year</u>
Trade debtors	1,209	8,026
	1,209	8,026

9 CREDITORS

	<u>This year</u>	<u>Last Year</u>
Amounts collected on behalf of other charities	125	287
Other creditors	167	241
	292	528

