



**HOLY
TRINITY
CHURCH**

PCC OF HOLY TRINITY, COOKHAM

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

YEAR ENDING 31 DECEMBER 2021

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 (until 30 June 2021)	
Licensed Lay Ministers	Richard Simmonds	
Church Wardens:	Bernadette Clark	
	Mark Stockdale (Vice chair of PCC)	
Deanery Synod representatives:	Bernadette Clark	
	David Harrold	
Elected Members:	Mike Clark	
	Val Eckett	
	David Gaselee	
	Anne McNeil (Secretary)	
	Francis Pang (resigned August 2021)	
	Deborah Richards	
	Tim Sharples (Treasurer)	
	Colin Tushingham	

The following committees were elected at the first meeting of the PCC after the APCM in July 2021: Standing Committee, the Stewardship and Fundraising committee and Parish Centre.

CHURCH ATTENDANCE


There were 211 names on the Church Electoral Roll as presented at the 2021 APCM.

The church was closed from the beginning of 2021 due to the Coronavirus (COVID-19) pandemic. Public worship resumed from Mothering Sunday, 14 March, with social distancing measures in place to reflect latest Government regulations and Church of England guidance, which gradually eased through the course of the year. However, face masks continued to be worn. Many services have been recorded and uploaded onto the church's YouTube channel, which has enabled them to be watched by people beyond our congregation and as far afield as South Africa. The church also re-opened for private prayer, one morning a week, from mid-March. Daily prayers were offered online, reducing to twice a week after Easter. A couple of outdoor evening services were held in the churchyard in the summer, where singing was permitted, and these attracted more people than a normal Sunday evening service pre-COVID-19. The 08:00 Sunday morning Eucharist resumed in September, at first alternating with St John the Baptist Church, Cookham Dean, and then monthly, to reflect demand.

REVIEW OF THE YEAR

- The PCC met on 6 occasions in 2021 (mostly over Zoom 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.
- Church activities resumed when it seems safe to do so and with appropriate social distancing measures: the Ladies' Group held a garden party in July and Men's Breakfast resumed in August.
- Our choirs and bellringers resumed, in strict accordance with changing Church of England guidance.
- Positive outcomes from COVID-19 have been much closer working between the two churches in the benefice, and with the Methodist Church, and finding imaginative ways to worship and connect with people through technology.
- Members of the Ministry Team ran a weekly Bible Study jointly for both churches across the Benefice, throughout the year apart over Zoom from a break in the summer, and when replaced by a Lent Course in the spring and an Advent Course in the winter. These attracted around 10-12 people. In addition, Evening Prayer was offered over Zoom in the first half of the year, followed by some social time.
- Prior to lockdown, a team from St John the Baptist Church, Cookham Dean, offered a monthly Fellowship Lunch for older people, which had proved increasingly difficult to sustain. In an encouraging ecumenical move, from September, Holy Trinity, St John the Baptist Church and the Methodist Church alternated in running the Fellowship Lunch, which was very much welcomed and appreciated.

This PCC Report, for the year ending 31 December 2021, was approved by the PCC at its meeting on 15 March 2022.


(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 2021.

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 15 March 2022 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 2021, 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

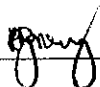
My examination was carried out in accordance with general Directions given by the Charities Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 matters 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 15 MARCH 2022

Qualifications ACMA

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

STATEMENT OF FINANCIAL ACTIVITIES - 2021

	note	Unrestricted funds	Restricted Funds	Endowment funds	Total	Total Last Year
Income and endowments from		£	£	£	£	£
Donations and legacies	3(a)	158,729	6,488	—	165,217	162,815
Income from charitable activities	3(b)	10,611	10,675	—	21,286	10,360
Other trading activities	3(c)	19,437	—	—	19,437	17,782
Investment income	3(d)	54,371	—	—	54,371	49,876
Total income		243,148	17,163	—	260,311	240,833
Expenditure on:						
Raising funds	4	26,072	1,399	—	27,471	36,086
Charitable activities	5	202,218	13,752	—	215,970	218,756
Total expenditure		228,290	15,151	—	243,441	254,842
Net income of resources before transfer		14,858	2,012	—	16,870	(14,009)
Transfers						
Gross transfers between funds – in		—	—	—	—	48
Gross transfers between funds – out		—	—	—	—	(48)
Other recognised gains / losses						
Gains / losses on investment assets		—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use		—	—	—	—	—
Net movement in funds		14,858	2,012	—	16,870	(14,009)
Total funds brought forward		1,498,482	154,647	—	1,653,129	1,667,138
Total funds carried forward		1,513,340	156,659	—	1,669,999	1,653,129

The income and expenditure by fund is detailed in Note 6

BALANCE SHEET AS AT 31 DECEMBER 2021

		Total funds	Prior year funds
	Note	£	£
Fixed assets			
Tangible assets	7	—	—
Investments		1,410,000	1,410,000
		1,410,000	1,410,000
Current assets			
Debtors	8	1,089	1,209
Fixed term deposits		201,525	200,544
Cash at bank and in hand		63,612	41,668
		266,226	243,421
Liabilities			
Creditors: Amounts falling due in one year	9	6,227	292
		6,227	292
Net current assets less current liabilities		259,999	243,129
Total assets less current liabilities		1,669,999	1,653,129
Total net assets less liabilities		1,669,999	1,653,129
Represented by			
Unrestricted			
General fund		102,339	87,431
Designated funds			
Fixed Assets		1,410,000	1,410,000
Children's Holiday Camp		1,011	1,011
St John the Baptist		(55)	—
Vicarage credit account		44	40
Restricted			
Bells & Bell Tower Appeal		1,424	1,261
Collections for other charities		—	132
Friends of Holy Trinity Church		940	630
Restoration fund		153,883	152,211
Fees collected in connection with weddings and funerals		—	—
Churchyard (Yew Tree) fund		413	413
Funds of the church		1,669,999	1,653,129

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

Approved by the PCC on 15 March 2022

and signed on its behalf by NPL

NOTES TO THE FINANCIAL STATEMENT – YEAR ENDING 31 DECEMBER 2021

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>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Wages and Salaries (gross)	£20,848	£21,907	£20,809	£20,754	£20,717
Social security costs	-	-	-	-	-
Total	£20,848	£21,907	£20,809	£20,754	£20,717

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	71,926	—	380	—	72,306	72,813
Gift Aided donations - Envelopes	11,597	—	1,000	—	12,597	17,787
Other planned giving	4,109	—	205	—	4,314	4,502
Loose plate collections	5,943	—	—	—	5,943	3,406
Giving through church boxes	285	—	222	—	507	855
One-off Gift Aid gifts	1,605	—	—	—	1,605	—
Donations appeals etc	3,370	—	—	—	3,370	25,889
Tax recoverable on Gift Aid	22,491	—	442	—	22,933	21,660
Legacies	25,500	—	—	—	25,500	2,000
Recurring grants	3,500	—	—	—	3,500	3,500
Benefice costs recharged to St John the Baptist	5,321	927	—	—	6,248	5,785
Non-recurring one-off grants	—	—	—	—	—	2,890
Other funds generated	1,823	332	4,239	—	6,394	1,728
Total	£157,470	£1,259	£6,488	—	£165,217	£162,815

3(B) INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Fees for weddings and funerals	10,584	27	10,675	—	21,286	10,360
Total	£10,584	£27	£10,675	—	£21,286	£10,360

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

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Paddock Income	1,953	—	—	—	1,953	660
Bookstall sales - fund raising	—	—	—	—	—	2,340
Church hall lettings - fund raising	7,916	—	—	—	7,916	4,308
Magazine Income - advertising	9,543	—	—	—	9,543	10,453
Parish magazine sales	25	—	—	—	25	21
Total	£19,437	—	—	—	£19,437	£17,782

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

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Bank and building society interest	984	—	—	—	984	916
Rent from lands or buildings	53,387	—	—	—	53,387	48,960
Total	£54,371	—	—	—	£54,371	£49,876

4 COSTS OF RAISING FUNDS

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Fees paid for fund-raising	41	—	50	—	91	36
Costs of fetes & other events	90	—	1,349	—	1,439	273
Letting Agents fees etc	5,717	—	—	—	5,717	9,152
Rental properties - maintenance	6,541	—	—	—	6,541	19,702
Printing costs	13,683	—	—	—	13,683	6,923
Total	£26,072	—	£1,399	—	£27,471	£36,086

5 EXPENDITURE DIRECTLY RELATED TO THE WORK OF THE CHURCH

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Giving to secular charities	50	-	338	-	388	2,678
Stipends quota	113,499	-	-	-	113,499	111,398
Organist and choir	9,784	-	2,150	-	11,934	9,387
Working expenses, ministry team	764	1,000	250	-	2,014	2,278
Youth Club costs	136	-	-	-	136	300
Organ / piano maintenance	1,162	-	-	-	1,162	1,218
Church maintenance	6,540	-	-	-	6,540	5,676
Upkeep of services	2,212	31	8,225	-	10,468	9,658
Upkeep of churchyard	11,025	-	-	-	11,025	9,295
Administration	21,843	306	16	-	22,165	21,066
Running the church	4,188	-	-	-	4,188	6,412
Photo-copier	-	-	-	-	-	4,694
Parish Centre maintenance	9,710	-	-	-	9,710	8,422
Running the parish centre	5,487	-	-	-	5,487	5,102
Depreciation of fixed assets	-	-	-	-	-	2,711
Church major repairs - structure	14,481	-	2,773	-	17,254	18,461
Total	£200,881	£1,337	£13,752	-	£215,970	£218,756

6 MOVEMENT OF FUNDS OVER YEAR

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Restricted Funds	£	£	£	£	£	£
Bells & Bell Tower Fund	1,261	163	—	—	—	1,424
Collections for other charities	132	205	337	—	—	—
Friends of Holy Trinity	630	310	—	—	—	940
Restoration Fund	152,211	5,811	4,139	—	—	153,883
Fees collected – weddings and funerals	—	10,675	10,675	—	—	—
Churchyard (Yew Trees) fund	413	—	—	—	—	413
Designated Funds						
Fixed Assets	1,410,000	—	—	—	—	1,410,000
Cookham Kids Holiday Club	1,011	—	—	—	—	1,011
St John the Baptist	—	954	1,009	—	—	(55)
Vicarage credit account	40	332	328	—	—	44
Unrestricted Funds						
General fund	87,431	241,861	226,953	—	—	102,339
Grand total	1,653,129	260,311	243,441	—	—	1,669,999

7 FIXED ASSETS

	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 2021	200,496	5,422	1,410,000	1,615,918
Accumulated Depreciation at 1 January 2021	200,496	5,422	-	205,918
Charge for the Year	-	-	-	-
Accumulated Depreciation at 31 December 2021	200,496	5,422	-	205,918
Net book value at 31 December 2021	-	-	1,410,000	1,410,000
Net book value at 31 December 2020	-	-	1,410,000	1,410,000

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	1,089	1,209
	<hr/> 1,089	<hr/> 1,209

9 CREDITORS

	<u>This year</u>	<u>Last Year</u>
Amounts collected on behalf of other charities	-	125
Other creditors	6,227	167
	<hr/> 6,227	<hr/> 292

