

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 December 2022**

**The Parochial Church Council of Holy Trinity, Southwell**

**Charity Number 1132003**

Trustees Report

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Independent Examiner's Report

## **2022 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 14<sup>th</sup> 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**

In the early months of 2022, the services continued at 9.00am and 10.45am with the furniture arranged to give a choice for those who still had a need to self-isolate and those who did not. Following the review of the services the service times changed, in May, to 9.00am and 10.30am with a shared coffee time between the services in order to encourage fellowship. Throughout the Vicar's Sabbatical the services continued as usual thanks to visiting clergy and our own Lay Readers. The numbers attending the services on a Sunday have increased slowly but steadily throughout the year as people have felt more confident about returning to larger gatherings. In the autumn the live online recording of services ceased and there was a return to the previous practice of sound recording the sermons.

### **Youth and Children**

The Youth Cafe continues to flourish and is very well attended. A discipleship group for years 7 to 9 is planned for January 2023. Our Sunday groups continue but with very few children under 5. The Kids and Families Services have been reviewed and will move to a Sunday afternoon in the New Year. The Toddler Group, on a Tuesday morning, thrives. If it continues to grow it will be busier than pre-pandemic.

### **Pastoral Care**

Our pastoral care team have continued to take care of those members of the fellowship who are unwell or in need. The work continues to be led by the Pastoral care co-ordinators and supported by our volunteers. During the colder winter months the donations towards Connections have been waived to encourage all to attend our warm space to share fellowship and enjoy a hot meal and hot drinks.

### **Mission and Outreach**

The mission committee have led the support for many organisations throughout the year both financially and prayerfully and by raising awareness.

### **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**

It is encouraging to see that planned giving has held at a similar level to the previous year, after several years of decline. The income from church activities has increased now that the restrictions of the pandemic have been gradually lifted, and the fees for weddings and funerals were reinstated in 2022.

In total the income on restricted funds was £36,016 lower than last year, because in 2021 there were legacy receipts of £43,250.

The total expenditure from unrestricted funds was £164,270. This is at a similar level to 2021 because although Parish Share was reduced by £9,984, the gas and electricity charges were

much higher during the year. Other expenditure gradually increased as the church began to open again for activities following the pandemic.

The net result for the year was a deficit on the unrestricted general fund of £22,992.

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 2022 was £111,631.

## **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**


Ian Baird-Smith  
Ann Clark  
Graham Cross  
Suzanne Dent (Lay Chair)  
Stephen Dobson  
Alex Lewis  
Sally Lewis  
Steve Perry  
Kelly Wall

**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: Rev. Andrew William Porter .....

Position: Vicar .....

Date: 07.03.23 .....

**Parochial Church Council of Holy Trinity, Southwell**  
**Charity Number 1132003**

**Financial Statements for the Year Ended 31st December 2022**  
**Receipts and Payments Accounts**

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL 2022 £	Unrestricted Funds £	Restricted Funds £	TOTAL 2021 £
<b>RECEIPTS</b>							
<b>Voluntary receipts:</b>							
Planned Giving		100,206	15,372	<b>115,578</b>	100,963	7,156	<b>108,119</b>
Collections at services		823	351	<b>1,174</b>	619	260	<b>879</b>
All other giving/voluntary receipts	3	2,322	492	<b>2,814</b>	48,971	580	<b>49,551</b>
Gift Aid recovered		22,592	1,538	<b>24,130</b>	21,585	2,562	<b>24,147</b>
		<u>125,943</u>	<u>17,753</u>	<b>143,696</b>	<u>172,138</u>	<u>10,558</u>	<b>182,696</b>
<b>Investment income</b>	4	1,655	1,463	<b>3,118</b>	303	1,422	<b>1,725</b>
<b>Church activities</b>	5	13,680	0	<b>13,680</b>	4,853	0	<b>4,853</b>
<b>Total receipts</b>		<u>141,278</u>	<u>19,216</u>	<b>160,494</b>	<u>177,294</u>	<u>11,980</u>	<b>189,274</b>
<b>PAYMENTS</b>							
<b>Church activities:</b>							
Parish share		82,668	0	<b>82,668</b>	92,652	0	<b>92,652</b>
Clergy and staffing costs	6	26,320	7,740	<b>34,060</b>	33,308	0	<b>33,308</b>
Church running expenses	7	30,291	1,123	<b>31,414</b>	18,855	1,165	<b>20,020</b>
Church repairs and maintenance	8	10,981	0	<b>10,981</b>	8,047	1,796	<b>9,843</b>
Mission giving and donations	9	13,290	10,040	<b>23,330</b>	15,016	12,728	<b>27,744</b>
Governance costs		720	0	<b>720</b>	720	0	<b>720</b>
<b>Total Payments</b>		<u>164,270</u>	<u>18,903</u>	<b>183,173</b>	<u>168,598</u>	<u>15,689</u>	<b>184,287</b>
<b>Excess of payments over receipts</b>		-22,992	313	<b>-22,679</b>	8,696	-3,709	<b>4,987</b>
Cash at bank and in hand at 1 January		141,241	487	<b>141,728</b>	132,545	4,196	<b>136,741</b>
Cash at bank and in hand at 31 December		<u>118,249</u>	<u>800</u>	<b>119,049</b>	<u>141,241</u>	<u>487</u>	<b>141,728</b>

**Parochial Church Council of Holy Trinity, Southwell**  
**Charity Number 1132003**

**Statement of Assets and Liabilities**

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	<b>TOTAL 2022 £</b>	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	<b>TOTAL 2021 £</b>
<b>Cash Funds</b>								
Bank current account	10,389	800		<b>11,189</b>	14,877	487		<b>15,364</b>
Bank Ladies group account	485			<b>485</b>	394			<b>394</b>
Deposit funds	107,375			<b>107,375</b>	125,970			<b>125,970</b>
	<u>118,249</u>	<u>800</u>		<b><u>119,049</u></b>	<u>141,241</u>	<u>487</u>		<b><u>141,728</u></b>
<b>Other monetary assets</b>								
Gift Aid recoverable	1,844			<b>1,844</b>	3,279			<b>3,279</b>
Letting fees due	440			<b>440</b>	400			<b>400</b>
	<u>2,284</u>			<b><u>2,284</u></b>	<u>3,679</u>			<b><u>3,679</u></b>
<b>Investment assets</b>								
Investment fund shares market value			41,377	<b>41,377</b>			46,892	<b>46,892</b>
<b>Liabilities</b>								
other amounts owing	536			<b>536</b>	4,765			<b>4,765</b>

# 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	133,612	141,083	-150,976	-12,088	111,631
CMS	692		-2,932	3,022	782
CPAS	692		-2,932	3,022	782
Uganda projects	692		-2,932	3,022	782
Holy Trinity Mission Fund	5,159		-4,394	3,022	3,787
Ladies Group	394	195	-104	0	485
	141,241	141,278	-164,270	0	118,249

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

### Restricted Funds

CMS	0	441	-441		0
CPAS	0	468	-468		0
Uganda projects	0	4,915	-4,915		0
Simon Farmer work with Servicemen	0				0
Fabric	0				0
AST income (restricted for music)	257	1,464	-1,123		598
Keframa School	178	810	-988		0
SRIS (Refugees Southwell)	0	608	-608		0
Refugee Roots	12	190			202
Tearfund	0	2,620	-2,620		0
Youthwork	40	7,700	-7,740		0
	487	19,216	-18,903	0	800

### Endowment Funds

Archibald Stanley shares:

The CBF Church of England Property Fund 8,842.82 income shares generated income of £575.67. (2021 £564.17.)  
Market value at 31st December 2022 was £11,541.65. (2021 £13,075.88.)

The CBF Church of England Investment Fund 1,444 shares generated income of £887.33. (2021 £858.18.)  
Market value at 31st December 2022 was £29,835.06. (2021 £33,815.74.)

Total market value £41,376.71 at 31st December 2022. (£46,891.62 at 31st December 2021)

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**

<b>Receipts</b>	Unrestricted	Restricted	<b>TOTAL</b>	Unrestricted	Restricted	<b>TOTAL</b>
	Funds	Funds	<b>2022</b>	Funds	Funds	<b>2021</b>
	£	£	£	£	£	£
<b>3 All other giving/voluntary receipts</b>						
Donations	1,097	492	<b>1,589</b>	5,721	580	<b>6,301</b>
Legacies	0		<b>0</b>	43,250	0	<b>43,250</b>
Grants	1,225		<b>1,225</b>	0	0	<b>0</b>
	<u>2,322</u>	<u>492</u>	<u><b>2,814</b></u>	<u>48,971</u>	<u>580</u>	<u><b>49,551</b></u>
The grants were from the Listed Place of Worship Scheme to reclaim vat on eligible works carried out during the year.						
<b>4 Investment income:</b>						
Halloughton Road Land rent	250		<b>250</b>	250	0	<b>250</b>
Dividends and interest	1,405	1,463	<b>2,868</b>	53	1,422	<b>1,475</b>
	<u>1,655</u>	<u>1,463</u>	<u><b>3,118</b></u>	<u>303</u>	<u>1,422</u>	<u><b>1,725</b></u>
<b>5 Church activities:</b>						
Fees for wedding and funerals	5,510		<b>5,510</b>	918		<b>918</b>
Church Lettings - local community use	1,415		<b>1,415</b>	530		<b>530</b>
Toddlers	1,699		<b>1,699</b>	425		<b>425</b>
Connections	3,808		<b>3,808</b>	1,757		<b>1,757</b>
Childrens Holiday Club	0		<b>0</b>	235		<b>235</b>
Youth Events	0		<b>0</b>	0		<b>0</b>
Adult/Whole Church Events	1,248		<b>1,248</b>	988		<b>988</b>
	<u>13,680</u>	<u>0</u>	<u><b>13,680</b></u>	<u>4,853</u>	<u>0</u>	<u><b>4,853</b></u>

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.

**Parochial Church Council of Holy Trinity, Southwell**  
**Charity Number 1132003**

**Further Analysis of Receipts and Payments Accounts**

<b>Payments</b>	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	Funds	Funds	2022	Funds	Funds	2021
	£	£	£	£	£	£
<b>6 Clergy and staffing costs:</b>						
Youth worker salary	12,852	7,740	<b>20,592</b>	21,755		<b>21,755</b>
Youth worker expenses	293		<b>293</b>	309		<b>309</b>
Administrative salaries	12,151		<b>12,151</b>	10,432		<b>10,432</b>
Vicars expenses	813		<b>813</b>	699		<b>699</b>
Clergy speaker fees	211		<b>211</b>	113		<b>113</b>
	<u>26,320</u>	<u>7,740</u>	<u><b>34,060</b></u>	<u>33,308</u>	<u>0</u>	<u><b>33,308</b></u>
<b>7 Church running expenses:</b>						
Music and licences		1,123	<b>1,123</b>	0	1,165	<b>1,165</b>
Upkeep of services	4,638		<b>4,638</b>	2,678		<b>2,678</b>
Publicity	689		<b>689</b>	670		<b>670</b>
Church running costs	806		<b>806</b>	508		<b>508</b>
Gas and Electricity	11,309		<b>11,309</b>	4,579		<b>4,579</b>
Photocopier	499		<b>499</b>	335		<b>335</b>
Insurance premiums	3,371		<b>3,371</b>	3,320		<b>3,320</b>
Postage and stationery	392		<b>392</b>	351		<b>351</b>
Telephone	357		<b>357</b>	437		<b>437</b>
Bank charges	595		<b>595</b>	622		<b>622</b>
Conferences and Training	1,313		<b>1,313</b>	175		<b>175</b>
Halloughton Road land water rates	90		<b>90</b>	0		<b>0</b>
Churchyard maintenance	730		<b>730</b>	1,144		<b>1,144</b>
Youth work	468		<b>468</b>	810		<b>810</b>
Children's work	277		<b>277</b>	252		<b>252</b>
Holiday Club	0		<b>0</b>	18		<b>18</b>
House groups	6		<b>6</b>	0		<b>0</b>
Alpha and adult outreach	699		<b>699</b>	1,333		<b>1,333</b>
Toddlers	1,240		<b>1,240</b>	558		<b>558</b>
Connections	2,640		<b>2,640</b>	913		<b>913</b>
Pastoral care	172		<b>172</b>	152		<b>152</b>
	<u>30,291</u>	<u>1,123</u>	<u><b>31,414</b></u>	<u>18,855</u>	<u>1,165</u>	<u><b>20,020</b></u>

Gas costs were particularly high at the beginning of the year when the supplier went into liquidation and ofgem chose a deemed supplier.  
A new tariff has now been negotiated with a different supplier on cheaper rates.

**Parochial Church Council of Holy Trinity, Southwell**  
**Charity Number 1132003**

**Further Analysis of Receipts and Payments Accounts**

<b>Payments</b>	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL
	Funds	Funds	2022	Funds	Funds	2021
	£	£	£	£	£	£
<b>8 Church repairs and maintenance:</b>						
Spire Works	3,163		<b>3,163</b>			
Cellar wall and steps and handrail	5,436		<b>5,436</b>			
Gas heater investigation report	714		<b>714</b>			
Vacuum cleaner	378		<b>378</b>			
Roof works	330		<b>330</b>			
Live streaming equipment	204		<b>204</b>			
General repairs and maintenance	756		<b>756</b>	1,437	32	<b>1,469</b>
Replacement projectors	0		<b>0</b>	5,782	0	<b>5,782</b>
Small gas boiler replacement	0		<b>0</b>	0	1,764	<b>1,764</b>
Architect's fees - quinquennial inspection	0		<b>0</b>	828	0	<b>828</b>
	<u>10,981</u>	<u>0</u>	<b><u>10,981</u></b>	<u>8,047</u>	<u>1,796</u>	<b><u>9,843</u></b>
<b>9 Mission Giving and donations:</b>						
Church Mission Society (CMS)	2,932	441	<b>3,373</b>	4,349	320	<b>4,669</b>
Church Pastoral Aid Society (CPAS)	2,932	468	<b>3,400</b>	4,349	475	<b>4,824</b>
UCI and food aid for Uganda	2,932	4,915	<b>7,847</b>	4,349	8,208	<b>12,557</b>
Holy Trinity Mission Fund - other projects	4,394		<b>4,394</b>	1,922		<b>1,922</b>
Keframa School in Uganda		987	<b>987</b>		3,112	<b>3,112</b>
Tearfund		2,620	<b>2,620</b>			<b>0</b>
Family Care			<b>0</b>			<b>0</b>
Refugee Roots			<b>0</b>		528	<b>528</b>
SRIS (Southwell refugees)		609	<b>609</b>			<b>0</b>
Simon Farmer work with soldiers			<b>0</b>		85	<b>85</b>
Other giving & grants	100		<b>100</b>	47		<b>47</b>
	<u>13,290</u>	<u>10,040</u>	<b><u>23,330</u></b>	<u>15,016</u>	<u>12,728</u>	<b><u>27,744</u></b>

**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 31<sup>st</sup> December 2022.

**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: 14<sup>th</sup> April 2023