



**HOLY  
TRINITY  
CHURCH**

**PCC OF HOLY TRINITY, COOKHAM**

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

**YEAR ENDING 31 DECEMBER 2023**



## 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 (sold during the year), which during the year were 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 (resigned 31 January 2023)	(Chairman)
Associate Priest:	The Revd Helen Chamberlain (resigned 5 November 2023)	
Associate Priest:	The Revd David Joynes	
Licensed Lay Minister	Richard Simmonds	
Church Wardens:	Bernadette Clark Mark Stockdale (Chair of PCC from 1 February 2023)	
Deanery Synod representatives:	Bernadette Clark David Harrold	
Elected Members:	Mike Clark David Gaselee Anne McNeil (Secretary) Deborah Richards (resigned 23 December 2023) Tim Sharples (Treasurer)	

The following committees were elected at the first meeting of the PCC after the APCM in April 2023: Standing Committee and the Stewardship and Fundraising Committee.

## CHURCH ATTENDANCE

There were 210 names on the Church Electoral Roll as presented at the 2023 APCM.

Revd Nick Plant resigned as Vicar of the Cookhams on 31 January 2023 due to ill health, then our Associate Priest, Revd Helen Chamberlain, resigned on 5 November to take up a post as Vicar of Cleckheaton (Diocese of Leeds). We are grateful to Revd David Joynes, and other local clergy, for taking services throughout the year, and to the many lay people who helped run the church. Work on the process to fill the incumbent position started in January and after the disappointment of no applications in response to the first advertisement, we were able to interview prospective candidates on 20 October. With the invaluable support of our Patron, Charles Rogers, and others, we were delighted that Revd Stephen Mills was appointed as Vicar of the Cookhams, and he takes up post on 11 January 2024.

Surprisingly, average attendance at normal Sunday Services increased to 85 adults (69 in 2022) adults and 8 under 16s (6 in 2022) thanks to some special services and well-attended baptisms. There were 93 communicants on Easter Day and 189 on Christmas Day, including the Vigil service. There were 13 baptisms during the year; 6 weddings; and 25 funerals, memorials and interment of ashes.

We continued to be in discussion with the Diocesan Advisory Committee for most of the year about fitting an accessible toilet in the tower, installing underfloor heating in the nave and south aisle, and supplementary heating there and in the east end. The formal petition for a faculty was submitted to the Chancellor of the Diocese of Oxford on 3 September and pending a positive decision, we hope to be in a position to undertake this work in winter 2024/25.

## REVIEW OF THE YEAR

- The PCC met on 6 occasions in 2023 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.
- We held special services to say farewell to Revd Nick Plant in January, then in November to bid farewell to Revd Helen Chamberlain. Both services were joyous occasions, although of course tinged with sadness.
- Holy Trinity, St John the Baptist Church and the Methodist Church continued to take turns to run a monthly Fellowship Lunch for older people, which has been very much welcomed and appreciated. Every lunch is fully booked.
- Since the start of the invasion of Ukraine in February 2022, we have held a short service each Monday evening to pray for Ukraine, and with Ukrainian music, alternating between the two churches. Attendance has averaged about 10-12 and these were successfully lay-led in 2023 to relieve pressure on clergy.
- The annual Remembrance Sunday Service around Cookham War Memorial, complete with bugler to play The Last Post, was as well-supported as ever, and a substantial number of people joined the service in church that followed.
- We were pleased to welcome Holy Trinity into church for their end of summer term and Christmas service, which saw our church packed with children, staff and families on both occasions.
- Christmas Eve 2023 saw the welcome return of our Crib Service, attended by over 300 people, our most popular service of the year. Other Christmas services were well attended with 250 at our traditional candlelit Christmas Day Evening Carol Service. Online lay-led prayers twice a week, and musical offerings by our choirs, continued to attract a lot of hits.

This PCC Report, for the year ending 31 December 2023, was approved by the PCC at its meeting on 19 March 2024.



Signed

Mark Stockdale, Chair of PCC



## 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 2023.

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).

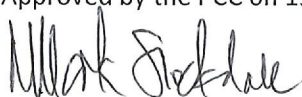
The law applicable to PCCs in England and Wales requires the PCC to prepare financial statement for each year which give a true and fair view of the state of affairs of the PCC and of the incoming resources and application of resources, of the PCC for that period. In preparing the financial statements, 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 19 March 2024 and signed on their behalf by



Mark Stockdale, Chair of PCC

## REPORT OF INDEPENDENT EXAMINER

I report on the accounts for the PCC for the year ended 31 December 2023, 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 19 March 2024

Qualifications ACMA

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

# STATEMENT OF FINANCIAL ACTIVITIES - 2023

	note	Unrestricted funds	Restricted Funds	Endowment funds	Total	Total Last Year
<b>Income and endowments from</b>		£	£	£	£	£
Donations and legacies	3(a)	145,348	27,013	—	172,361	167,405
Income from charitable activities	3(b)	7,061	9,394	—	16,455	23,067
Other trading activities	3(c)	34,297	—	—	34,297	40,978
Investment income	3(d)	55,626	28	—	55,654	57,158
<b>Total income</b>		<b>242,332</b>	<b>36,435</b>	<b>—</b>	<b>278,767</b>	<b>288,608</b>
<b>Expenditure on:</b>						
Raising funds	4	33,812	3,650	—	37,462	34,385
Charitable activities	5	208,186	15,352	—	223,538	248,354
<b>Total expenditure</b>		<b>241,998</b>	<b>19,002</b>	<b>—</b>	<b>261,000</b>	<b>282,739</b>
<b>Net income of resources before transfer</b>		<b>334</b>	<b>17,433</b>	<b>—</b>	<b>17,767</b>	<b>5,869</b>
<b>Transfers</b>						
Gross transfers between funds – in		500	300,001	—	300,501	—
Gross transfers between funds – out		(300,501)	—	—	(300,501)	—
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets		—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use		—	—	—	—	—
<b>Net movement in funds</b>		<b>(299,667)</b>	<b>317,434</b>	<b>—</b>	<b>17,767</b>	<b>5,869</b>
<b>Total funds brought forward</b>		<b>1,525,872</b>	<b>149,996</b>	<b>—</b>	<b>1,675,868</b>	<b>1,669,999</b>
<b>Total funds carried forward</b>		<b>1,226,205</b>	<b>467,430</b>	<b>—</b>	<b>1,693,635</b>	<b>1,675,868</b>

The income and expenditure by fund is detailed in Note 6

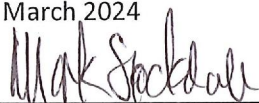
# BALANCE SHEET AS AT 31 DECEMBER 2023

		Total funds	Prior year funds
	Note	£	£
<b>Fixed assets</b>			
Tangible assets	7	16,644	—
Investments		1,110,000	1,410,000
		<b>1,126,644</b>	<b>1,410,000</b>
<b>Current assets</b>			
Debtors	8	9,661	6,004
Fixed term deposits		519,756	204,112
Cash at bank and in hand		39,997	64,224
		<b>569,414</b>	<b>274,340</b>
<b>Liabilities</b>			
Creditors: Amounts falling due in one year	9	2,423	8,472
		<b>2,423</b>	<b>8,472</b>
<b>Net current assets less current liabilities</b>		<b>566,991</b>	<b>265,868</b>
<b>Total assets less current liabilities</b>		<b>1,693,635</b>	<b>1,675,868</b>
<b>Total net assets less liabilities</b>		<b>1,693,635</b>	<b>1,675,868</b>
<b>Represented by</b>			
<b>Unrestricted</b>			
General fund		115,066	114,805
<b>Designated funds</b>			
Fixed Assets		1,110,000	1,410,000
Children's Holiday Camp		1,011	1,011
St John the Baptist		—	(15)
Vicarage credit account		—	70
Men's Breakfast account		128	
<b>Restricted</b>			
Bells & Bell Tower Appeal		1,765	1,594
Collections for other charities		748	—
Friends of Holy Trinity Church		1,240	1,240
Restoration fund		463,264	146,750
Fees collected in connection with weddings and funerals		—	—
Churchyard (Yew Tree) fund		413	413
<b>Funds of the church</b>		<b>1,693,635</b>	<b>1,675,868</b>

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

Approved by the PCC on 19 March 2024

and signed on its behalf by





## NOTES TO THE FINANCIAL STATEMENT – YEAR ENDING 31 DECEMBER 2023

### 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.

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### 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.

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### 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.

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### 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.

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### 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>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Wages and Salaries (gross)	£27,130	£23,858	£20,848	£21,907	£20,809
Social security costs			-	-	-
<b>Total</b>	<b>£27,130</b>	<b>£23,858</b>	<b>£20,848</b>	<b>£21,907</b>	<b>£20,809</b>

During the year, the PCC employed a Director of Music and part-time Parish Administrator, book-keeper and a caretaker for the Parish Centre. 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

	<b>Total</b>					
	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>This year</u>	<u>Last year</u>
Gift Aided donations – Bank	68,238	-	120		68,358	75,094
Gift Aided donations - Envelopes	12,507	-	540		13,047	13,944
Other planned giving	7,811	-	-		7,811	4,689
Loose plate collections	8,201	-	1,706		9,907	9,247
Giving through church boxes	1,386	-	504		1,890	1,782
One-off Gift Aid gifts	1,774	-	2,250		4,024	930
Donations appeals etc	4,779	-	780		5,559	4,538
Tax recoverable on Gift Aid	21,084	-	718		21,802	22,534
Legacies	100	-	18,243		18,343	14,000
Recurring grants	3,500	-	-		3,500	3,500
Benefice costs recharged to						
St John the Baptist	6,808	1,361	-		8,169	6,853
Non-recurring one-off grants	2,734	-	-		2,734	2,609
Other funds generated	2,306	2,759	2,152	-	7,217	7,685
<b>Total</b>	<b>£141,228</b>	<b>£4,120</b>	<b>£27,013</b>		<b>172,361</b>	<b>£167,405</b>

### 3(B) INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Fees for weddings and funerals	7,061	—	9,394	—	16,455	23,067
<b>Total</b>	<b>£7,061</b>	<b>—</b>	<b>£9,394</b>	<b>—</b>	<b>£16,455</b>	<b>£23,067</b>

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

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Paddock Income	4,001	—	—	—	4,001	3,646
Bookstall sales - fund raising	2,057	—	—	—	2,057	3,985
Church hall lettings - fund raising	21,338	—	—	—	21,338	24,206
Magazine income - advertising	6,901	—	—	—	6,901	9,141
<b>Total</b>	<b>£34,297</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>£34,297</b>	<b>£40,978</b>

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

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Bank and building society interest	14,470	—	28	—	14,498	2,762
Rent from lands or buildings	41,156	—	—	—	41,156	54,396
<b>Total</b>	<b>£55,626</b>	<b>—</b>	<b>28</b>	<b>—</b>	<b>£55,654</b>	<b>£57,158</b>



#### 4 COSTS OF RAISING FUNDS

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Fees paid for fund-raising	929	—	21	—	950	36
Costs of fetes & other events	312	21	29	—	362	456
Letting Agents fees etc	9487	—	3,600	—	13,087	7,805
Rental properties - maintenance	5,891	—	—	—	5,891	8,938
Printing costs	17,172	—	—	—	17,172	17,150
<b>Total</b>	<b>£33,791</b>	<b>£21</b>	<b>£3,650</b>	<b>—</b>	<b>£37,462</b>	<b>£34,385</b>

#### 5 EXPENDITURE DIRECTLY RELATED TO THE WORK OF THE CHURCH

	Total					
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Giving to church agencies	50	—	—	—	50	223
Giving to secular charities	300	—	1,708	—	2,008	2,154
Stipends quota	103,679	—	—	—	103,679	115,830
Organist and choir	4,175	—	2,200	—	6,375	14,471
Working expenses, ministry team	780	527	175	—	1,482	1,716
Youth Club costs	—	—	—	—	—	—
Organ / piano maintenance	805	—	—	—	805	1,556
Church maintenance	6,553	1,500	4,249	—	12,302	34,950
Upkeep of services	3,729	36	5,759	—	9,524	14,282
Upkeep of churchyard	10,740	—	1,045	—	11,785	9,886
Administration	39,160	1,358	216	—	40,734	30,110
Running the church	3,857	—	—	—	3,857	3,050
Parish Centre maintenance	18,872	104	—	—	18,976	11,583
Running the parish centre	11,961	—	—	—	11,961	8,543
<b>Total</b>	<b>£204,661</b>	<b>£3,525</b>	<b>£15,352</b>	<b>-</b>	<b>£223,538</b>	<b>£248,354</b>



## 6 MOVEMENT OF FUNDS OVER YEAR

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
<b>Restricted Funds</b>	£	£	£	£	£	£
Bells & Bell Tower Fund	1,594	171	—	—	—	1,765
Collections for other charities	—	2,486	1,738	—	—	748
Friends of Holy Trinity	1,240	—	—	—	—	1,240
Restoration Fund	146,750	24,384	7,870	300,000	—	463,264
Fees collected – weddings and funerals	—	9,394	9,394	—	—	—
Churchyard (Yew Trees) fund	413	—	—	—	—	413
<b>Designated Funds</b>						
Fixed Assets	1,410,000	—	—	(300,000)	—	1,110,000
Cookham Kids Holiday Club	1,011	—	—	—	—	1,011
St John the Baptist	(15)	1,761	1,746	—	—	—
Vicarage credit account	70	1,627	1,697	—	—	—
Men's Breakfast	—	732	104	(500)	—	128
<b>Unrestricted Funds</b>						
General fund	114,805	238,212	238,451	500	—	115,066
<b>Grand total</b>	<b>1,675,868</b>	<b>278,767</b>	<b>261,000</b>	<b>—</b>	<b>—</b>	<b>1,693,635</b>

	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	-	-	-	-
Acquisition of new chairs for Parish Centre		15,930		15,930
Acquisition of new cooker for Parish Centre		2,564		2,564
Sales	-	-	300,000	300,000
Gross Book Value (inc. revaluations) at 31 December 2023	200,496	23,916	1,110,000	1,334,412
Accumulated Depreciation at 1 January 2023	200,496	5,422	-	205,918
Charge For The Year	-	1,850	-	1,850
Accumulated Depreciation at 31 December 2023	200,496	7,272	-	207,768
<b>Net book value at 31 December 2023</b>	<b>-</b>	<b>16,644</b>	<b>1,110,000</b>	<b>1,126,644</b>
Net book value at 31 December 2022	-		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 are the new cooker and chairs for the Parish Centre. We are writing off the values over the expected useful lifetime taken to be 10 years for both the chairs and the cooker.
- 3) The investment assets are the flats above the Parish Centre (valued at £1,110,000), all are commercially let. The maisonette in Broom Hill was sold during the year for £300,000, which was its book value.
- 4) The Revaluation Account now stands at a total of £845,000 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>
Gift-aid recoverable from HMRC	2,911	3,059
Trade debtors	6,750	2,945
	<hr/> 9,661	<hr/> 6,004

## 9 CREDITORS

	<u>This year</u>	<u>Last Year</u>
Amounts collected on behalf of other charities	785	-
Other creditors	1,638	8,472
	<hr/> 2,423	<hr/> 8,472

