

Holy Trinity Parochial Church Council

Registered with the Charity Commission as
**“The Parochial Church Council of the Ecclesiastical
Parish of Holy Trinity Southwell Notts”.**

With charity number 1132003

Parish Church:

Holy Trinity Church, Southwell
in the Deanery of Newark and Southwell,
in the Archdeaconry of Newark
and Diocese of Southwell and Nottingham

Address:

Holy Trinity Church
Westgate
Southwell, Notts. NG25 0LD
01636 815512

Email: holytrinitysouthwell@gmail.com

Web site: holytrinitysouthwell.co.uk

Incumbent:

The Revd Andrew Porter
Holy Trinity Vicarage,
Southwell, Notts. NG25 0NB

Bankers:

Natwest

1 Market Place
Newark
Notts
NG24 1DY

Independent Examiner:

Mrs C A Bolitho FMAAT
W H Clifford & Co.
Southwell, Notts.
NG25 0HX

This is the form of annual report and financial statements required by the *Charities Act 2011* and the *Church Accounting Regulations 2006* together with the *Statement of Recommended Practice 2015 – Accounting and Reporting by Charities* and *FRS102*.
It covers the PCC's financial year, January to December 2020.

ANNUAL REPORT FOR 2020

Objectives and Activities

Holy Trinity Parochial Church Council has the responsibility of co-operating with the incumbent, the Reverend Andrew Porter, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Holy Trinity PCC also has maintenance responsibilities for the Parish Church, Holy Trinity, and for the Churchyards, two of which are closed by Order of Council (Old Churchyard closed 31st May 1978; New Churchyard closed 14th February 2006). The Millennium Churchyard is currently in use for the benefit of parishioners.

The PCC is committed to enabling as many people as possible to worship at Holy Trinity and to become part of the church community at Holy Trinity. The PCC maintains an overview of worship and activities throughout the Parish and makes suggestions on how our services, worship and activities can involve the many groups that live within our parish.

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

- Worship and Prayer, Biblical knowledge and Teaching.
- Empowering and discipling the Youth and Children of our Parish and beyond.
- Provision of Pastoral Care for people living in the parish and beyond.
- World and Home Mission, Outreach Support and Work.

Our Church Mission and Vision Statements reflect our commitment to the Parish and beyond:

Mission Statement: "Making Jesus Christ Known".

Vision Statement: Going Deeper with God: Deep rooted, Cross centred and Community Focussed.

This objective is met by five key values; Relationships, Prayer, Mission, Worship and Discipleship which underpin all our activities in seeking to make Jesus Christ known.

Achievements and performance

Worship and prayer

During 2020 the PCC have made regular adaptations to respond to the restrictions of the Covid-19 pandemic. There have been times of closure enforced by the Government restrictions, and times of closure when the PCC considered it was necessary for the health and safety of our fellowship. Each week there has been a recorded service available on the church website and on youtube, and a DVD recording has been made available to those who do not have access to the internet. Any services that have been held in church have been subject to all the latest guidance on the necessary health and safety precautions. The church has remained open on one session each week for private prayer.

Youth and Children

In September 2019 we appointed our new Youth Worker on a two-year fixed term contract and in 2020 we continued to benefit from the Joseph Rank Trust funding towards this post. The PCC have decided to extend the term of Tim's employment for another year. The usual weekly activities for youth and children have moved to an online provision using creative solutions to maintain contact, whilst meeting all safeguarding requirements. It was not possible to hold any residential trips, but the summer holiday club was held online in collaboration with other churches in Southwell.

Pastoral Care

Our pastoral care team have continued to take care of those members of the fellowship who are unwell or in need. This work has been especially important whilst many of our fellowship are experiencing such isolation. The work continues to be led by the Pastoral care co-ordinators and supported by our volunteers.

Mission and Outreach

The mission committee have led the support for many organisations throughout the year both financially and prayerfully and by raising awareness. We have implemented online giving pages to take the place of Mission Sunday plate offerings.

Volunteers

We would like to thank all the many volunteers who work so hard to make our church the lively community it is, and without whom the work would not take place.

Financial Review

In 2020 the tax efficient planned giving was 22% lower than 2019. This was not unexpected and not due to the pandemic, and the PCC had already taken steps to reduce staffing costs accordingly.

Some income streams were reduced by the impact of the pandemic, such as income from open plate collections at services, church lettings fees, and the donations usually made at Toddlers and Signpost. These reductions in income were partially offset by the receipt of legacies totalling £1,051 in 2020.

In total the income on the unrestricted funds was £45,447 lower than 2019.

There were corresponding reductions in expenditure caused by the impact of the pandemic. Less was spent on church running costs, upkeep of services costs and church activities costs for Signpost, Toddlers and Youth work.

The net result for the year was a surplus on the unrestricted general fund of £1,889.

It is PCC policy to maintain a balance on unrestricted funds which equates to approximately three months' unrestricted payments, to cover emergency situations that may arise from time to time. This level is currently set at £55,000 and the value of the General Fund at the end of 2020 was £129,083.

In 2021 we have received a legacy of £21,809 from the estate of Hugh Fry, and we await final settlement of the legacy from the estate of Sylvia Rouse.

Structure, Governance and Management

The Parochial Church Council (PCC)

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a registered Charity.

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, churchwardens, one representative of Preachers Group, three Deanery Synod Representatives and twelve members elected by those who are on the Electoral Roll. All those who attend our services or live in the parish are encouraged to register on the Roll and stand for election to the PCC.

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

The activities planned by the PCC complied with the Charity Commission's guidance on public benefit, and were open to (and often were intended for) residents of the parish and the wider area.

Reference and administrative details

The PCC is registered as the charity "The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity Southwell Notts." with charity number 1132003. The shorter title is **Holy Trinity PCC Southwell**.

Membership of the Parochial Church Council

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 served as members of the PCC:

Members ex-officio

Revd Andrew Porter (*Incumbent*)

John Peacock (*Churchwarden*)

Helen Geeson (*Churchwarden*)

(Either Churchwarden acts as Vice-Chair).

Shelagh Baird-Smith, Peter Harris, and Nigel Ladbury (*Deanery Synod Reps*)

(*Peter Harris is also the Diocesan Synod Representative*)

Staff in Attendance (not voting)

Tim Ball (*Youth Worker*)

Alison Slinger (*Treasurer*)

Margaret Newstead (*Administrator/PCC Secretary*)

Elected members

Graham Cross, Ian Baird-Smith, Suzanne Dent (Chair), Julie Payne, Mark Smith, Chris Stead, Lawrence Tyrell, Lynda Tyrell, Marian Welham, Kelly Wall, Liza Ware. (Liza Ware stood down from PCC in December 2020)


Elected members who served until 2020 APCM

Matthew Adlem

DECLARATION

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature: 

Full Name: Rev. Andrew Porter

Position: Vicar

Date: 24/02/21

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Statement of Financial Activities for the year ending 31st December 2020

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2020 £	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2019 £
	Note								
INCOME AND ENDOWMENTS FROM:									
Donations and legacies	2	142,080	27,528		169,608	185,546	20,422		205,968
Charitable activities	3	4,751	0		4,751	4,814	0		4,814
Other trading activities	4	630	0		630	1,523	0		1,523
Investments	5	660	1,406		2,066	1,685	805		2,490
TOTAL		<u>148,121</u>	<u>28,934</u>		<u>177,055</u>	<u>193,568</u>	<u>21,227</u>		<u>214,795</u>
LESS: EXPENDITURE ON:									
Charitable activities	6	151,303	20,525		171,828	169,253	29,321		198,574
TOTAL		<u>151,303</u>	<u>20,525</u>		<u>171,828</u>	<u>169,253</u>	<u>29,321</u>		<u>198,574</u>
Transfers between funds	14	7,106	-7,106	0	0	765	-765	0	0
NET INCOME/EXPENDITURE		3,924	1,303		5,227	25,080	-8,859		16,221
GAINS & LOSSES ON INVESTMENTS				1,305	1,305			4,037	4,037
NET MOVEMENT IN FUNDS		3,924	1,303	1,305	6,532	25,080	-8,859	4,037	20,258
TOTAL FUNDS BROUGHT FORWARD		<u>149,512</u>	<u>3,281</u>	<u>39,722</u>	<u>192,515</u>	<u>124,432</u>	<u>12,140</u>	<u>35,685</u>	<u>172,257</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>153,436</u></u>	<u><u>4,584</u></u>	<u><u>41,027</u></u>	<u><u>199,047</u></u>	<u><u>149,512</u></u>	<u><u>3,281</u></u>	<u><u>39,722</u></u>	<u><u>192,515</u></u>

The notes on pages iii to viii form part of these accounts.

Holy Trinity PCC Southwell
Charity Number 1132003

Balance Sheet at 31 December 2020

	Note	<div> <div>TOTAL</div> <div>2020</div> <div>£</div> </div>	<div> <div>TOTAL</div> <div>2019</div> <div>£</div> </div>
FIXED ASSETS			
Tangible assets	7	18,802	17,636
Investments	8	41,027	39,722
TOTAL FIXED ASSETS		59,829	57,358
CURRENT ASSETS			
Debtors	9	4,256	2,440
Investment	10	85,917	120,507
Cash at bank and in hand	11	51,074	14,151
TOTAL CURRENT ASSETS		141,247	137,098
LIABILITIES: FALLING DUE WITHIN ONE YEAR	12	-2,029	-1,941
NET CURRENT ASSETS		139,218	135,157
NET ASSETS	13	199,047	192,515
THE FUNDS OF THE CHARITY			
Unrestricted General fund	14	129,083	127,194
Unrestricted Designated funds	14	24,353	22,318
Restricted funds	15	4,584	3,281
Endowment funds	16	41,027	39,722
TOTAL FUNDS		199,047	192,515

Approved by the Parochial Church Council on:
and signed on its behalf by Rev Andrew Porter



The notes on pages iii to viii form part of these accounts.

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Statement of Cash Flows for the year ending 31st December 2020

	Total Funds £	Prior Year Funds £	Note
Cash flows from operating activities:	6,007	19,573	see table
Net cash provided by (used in) operating activities			
Cash flows from investing activities:			
Dividends, interest and rents from investments	2,066	2,490	
Proceeds from the sale of property, plant and equipment		250	
Purchase of property, plant and equipment	-5,740	-3,066	
Proceeds from sale of investments			
Purchase of investments			
Net cash provided by (used in) investing activities	-3,674	-326	
Cash flows from financing activities:			
Repayments of cash borrowing			
Cash inflows from new borrowing			
Receipt of endowment			
Net cash provided by (used in) financing activities	0	0	
Change in cash and cash equivalents in the reporting period	2,333	19,247	
Cash and cash equivalents at the beginning of the reporting period	134,658	115,411	
Cash and cash equivalents at the end of the reporting period	136,991	134,658	see below

Reconciliation of net income/expenditure to net cash flow from operating activities		
	Current Year £	Prior Year £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	5,227	16,221
Adjustments for:		
Depreciation charges	4,574	4,110
(Gains)/Losses on investments	0	0
Dividends, interest and rents from investments	-2,066	-2,490
Loss/(profit) on the sale of fixed assets		1,548
(increase)/decrease in debtors	-1,816	654
increase/(decrease) in creditors	88	-470
Net cash provided by (used in) operating activities	6,007	19,573

Analysis of Cash and Cash equivalents

	Current Year £	Prior Year £
Cash at bank and in hand	51,074	14,151
Notice deposits (less than three months)	85,917	120,507
	136,991	134,658

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Notes to the Financial Statements for the year ended 31st December 2020

1 ACCOUNTING POLICIES

Basis of preparation

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 PCC's, together with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (Charities SORP), and FRS102.

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

There are no material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern.

The charity is a public benefit entity.

Income

Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

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

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

Investment income is included in the accounts when its receipt is probable and the amount receivable can be measured reliably.

Investment gains and losses resulting from any sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year are included in the SOFA.

Expenditure and Liabilities

Liabilities are recognised as soon as the legal or constructive obligation arises.

Governance costs include costs of the independent examination of statutory accounts.

Assets

Consecrated and benefice property of any kind is excluded from the financial statements in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Moveable church furnishings are capitalised at cost and depreciated over their useful economic life.

Tangible fixed assets are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost. Depreciation is calculated to write off fixed assets over their estimated useful lives as follows:

Moveable Furnishings	10 years
Organ	15 years
Office Equipment	4 or 10 years depending on estimate of useful life
General Equipment	5 years

Fund accounting

Endowment funds are funds, the capital of which must be retained permanently. The income derived from the endowment is restricted.

Restricted funds are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

Unrestricted funds are the remaining income funds of the PCC that are available for spending on the general purposes of the PCC.

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Notes to the Financial Statements for the year ended 31st December 2020

	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	Unrestricted Funds £	Restricted Funds £	TOTAL 2019 £
INCOME						
2 Donations and legacies						
Tax-efficient planned giving	96,156	12,176	108,332	123,715	8,220	131,935
Gift Aid recovered	24,350	4,624	28,974	30,537	1,894	32,431
Other planned giving	16,626	200	16,826	15,099	-	15,099
Collections at services	446	-	446	1,589	283	1,872
Grants	-	10,000	10,000	-	10,000	10,000
Legacies	1,051	-	1,051	-	-	-
Donations from groups and events	3,376	-	3,376	13,927	-	13,927
Other donations	75	528	603	679	25	704
	142,080	27,528	169,608	185,546	20,422	205,968
3 Charitable activities						
Parochial fees	4,751	-	4,751	4,814	-	4,814
4 Other trading activities						
Church lettings	630	-	630	1,523	-	1,523
5 Investment						
Dividends, Interest, income from property	660	1,406	2,066	1,685	805	2,490
TOTAL	148,121	28,934	177,055	193,568	21,227	214,795
EXPENDITURE ON:						
6 Charitable activities						
Mission Giving and Donations	12,705	10,525	23,230	16,443	13,610	30,053
Diocesan parish share	91,140	-	91,140	92,640	-	92,640
Other Ministry costs	1,305	-	1,305	1,953	-	1,953
Salaries - youth, children, families	12,021	10,000	22,021	5,980	15,711	21,691
Salaries - administration and finance	10,259	-	10,259	11,237	-	11,237
Church running costs	9,252	-	9,252	14,000	-	14,000
Church maintenance	1,834	-	1,834	3,411	-	3,411
Upkeep of services	3,535	-	3,535	5,277	-	5,277
Upkeep of churchyard	757	-	757	847	-	847
Training costs	-	-	-	720	-	720
Depreciation and loss on disposal	4,574	-	4,574	5,658	-	5,658
Other PCC property upkeep	58	-	58	-	-	-
Church activities costs	3,143	-	3,143	10,367	-	10,367
Independent Examiner's Fees	720	-	720	720	-	720
TOTAL	151,303	20,525	171,828	169,253	29,321	198,574

Note: In 2019 Collections at service of £1,589 were incorrectly included in Tax Efficient Planned Giving. This has now been amended - see above.

Notes to the accounts

7 Tangible fixed assets	(unrestricted)	Movable furnishings & fittings £	Organ £	Office equipment £	General equipment £	TOTAL 2020 £
Actual/deemed cost	At 1 Jan 2020	128,300	18,144	8,072	2,109	156,625
	Additions	5,740				5,740
	Disposals	24,121	-		-	24,121
	At 31 Dec 2020	109,919	18,144	8,072	2,109	- 138,244
Depreciation	At 1 Jan 2020	114,994	16,934	4,952	2,109	138,989
	Charge for the year	3,006	1,210	358		4,574
	On disposals	24,121	-		-	24,121
	At 31 Dec 2020	93,879	18,144	5,310	2,109	- 119,442
Total net book value	At 31 Dec 2020	16,040	-	2,762	-	- 18,802
	At 31 Dec 2019	13,306	1,210	3,120	-	17,636

The old sound desk was removed and replaced with a new model in 2020.

		TOTAL 2020 £	TOTAL 2019 £
8	Investment fixed assets (valuation)		
	<u>Archibald Stanley Trust (endowment)</u>		
	Market Value at 1st January 2020	39,722	35,685
	Investment losses/gains	1,305	4,037
	Market Value at 31st December 2020	41,027	39,722

CBF Church of England Property Fund: 8,842.82 shares market value £11,443.49, historic cost £10,979.25.
CBF Investment Fund 1,444 shares market value £29,583.66, historic cost £9,604.44.

9	Debtors (unrestricted)		
	HMRC - Gift Aid due	4,256	2,200
	Lettings fees due	-	240
		4,256	2,440
10	Short Term Deposit		
	CBF Deposit Fund (unrestricted)	85,917	120,507
11	Cash at bank, on short term deposit & in hand		
	Nat West current a/c (unrestricted, restricted funds)	50,695	13,591
	Nat West current a/c (unrestricted, restricted funds)	-	45
	Petty cash imprest account (unrestricted)	-	51
	Ladies Group account (unrestricted)	379	464
		51,074	14,151
12	Liabilities		
	Other amounts owing (unrestricted)	2,029	1,941

13	NET ASSETS BY FUND TYPE	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2020 £	TOTAL 2019 £
	Tangible fixed assets	18,802			18,802	17,636
	Investment fixed assets			41,027	41,027	39,722
	Current assets	136,663	4,584		141,247	137,098
	Current liabilities	- 2,029			- 2,029	- 1,941
	totals	153,436	4,584	41,027	199,047	192,515

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Notes to the Financial Statements for the year ended 31st December 2020

14 Movement in unrestricted funds

	Fund Balances brought forward	Income	Expenditure	Transfers	Fund Balances carried forward
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General Fund	127,194	148,083	134,016	- 12,178	129,083
CMS	785		3,388	3,386	783
CPAS	785		3,388	3,386	783
Youth Worker - staff costs	-				-
Capitalised assets	17,636		4,574	5,740	18,802
Ladies Group	464	38	123		379
Uganda Projects	785		3,388	3,386	783
Holy Trinity Mission Fund	1,863		2,426	3,386	2,823
TOTAL	149,512	148,121	151,303	7,106	153,436

10% of regular giving is allocated to four mission partners, CMS, CPAS, Uganda Projects and the Holy Trinity Mission Fund.

15 Movement in restricted funds

	Fund Balances brought forward	Income	Expenditure	Transfers	Fund Balances carried forward
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Archibald Stanley: Dividend Income		1,406		- 1,406	-
CMS					-
CPAS		2,066	2,066		-
Fabric		7,536		- 5,740	1,796
Family Care	-				-
HT Mission Fund	104	250	354		-
Keframa Building Project	-				-
Keframa School	2,524	4,297	4,438	40	2,423
Refugee Roots (Rainbow Project renamed)	546	365	546		365
Servicemen ministry (Simon Farmer)	-				-
Tearfund	-	169	169		-
Uganda Christian Institute	107	2,845	2,952		-
Youth Worker	-	10,000	10,000		-
TOTAL	3,281	28,934	20,525	- 7,106	4,584

In September 2020 Holy Trinity PCC received a grant for the Joseph Rank Trust to fund the staff costs of the Childrens and Youth staff. The grant was for £30,000 over three years and this is the third tranche.

	2020	2019
16 Endowment Funds		
Archibald Stanley Shares: valuation	41,027	39,722

- 17 Gross Transfers between Funds**
The Archibald Stanley Endowment Shares generated dividend income of £1,406 in 2020.
This was transferred into the general fund to cover expenditure incurred on music as specified by the restriction placed on the endowment.

Parochial Church Council of Holy Trinity, Southwell
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Notes to the Financial Statements for the year ended 31st December 2020

	2020	2019
	£	£
17 Salaries		
Gross wages and salaries	30,259	31,049
Employers national insurance contributions	-	120
Pension costs	693	901
Other employment expenses	1,328	858
	<u>32,280</u>	<u>32,928</u>
 Number of employees at the end of the year	 3	 3

The full time staff post was the Youth Worker.

The remaining two staff work part time in administration and finance.

No employees received employee benefits of more than £60,000 per year.

18 Payments to PCC Members

The following payments were made to PCC members or persons closely connected to them or related parties. The payments were for verger and organist fees and for conducting funerals.

	2020	2019
	£	£
Shelah Baird-Smith	28	168
Ian Baird-Smith	20	-
Suzanne Dent	72	81

	2020	2019
	£	£
19 Independent Examiner Fee		
W H Clifford and Co	<u>720</u>	<u>720</u>

20 Reserves Policy

The PCC has a reserves policy of retaining three months normal expenditure in the general reserve, this has been agreed as £55,000.

The balance in the general fund at the end of 2020 was: £129,083

**Independent Examiner's Report to the members/trustees of Holy Trinity Church,
Southwell, Parochial Church Council (PCC)**

I report to the members/trustees on my examination of the accounts of Holy Trinity Church for the year ended 31st 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.

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 Trust as required by section 130 of the 2011 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.

C A Bolitho

C. A Bolitho FMAAT,
W. H. Clifford & Co.,
Accountants,
Easthorpe,
Southwell,
Notts.
NG25 0HX

Date: 15th April 2021