

ANNUAL REPORT AND FINANCIAL STATEMENTS
For the year ended 31 December 2021

The Parochial Church Council of Holy Trinity, Southwell

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2021 Report and Accounts for the Parochial Church Council of Holy Trinity, Southwell.

Aims and purposes

Holy Trinity Parochial Church Council (PCC) 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 has had difficulties with ground water levels and proximity to Potwell dyke and the PCC will be looking to formally close it, burials in to existing graves and interment of cremated remains are still available.

Objectives and Activities

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. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning activities for the year, we have considered the Charity Commission's guidance on public benefit and in particular, the supplementary guidance for 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 especially through:

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus.
- 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.

To facilitate this work, it is important that we maintain the fabric of the church of Holy Trinity.

Achievements and performance

Worship and prayer

During 2021 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 remained open for one session each week for private prayer. During the year we reviewed our services and held a consultation day, the outcome was a change in service format that came into place in October – the new format will be reviewed in March 2022.

Youth and Children

In September 2019 we appointed our new Youth Worker, Tim Ball, 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 moved to an online provision using creative solutions to maintain contact, whilst meeting all safeguarding requirements whilst the church was closed and returned to in person meetings as soon as was possible. It was not possible to hold any residential trips, but an in person, reduced size, holiday club was run in the building during August.

Schools work has been restricted for the whole of this year due to the Pandemic, however we have provided some pre-recorded Collective Worship sessions.

A review of the youth and children's work was completed during the year and the new provisions put into place at the start of the autumn term including a new Youth Café on Tuesdays and new Sunday morning groups.

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 also run an online Alpha course during the period when the building was closed.

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.

Deanery Synod

Two members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the Church.

Financial Review

In 2021 the tax efficient planned giving was 11% lower than 2020, following a 21% decrease in the previous year, and the PCC had already taken steps to reduce staffing costs accordingly.

We have received a legacy of £21,809 from the estate of Hugh Fry, and a legacy of £21,441 from the estate of Sylvia Rouse.

In total the income on the unrestricted funds was £30,690 higher than 2020.

The total expenditure from unrestricted funds was £168,598 and the net result for the year was a surplus on the unrestricted general fund of £8,696.

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 2021 was £133,612.

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)

Chris Stead (Churchwarden)

Helen Geeson (Churchwarden).

Shelagh Baird-Smith, Peter Harris, (Deanery Synod Reps)

(Peter Harris is also the Diocesan Synod Representative)

Elected members

Graham Cross, Ian Baird-Smith, Suzanne Dent (Lay Chair), Steve Perry, Mark Smith, Lawrence Tyrell, Lynda Tyrell, Kelly Wall, Ann Clark (Parish Safeguarding Officer).

Staff in Attendance (not voting)

Tim Ball (Youth Worker)


Alison Slinger (Treasurer)

Margaret Newstead (Administrator/PCC Secretary)

DECLARATION

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

Signed on behalf of the charity's trustees

Signature: 

Full Name: Andrew Porter

Position: Vicar

Date: 15/03/2022

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Financial Statements for the Year Ended 31st December 2021
Receipts and Payments Accounts

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £
RECEIPTS							
Voluntary receipts:							
Planned Giving		100,963	7,156	108,119	112,782	12,376	125,158
Collections at services		619	260	879	446	0	446
All other giving/voluntary receipts	3	48,971	580	49,551	1,126	10,528	11,654
Gift Aid recovered		21,585	2,562	24,147	22,534	4,624	27,158
		<u>172,138</u>	<u>10,558</u>	182,696	<u>136,888</u>	<u>27,528</u>	164,416
Investment income	4	303	1,422	1,725	660	1,406	2,066
Church activities	5	4,853	0	4,853	9,056	0	9,056
Total receipts		<u>177,294</u>	<u>11,980</u>	189,274	<u>146,604</u>	<u>28,934</u>	175,538
PAYMENTS							
Church activities:							
Parish share		92,652	0	92,652	91,140	0	91,140
Clergy and staffing costs	6	33,308	0	33,308	23,446	10,000	33,446
Church running expenses	7	18,855	1,165	20,020	17,345	0	17,345
Church repairs and maintenance	8	8,047	1,796	9,843	7,574	0	7,574
Mission giving and donations	9	15,016	12,728	27,744	12,705	10,525	23,230
Governance costs		720	0	720	720	0	720
Total Payments		<u>168,598</u>	<u>15,689</u>	184,287	<u>152,930</u>	<u>20,525</u>	173,455
Excess of receipts over payments		8,696	-3,709	4,987	-6,326	8,409	2,083
Transfers between funds		0	0	0	7,343	-7,343	0
Cash at bank and in hand at 1 January		132,545	4,196	136,741	131,528	3,130	134,658
Cash at bank and in hand at 31 December		<u>141,241</u>	<u>487</u>	141,728	<u>132,545</u>	<u>4,196</u>	136,741

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2020 £
Cash Funds								
Bank current account	14,877	487		15,364	46,249	4,196		50,445
Bank Ladies group account	394			394	379			379
Deposit funds	125,970			125,970	85,917			85,917
	<u>141,241</u>	<u>487</u>		<u>141,728</u>	<u>132,545</u>	<u>4,196</u>	<u>0</u>	<u>136,741</u>
Other monetary assets								
Gift Aid recoverable	3,279			3,279	4,256			4,256
Letting fees due	400			400	0			0
	<u>3,679</u>			<u>3,679</u>	<u>4,256</u>	<u>0</u>	<u>0</u>	<u>4,256</u>
Investment assets								
Investment fund shares market value			46,892	46,892			41,027	41,027
Liabilities								
other amounts owing	4,765			4,765	2,029			2,029

Parochial Church Council of Holy Trinity, Southwell

Charity Number 1132003

Notes

- 1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- 2 The movement in designated and restricted funds during the year were:

General and Designated Funds	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
General Fund	126,994	177,257	-153,607	-17,032	133,612
CMS	783		-4,349	4,258	692
CPAS	783		-4,349	4,258	692
Uganda projects	783		-4,349	4,258	692
Holy Trinity Mission Fund	2,823		-1,922	4,258	5,159
Ladies Group	379	37	-22	0	394
	<u>132,545</u>	<u>177,294</u>	<u>-168,598</u>	<u>0</u>	<u>141,241</u>

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

Restricted Funds

CMS	0	320	-320	0
CPAS	0	475	-475	0
Uganda projects	0	8,208	-8,208	0
Simon Farmer work with Servicemen	0	85	-85	0
Fabric	1,546	250	-1,796	0
AST income (restricted for music)	0	1,422	-1,165	257
Keframa School	2,332	958	-3,112	178
Refugee Roots	318	222	-528	12
Youthwork	0	40		40
	<u>4,196</u>	<u>11,980</u>	<u>-15,689</u>	<u>0</u>
				<u>487</u>

Endowment Funds

Archibald Stanley shares:

The CBF Church of England Property Fund 8,842.82 income shares generated income of £564.17.
Market value at 31st December 2021 was £13,075.88.

The CBF Church of England Investment Fund 1,444 shares generated income of £858.18.
Market value at 31st December 2021 £33,815.74.

Total market value £46,891.62 at 31st December 2021. (£41,027 at 31st December 2020)

The income generated is placed in the AST restricted fund, and is used for expenditure on music under the restrictions placed on the original endowment.

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Further Analysis of Receipts and Payments Accounts

Receipts	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	Funds	Funds	2021	Funds	Funds	2020
	£	£	£	£	£	£
3 All other giving/voluntary receipts						
Donations	5,721	580	6,301	75	528	603
Legacies	43,250	0	43,250	1,051	0	1,051
Grants	0	0	0	0	10,000	10,000
	<u>48,971</u>	<u>580</u>	<u>49,551</u>	<u>1,126</u>	<u>10,528</u>	<u>11,654</u>
4 Investment income:						
Halloughton Road Land rent	250	0	250	250	0	250
Dividends and interest	53	1,422	1,475	410	1,406	1,816
	<u>303</u>	<u>1,422</u>	<u>1,725</u>	<u>660</u>	<u>1,406</u>	<u>2,066</u>
5 Church activities:						
Fees for wedding and funerals	918		918	5,050		5,050
Church Lettings - local community use	530		530	630		630
Toddlers	425		425	389		389
Connections	1,757		1,757	1,368		1,368
Childrens Holiday Club	235		235	493		493
Youth Events	0		0	905		905
Adult/Whole Church Events	988		988	221		221
	<u>4,853</u>	<u>0</u>	<u>4,853</u>	<u>9,056</u>	<u>0</u>	<u>9,056</u>

In 2020 the grant of £10,000 was the third tranche from Joseph Rank Trust to fund the staff costs of Childrens and Youth Staff.

The fees for wedding and funerals were lower in 2021 partly because Environment Agency regulations prohibit full burials within 30m of a watercourse, and partly due to a PCC policy of waiving the fees which is due to be reviewed during 2022.

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Further Analysis of Receipts and Payments Accounts

Payments	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	Funds	Funds	2021	Funds	Funds	2020
	£	£	£	£	£	£
6 Clergy and staffing costs:						
Youth worker salary	21,755		21,755	11,693	10,000	21,693
Youth worker expenses	309		309	328		328
Administrative salaries	10,432		10,432	10,259		10,259
Vicars expenses	699		699	1,010		1,010
Clergy speaker fees	113		113	156		156
	<u>33,308</u>	<u>0</u>	<u>33,308</u>	<u>23,446</u>	<u>10,000</u>	<u>33,446</u>
7 Church running expenses:						
Music and licences	0	1,165	1,165	1,079		1,079
Upkeep of services	2,678		2,678	1,090		1,090
Publicity	670		670	651		651
Church running costs	508		508	292		292
Gas and Electricity	4,579		4,579	4,883		4,883
Photocopier	335		335	253		253
Insurance premiums	3,320		3,320	3,312		3,312
Postage and stationery	351		351	85		85
Telephone	437		437	1,145		1,145
Bank charges	622		622	597		597
Conferences	175		175	0		0
Halloughton Road land water rates	0		0	58		58
Churchyard maintenance	1,144		1,144	757		757
Youth work	810		810	247		247
Children's work	252		252	199		199
Holiday Club	18		18	540		540
House groups	0		0	15		15
Alpha and adult outreach	1,333		1,333	140		140
Toddlers	558		558	185		185
Connections	913		913	807		807
Pastoral care	152		152	155		155
Youth work chargeable	0		0	855		855
	<u>18,855</u>	<u>1,165</u>	<u>20,020</u>	<u>17,345</u>	<u>0</u>	<u>17,345</u>

Parochial Church Council of Holy Trinity, Southwell
Charity Number 1132003

Further Analysis of Receipts and Payments Accounts

Payments	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	Funds	Funds	2021	Funds	Funds	2020
	£	£	£	£	£	£
8 Church repairs and maintenance:						
Replacement projectors	5,782	0	5,782	0		0
Small gas boiler replacement	0	1,764	1,764	0		0
General repairs and maintenance	1,437	32	1,469	1,834		1,834
Sound desk	0	0	0	5,740		5,740
Architect's fees - quinquennial inspection	828	0	828	0		0
	<u>8,047</u>	<u>1,796</u>	<u>9,843</u>	<u>7,574</u>	<u>0</u>	<u>7,574</u>
9 Mission Giving and donations:						
Church Mission Society (CMS)	4,349	320	4,669	3,388	0	3,388
Church Pastoral Aid Society (CPAS)	4,349	475	4,824	3,388	2,066	5,454
UCI and food aid for Uganda	4,349	8,208	12,557	3,388	2,952	6,340
Holy Trinity Mission Fund - other projects	1,922	0	1,922	2,426	354	2,780
Keframa School in Uganda	0	3,112	3,112	0	4,438	4,438
Tearfund	0	0	0	0	169	169
Family Care	0	0	0	0	0	0
Refugee Roots	0	528	528	0	546	546
Simon Farmer work with soldiers	0	85	85	0	0	0
Other giving & grants	47	0	47	115	0	115
	<u>15,016</u>	<u>12,728</u>	<u>27,744</u>	<u>12,705</u>	<u>10,525</u>	<u>23,230</u>

**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 2021.

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 Act; or
2. the accounts do not accord with those records.

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: 16th August 2022