

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH

England & Wales · Charity number 1132477

Details

Other names	HOLY TRINITY PCC, HEIGHAM, NORWICH
Status	Registered
Legal form	Previously excepted
Registered	2009-11-05
Register	View on the Charity Commission register

Contact

Address	Holy Trinity Church 110A Trinity Street Norwich NR2 2BJ
Phone	01603615533
Email	info@trinitynorwich.org
Website	www.trinitynorwich.org

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Regular public worshipProvision of prayer ministry/meditation/quiet prayerPastoral work eg visiting sick/bereaved/elderlyTeaching Christianity thro' sermons/courses/groupsPromoting Christianity & Church mission thro events/meetings & activities for elderly/parents/young people/other groupsChurch services in care homesSupporting world mission/other charitiesCommunity meal

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£393,488	£418,851	-	-
2023-12-31	£387,439	£426,772	-	-
2022-12-31	£324,003	£402,262	-	-
2021-12-31	£368,556	£377,921	-	-
2020-12-31	£344,582	£361,702	-	-

Trustees

Name	Role	Appointed
Dr Antony Christopher Gemmell Smith		2021-05-05
Dr Kit Yee Irene Ho Wong		2025-05-10
Dr Thomas Giles Gray		2021-05-05
Dwayne Travis Royall		2023-05-22
James Stubbs		2024-05-10
Jason Alexander Wilson		2016-04-30
Jenni Scott		2026-05-10
Margaret Jowitt		2022-05-22
Martin Phillip Lacey		2026-05-10
Nicola Mary Russell		2022-05-22
Noah James Marsh		2023-05-22
Rev Richard David James		2017-09-03
Wanaemi Allison		2026-05-10
Yuyu Tse		2025-05-10

Accounts

Minutes of the Annual Meeting of Parishioners and Annual Parochial Church Meeting Sunday 18th May 2025 11.30 Holy Trinity Church Norwich

Richard James welcomed everyone to the APCM and opened the meeting in prayer.

Psalm 100 was read collectively.

1.Appointment of Churchwardens (or ‘Meeting of Parishioners’)

Richard summarised the role and duties of Churchwardens and expressed gratitude to Phil Courtier and Paul Henery for all they have done over the year. He announced that Paul Henery is stepping down as warden at the end of his three-year term of office and Richard praised him as an asset and a wonderful colleague. Richard announced that Nicky Russell has been elected as warden for 2025 – 2026. Alastair Gledhill, the curate at Holy Trinity, prayed for Phil and Nicky and encouraged the Church to pray for them.

2. Election of Church Council Members

Richard summarised the role of a PCC Member and thanked retiring PCC members: Nicky Russell, Alex Hillman and Caroline Vernon Smith. He announced there were three vacancies on the PCC, and that the term of appointment was for three years each. Richard introduced the three candidates, Alex Hillman, Irene Ho and Yuyu Tse who are willing to serve a three-year term, no election was necessary.

Paul Henery prayed for the three newly elected women and the PCC for 2024.

3 Draw Near with Faith – Our Vision for 2025-2030

Richard looked back and shared what God has been doing during the past year, he outlined the vision for the future.

Using Psalm 100 we aim to be,

- A stickier church, people have joined and stayed and there is a lot to be thankful for.

- The youth ministry aim is to build up and mix especially on a Thursday in the Jenny Lind room. Also, Sunday groups are mixing together.
- Welcome course has seen forty people attend in the past twelve months. Twenty to thirty people have joined church but not attended a welcome course.
- Five people have been baptised, four adults and a child.
- 25% of the congregation is made up from the local parish.
- Holy Trinity is becoming a quietly growing welcoming diverse church.
- We follow Jesus with joy, serve him with love and make him known with confidence.

Richard used Psalms to encourage us to dwell on God and His goodness.

Psalm 100:3

Rejoice God is our shepherd. Know that the Lord is God. This is relational and intimate inviting us to know him. God is a person to draw near to not a theory to be mastered. We are his, rejoice he has made us his people. He is our shepherd.

So, we follow with joy, serve with love in a sometimes-hostile environment.

We are under the good shepherd.

One flock – many generations.

Rejoice at every lost sheep that is found.

Psalm 100:5

‘Rejoice God is good, for the Lord is good, his love endures forever’.

Praise is inner health made audible C.S.Lewis

However grim our circumstances appear, God has never let us down.

So, we make him known with confidence, thankful for his past goodness, expectant for the future, doing good as he has done.

Many nations, one Lord calling all the earth to His praise.

- We pray for ourselves – build mix speak wherever we are this week.
- At work, with family, speak of Christ.
- Pray for our parish and visit more homes.
- Opportunities in groups to explore faith.
- Across our city, Costessey, New Catton and mission partners.

- In October 2025 a special event will be held with mission partners from across 25 years joining together at Holy Trinity to encourage each other.

Richard encouraged everyone to read the PCC report which details everything that is going on at Holy Trinity and he invited all to join with him in serving the work of God in this place.

4. Finance Report – Dwayne Royall Treasurer

Dwayne opened this segment of the meeting with prayer.

Dwayne expressed thanks to Loretta for her work as the finance officer, and Alison for her work with gift aid.

2024 Overview

- Income just below budget £12 variance
- While income is on budget, regular giving decreased by 3k against 2023
- Expenditure actual of £418,851 against a budget of £418,200 variance of £651
- Financial performance against both budget and last year is good
- Fund movement in the year of (£25,363)

Income Comments

- In 2024 there were several one-off income items that we do not expect to repeat this year including election income and legacy donations. If removed from the income totals the performance would be around £9k less
- Hall hire increased over last year, and this is a target to increase for 2025 as well.

Expenditure comments

- Building Maintenance expenditure was over budget and worse than last year by £10k, however there is an underspend on maintenance to 26 Trinity St.

- Events and Hospitality marginally higher than last year
- Accountancy and assurance fees now carrying correct accrual
- Payroll and HR support as a line item appears to have overspent, but this is the result of accounting for cleaning services in this line with a corresponding reduction in Labour costs.

2025 – The Year so far

- Last year we invited separate donations for holiday club, this will likely happen again this year.
- Income is trending marginally below budget with "regular" giving below budget and last year, but there has been an increase in one off giving in March/April
- 20's and 30's/ student budgets show an overspend YTD. This is due to us procuring a new site for the weekend away this year. Costs in this line are heavily front-loaded; we expect to recover much of this position during the year

Key Challenges in 2025

- Our budget is very aggressive in savings targets for expenditure, some items will be challenging
- Cleaning contract changes

Prayer

Phil Courtier prayed for the work of Dwayne and Loretta and the Finance Committee.

5. PCC Report – Richard James Rector

Richard introduced the annual report of the PCC for the year ending 31st December 2024.

The PCC report had been circulated in advance of the meeting and copies were available at the meeting. Richard drew attention to many activities Church family members had been involved in.

Questions arising from the PCC report.

Several questions had been received ahead of the meeting.

Q1) Jo Courtier – I would like to repeat my question from the 2024 APCM.

In recent times there has been a lack of women preachers at our Sunday services. Richard assured us last year that this was not a deliberate choice of the leadership and so, can I ask again please, what is being done to encourage and train women of all ages to fulfil this role?

I link my question to point 8 on page 4 of the 2025 report under the heading 'Progress toward our vision'. This point says that men and women have been identified and offered training and development opportunities and Bible teaching. Please can we be assured this includes women of all ages and includes the Sunday services?

Richard James replied

We prize women to flourish; people hold different views on women in leadership.

There are many wonderfully gifted women at Holy Trinity, and we are committed to help them flourish including leading up front and teaching the Bible in different groups such as the all age team. We want to create a culture where women flourish.

There is a programme in place to encourage women e.g. prayer focus. We would like to see more women and plans are developing for Crosslands with the NGP to hold Bible teaching workshops in the autumn 2025.

Q2) Mike Hulme

The rector intimated to the church two weeks ago the desire to see more female members elected to the PCC. With this in mind, has consideration been given to some possible reasons why there may be a gender imbalance on the PCC and any measures that could be taken to rectify this? For example, meeting times and schedules to be more accommodating of those with caring responsibilities, the format or conduct of meetings, an earlier and more proactive solicitation of women who may be willing to stand for election.

Richard James replied

The gender balance on the PCC is not where we want it to be. There is more work to be done to consider why women don't stand for PCC.

Q3) Mike Hulme

Relative to 2023, expenditure in 2024 on accountancy fees more than doubled to £3,900. Payroll and HR support nearly quadrupled to £10,100. These costs combined have typically been around £4,500 for the last 5 years. Please would the treasurer explain why expenditure in 2024 was so anomalous?

Dwayne Royall replied

The accounting fees 2024 are added in accrual which doubled the costs. Payroll HR support for the cleaning contracts caused a rise.

Q4) Mike Hulme

The PCC and its members as Trustees, operates under UK Charity Law. All charities must have procedural safeguards to protect the charity against actual or perceived conflicts of interest. Could the Chair of the PCC let us know whether the PCC has a 'Conflict of interest' policy that all members are briefed on and, if so, how the policy is adhered to in PCC meetings?

Phil Courtier replied

When there is a conflict of interest during PCC meetings e.g. staff salary, mission grants, then the relevant people leave the discussion. There is no conflict-of-interest policy in place at the present time however, we will adopt the CoE standard policy template at the next PCC meeting.

Q5) Mike Hulme

Mike Hulme referred to the Treasurer's presentation and sought confirmation from him that the near balance of income and expenditure in 2024 was a result of the planned further draw-down of the PCC's reserves and that, therefore, actual expenditure in 2024 exceeded actual giving during the year.

Dwayne Royall replied

In the 2024 accounts as presented we drew on £25K reserve. For 2024 we were 6% below our income. This year we flatten off because we drew on these reserves as a deliberate reduction of the reserves.

Paul Hoey commented

Charities are required to hold reserves to cover costs for three months in case the charity should close. Reserves should not be held back as money is given for good and operation of the church.

Richard invited any other questions. No further questions were forthcoming.

6. Reappointment of independent examiners Aston Shaw Ltd.

Dwayne Royall proposed, Phil Courtier seconded – unanimous.

7. Stewards and Welcomers

Richard shared the names of all those who are stewards and welcomers and thanked those who are involved in this important ministry. A slide naming all stewards and welcomers was shown.

The list of stewards and welcomers was approved by a show of hands with no dissent.

8. New Members since APCM 2023

Rosalyn Anderson is the electoral roll officer.

Richard reported that the Electoral Roll total was 229.

2025 saw the electoral roll renewal as happens every 6 years.

The roll is broadly consistent with 229 on the electoral roll as of 4th May 2025.

Richard prayed for the new members of Holy Trinity on the electoral roll.

9. Expressions of thanks

Richard thanked everyone for coming to this meeting and to the whole Church family. Richard went on to express particular thanks to:

- Paul Henery – retiring warden / taking on safeguarding officer role.

- David Fairborn – retiring safeguarding officer
- The staff team –who have a gospel heart
- Volunteers
- Wardens
- PCC
- Gill Hulme PCC secretary
- * Rosalyn Anderson church administrator
- Dwayne Royall Treasurer
- Carole James - who is a great support to Richard in his ministry and who dedicates much of her time to the church and to prayer.

Paul Henery thanked Richard for his leadership, hospitality and wise gospel commitment. He also thanked Phil Courtier and the staff team who have supported his time as warden.

Phil Courtier thanked Richard for leading the church and pointing us to Christ.

10. Closing Prayer -

The meeting concluded with a closing prayer led by Richard.

Date of Next APCM To be advised.

Gill Hulme, PCC Secretary, May 2025

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH**

HOLY TRINITY CHURCH

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Mr Philip Courtier
Dr Thomas Gray
Dr Antony Smith
Mr Jason Wilson
Mr Jonathan Mason
Mr Paul Henery
Ms NM Russell
Ms M Jowitt
Ms A Hillman
Ms CF Verdon-Smith
Rev Alastair Gledhill
Matthew Stevenson
Noah Marsh
Dwayne Royall
Rev Richard James

Charity number

1132477

Principal address

110A Trinity Street
Norwich
Norfolk
England
NR2 2BJ

Independent examiner

Sotos Christophi FCCA
Aston Shaw Limited
Chartered Certified Accountants
The Union Building, 51-59 Rose Lane
Norwich
Norfolk
England
NR1 1BY

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH HOLY TRINITY CHURCH CONTENTS

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich (the Charity) for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants (ACCA), which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Sotos Christophi FCCA

Aston Shaw Limited
Chartered Certified Accountants
The Union Building, 51-59 Rose Lane
Norwich
Norfolk
NR1 1BY
England

Dated: 26/03/2025

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total Unrestricted funds 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
	Notes								
Income from:									
Donations, legacies and grants	2	368,289	3,859	-	372,148	371,896	202	-	372,098
Church activities	3	8,879	-	-	8,879	7,121	-	-	7,121
Income from investments	4	10,232	-	2,229	12,461	6,582	-	1,638	8,220
Total income and endowments		<u>387,400</u>	<u>3,859</u>	<u>2,229</u>	<u>393,488</u>	<u>385,599</u>	<u>202</u>	<u>1,638</u>	<u>387,439</u>
Expenditure on:									
Charitable activities and Mission grants	5 & 6	412,890	1,765	2,229	416,884	406,075	408	1,638	408,121
Investment property costs	5	1,967	-	-	1,967	18,651	-	-	18,651
Total resources expended		<u>414,857</u>	<u>1,765</u>	<u>2,229</u>	<u>418,851</u>	<u>424,726</u>	<u>408</u>	<u>1,638</u>	<u>426,772</u>
Net (expenditure)/income for the year/									
Net (expenditure)/income for the year/									
Net movement in funds		(27,457)	2,094	-	(25,363)	(39,127)	(206)	-	(39,333)
Fund balances at 1 January 2024		<u>671,994</u>	<u>1,723</u>	<u>31,991</u>	<u>705,708</u>	<u>711,121</u>	<u>1,929</u>	<u>31,991</u>	<u>745,041</u>
Fund balances at 31 December 2024		<u><u>644,537</u></u>	<u><u>3,817</u></u>	<u><u>31,991</u></u>	<u><u>680,345</u></u>	<u><u>671,994</u></u>	<u><u>1,723</u></u>	<u><u>31,991</u></u>	<u><u>705,708</u></u>

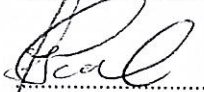
The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

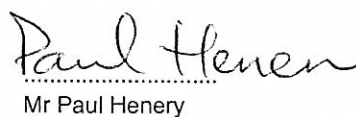
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
BALANCE SHEET**

AS AT 31 DECEMBER 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	12		25,830		36,418
Investment properties	13		512,500		512,500
CBF Church of England Deposit Account	14		42,818		42,818
			<u>581,148</u>		<u>591,736</u>
Current assets					
Debtors	15	38,349		12,892	
Cash at bank and in hand		75,490		111,211	
		<u>113,839</u>		<u>124,103</u>	
Creditors: amounts falling due within one year	16	(14,642)		(10,131)	
Net current assets			<u>99,197</u>		<u>113,972</u>
Total assets less current liabilities			<u>680,345</u>		<u>705,708</u>
Capital funds					
Endowment funds - general	20		31,991		31,991
Income funds					
Restricted funds	21		3,817		1,723
Unrestricted funds	22		644,537		671,994
			<u>680,345</u>		<u>705,708</u>

The financial statements were approved by the Trustees on 25/03/2025


Mr Philip Courtier
Trustee


Mr Paul Henery
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024**

1 Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich is a unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

1 Accounting policies

(Continued)

General funds Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.

Tangible fixed assets reserve Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets.

Investment property reserve Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property.

Fabric fund Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019).

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must 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 individual funds on an average balance basis. Restricted "income" funds comprise:

Hardship Fund Donations for the Hardship Fund were collected during 2020 for the support of individuals and families within our congregation or community who are in severe hardship.

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. Endowment funds comprise:

Bransby Legacy An endowment with interest earmarked for costs of youth work. The assets of the legacy are held on deposit within the CBF Church of England Deposit Fund.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income to which it relates is received.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold improvements	10% Straight Line
Other office equipment	25% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Investment properties

Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

1 Accounting policies

(Continued)

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

1.13 Volunteer Activities

A large amount of activities run by the church are staffed by volunteers who give of their time and resources. This help is unquantifiable but without it the church could not continue to pursue its work.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

2 Donations, legacies and grants

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Giving - standing orders	259,867	-	259,867	262,528	-	262,528
Giving - Sunday collections	2,910	-	2,910	2,887	-	2,887
Giving - other planned	20,549	-	20,549	19,078	-	19,078
Giving - other	19,247	3,109	22,356	19,884	192	20,076
Income tax recoverable (Gift Aid)	54,496	750	55,246	54,172	10	54,182
Grants	5,846	-	5,846	13,347	-	13,347
Legacies received	5,374	-	5,374	-	-	-
	<u>368,289</u>	<u>3,859</u>	<u>372,148</u>	<u>371,896</u>	<u>202</u>	<u>372,098</u>

3 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Wedding & funeral fees	1,682	1,107
Church & hall hire	6,210	3,388
Other receipts	987	2,626
	<u>8,879</u>	<u>7,121</u>

4 Income from investments

	Unrestricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
Rental income (26 Trinity Street)	9,300	-	9,300	5,400	-	5,400
Interest received	932	2,229	3,161	1,182	1,638	2,820
Other trading activities	<u>10,232</u>	<u>2,229</u>	<u>12,461</u>	<u>6,582</u>	<u>1,638</u>	<u>8,220</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

5 Charitable activities

	Unrestricted Funds	Restricted Funds	Endowment funds	Total 2024	2023
	2024	2024	2024		
	£	£	£	£	£
Staff costs	141,746	-	2,229	143,975	150,140
Depreciation and impairment	14,782	-	-	14,782	23,994
Mission - Local outreach	4,077	1,765	-	5,842	4,232
Pension costs	6,652	-	-	6,652	6,351
Maintenance of buildings and equipment	21,671	-	-	21,671	11,742
Events & hospitality	8,080	-	-	8,080	5,988
Books	4,602	-	-	4,602	4,278
Jenny Lind property rental	6,771	-	-	6,771	7,149
Diocesan parish share	90,000	-	-	90,000	90,000
Utilities (light, heat and water)	22,733	-	-	22,733	26,323
Young people's activities	4,273	-	-	4,273	2,623
Staff/clergy expenses	4,622	-	-	4,622	5,279
Training	5,427	-	-	5,427	3,351
Other expenditure	4,534	-	-	4,534	4,304
Music	1,872	-	-	1,872	1,438
Insurance	5,744	-	-	5,744	5,066
Office costs, advertising, IT and telephone	9,037	-	-	9,037	9,575
Accountancy assurance fees	3,870	-	-	3,870	1,716
Payroll and HR support	10,075	-	-	10,075	2,569
Other groups activities	1,275	-	-	1,275	2,763
	<u>371,843</u>	<u>1,765</u>	<u>2,229</u>	<u>375,837</u>	<u>368,881</u>
Rental property expenses	1,967	-	-	1,967	18,651
	<u>373,810</u>	<u>1,765</u>	<u>2,229</u>	<u>377,804</u>	<u>387,532</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

5 Charitable activities

(Continued)

Analysis by fund

Unrestricted funds	373,810		-	373,810	385,486
Restricted funds	-	1,765	-	1,765	408
Endowment funds - general	-	-	2,229	2,229	1,638
	<u>373,810</u>	<u>1,765</u>	<u>2,229</u>	<u>377,804</u>	<u>387,532</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

6 Mission grants

	2024 £	2023 £
Mission grants - individual partners	33,847	30,230
Mission grants - agencies	7,200	9,010
	<u>41,047</u>	<u>39,240</u>

7 Net movement in funds

	2024 £	2023 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	<u>14,782</u>	<u>23,994</u>

8 Diocesan Parish Share

The parish share allocated to the PCC for 2024 was £90,000 (2023 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2024 the PCC paid its full £90,000 parish share (2023 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2024 (£90,000) for the year ending 31 December 2025.

9 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Church activities	5	7
Management and administration	<u>2</u>	<u>2</u>
Total	<u>7</u>	<u>9</u>

Employment costs

	2024 £	2023 £
Wages and salaries	143,975	150,140
Other pension costs	<u>6,652</u>	<u>6,351</u>
	<u>150,627</u>	<u>156,491</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

9 Employees

(Continued)

During the year the PCC employed the following staff: one ministry assistants, two youth and children's workers, a part-time cleaner (left in February), a church administrator, a part-time finance administrator, a part-time organist and a part-time parish mission enabler.

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2024 nor for the year ended 31st December 2023.

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

- A salary was paid to two PCC members or related parties during the year to 31st December 2024:
 - Miss A Hillman (PCC member from May 2022), Part-time administrator: £773 (2023: £258)
 - Mrs C James (wife of PCC chair), parish mission enabler: £10,920 (2023 £9,900)
- In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

There were no employees whose annual remuneration was more than £60,000.

10 Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,982 (2023: £1,888) and payroll services of £1,264 (2023: £1,087), the latter of which are included within 'Payroll and HR Support'.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

12 Tangible fixed assets

	Freehold improvements £	Other office equipment £	Total £
Cost			
At 1 January 2024	61,125	129,466	190,591
Additions	-	4,194	4,194
At 31 December 2024	61,125	133,660	194,785
Depreciation and impairment			
At 1 January 2024	61,121	93,052	154,173
Depreciation charged in the year	-	14,782	14,782
At 31 December 2024	61,121	107,834	168,955
Carrying amount			
At 31 December 2024	4	25,826	25,830
At 31 December 2023	4	36,414	36,418

13 Investment property

	2024 £
Fair value	
At 1 January 2024 and 31 December 2024	512,500

In December 2022, the investment property, being the house at 26 Trinity Street, was formally valued by a local agency to be approximately £500,000 - £525,000. With this in mind, members of the PCC approved a valuation for this property of £512,500 as at December 2022. The net book value of the investment property is attributable to the investment fund.

	2024 £	2023 £
Freehold Property	512,500	512,500
	512,500	512,500

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

14 CBF Church of England Deposit Fund

£

At 1 January 2024 and at 31 December 2024 42,818

Funds held on deposit include amounts attributable to the Bransby Legacy.

15 Debtors

	2024	2023
	£	£
Amounts falling due within one year:		
Income tax recoverable on Gift Aid donations	31,630	5,392
Other debtors	-	374
Prepayments and accrued income	6,719	7,126
	<u>38,349</u>	<u>12,892</u>

16 Creditors: amounts falling due within one year

	2024	2023
	£	£
Other creditors	14,642	10,131
	<u>14,642</u>	<u>10,131</u>

17 Movement in unrestricted funds

Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	(3,305)
Fabric Fund (Lighting project)	(7,283)
General funds	10,588
Net Total	0

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024

18 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £
Fund balances at 31 December 2024 are represented by:								
Tangible assets	25,830	-	-	25,830	36,418	-	-	36,418
Investment properties	512,500	-	-	512,500	512,500	-	-	512,500
CBF Church of England Deposit Fund	10,827	-	31,991	42,818	10,827	-	31,991	42,818
Current assets/(liabilities)	95,380	3,817	-	99,197	112,249	1,723	-	113,972
	<u>644,537</u>	<u>3,817</u>	<u>31,991</u>	<u>680,345</u>	<u>671,994</u>	<u>1,723</u>	<u>31,991</u>	<u>705,708</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

19

**Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2024**

	Total 2024	Total 2023
	£	£
Individuals:		
SIM - Penny Bakewell	4,909	4,675
WEC - Colin Bearups	9,790	9,324
Stewardship - Rachel Spencer	7,000	5,886
UCCF - Rosie O'Donnell	5,400	4,509
MAF - Nathanael Smith	2,348	2,236
North African Mission - John Cooper	100	-
Friends International - Raquel Medina	4,300	3,600
	33,847	30,230
National Agencies:		
CPAS	1,000	1,100
UCCF	-	600
Musalaha	1,000	-
	2,000	1,700
Local Organisations:		
English +	3,500	3,500
Magdalen Project	500	1,100
Norwich Youth for Christ	500	1,100
UEA Christian Union	700	850
CPAS Venture	-	560
Boundary Breakers Ltd	-	200
	5,200	7,310
Total	41,047	39,240

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

20 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity. Income arising on the endowment funds can be used in accordance with the objects of the Charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	At 1 January 2024	Incoming resources	Resources expended	At 31 December 2024
	£	£	£	£
Permanent endowments				
Bransby Legacy	31,991	2,229	(2,229)	31,991
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
Permanent endowments				
Bransby Legacy	31,991	1,638	(1,638)	31,991
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

21 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2024	Incoming resources	Resources expended	At 31 December 2024
	£	£	£	£
Hardship fund	1,723	3,859	(1,765)	3,817
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
Hardship fund	1,929	202	(408)	1,723
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2024**

22 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2024	Incoming resources	Resources expended	At 31 December 2024
	£	£	£	£
General funds	671,994	387,400	(414,857)	644,537
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
General funds	711,121	385,599	(424,726)	671,994
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Accounts

Holy Trinity Church, Heigham, Norwich

Annual Report
of the
Parochial Church Council

for the year ended 31st December **2023**

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The Financial Statements of the Parochial Church Council for 2023 appear in a separate document. They may be downloaded from our website or ask at the Church Office for a copy.

HOLY TRINITY CHURCH

HEIGHAM, NORWICH

110A Trinity Street, Norwich NR2 2BJ

Annual Report of the Parochial Church Council for 2023

PCC Membership

Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC to fill vacancies in accordance with the provision of the Constitution of the church. During the year the following served as members of the PCC:

Ex Officio:

Revd Dr Richard James	Rector
Revd Alastair Gledhill	Curate (licensed July 2023)

Officers:

Mr Dave Appleton	Treasurer to APCM 2023
Mr Dwayne Royall	Treasurer from APCM 2023
Mrs Louise Cumberland	Secretary to APCM 2023
Mrs Gill Hulme	Secretary from APCM 2023

Elected:

Mr Paul Henery	Churchwarden Elected APCM 2023
Mr Phil Courtier	Churchwarden Elected APCM 2023
Mr Jonathan Mason	Lay Reader Elected November 2021
Miss Margie Jowett	(Re-)elected at APCM 2023
Mr Noah Marsh	Elected at APCM 2023
Mr Matt Stevenson	Elected at APCM 2023
Mrs Nicky Russell	Elected at APCM 2022
Miss Alex Hillman	Elected at APCM 2022
Mrs Caroline Verdon-Smith	Elected at APCM 2022
Mr Tom Gray	Elected at APCM 2021
Dr Tony Smith	Elected at APCM 2021
Mrs Barbara Drake	Re-elected APCM 2021, resigned APCM 2023
Ms Rosamund O'Donnell	Deanery Synod to APCM 2023
Mr Jason Wilson	Deanery Synod - re-elected at APCM 2023
Mr Peter Bussey	Deanery Synod - elected July 2023

Electoral Roll

Membership at APCM May 2023: 231.

This represented a number of new members since APCM 2022. Mainly owing to Holy Trinity sending around 20 adult members on the Costessey church graft in September 2022, there was nonetheless a net decrease of 7 since May 2022. The Roll will be re-created from scratch again in 2025.

Average Sunday Attendance

Service	Average attendance in October 2023 (adults)	Usual Sunday attendance over 2023 (adults)	Average attendance in October 2022 (adults)
10.00 am	183*	185*	166*
6.30 pm	80	82	74

*counts adjusted to include estimated 10 children's/youth leaders omitted from the actual weekly counts

The above figures include under 16s.

Public Benefit Aims of the PCC

The PCC (Powers) Measures 1956 states that the aims of the PCC 'shall include cooperation with the clergy in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'. Our mission as a church is to enable as many as possible to be drawn into the community of the parish church as worshippers of the Lord Jesus Christ. Our cooperation in this endeavour can be summarised in two objectives:

- To confer on all matters relating to the life, ministry, worship, service, evangelism and buildings of the church.
- To collaborate with the Rector in taking forward the strategy and mission of the Church (within the PCC's statutory powers).

At the beginning of 2023 the PCC reviewed and affirmed our vision to "Refresh our Welcome", "Raise and Resource Discipleship" and "Reach our community and city with the good news of Christ".

Review of progress and achievements

Progress towards our vision

Our vision is to obey the great commission to "go and make disciples" in the setting in which God has placed us (Matthew 28:18-20). To that end we aim to reinforce our welcome, raise disciples and reach our community, city and world.

During the year 2023 the PCC has:

- Supported "come and serve", aimed at teaching Christian service in the body of Christ and the identification and nurture of service by every church member following the sending of a church graft with James and Anna Pinto in October 2022

- Undertaken a review of our finances in light of income falling behind expenditure, introducing certain cost-saving measures and giving teaching on financial stewardship alongside an appeal in May, which saw a generous response from congregation members as the year unfolded
- Encouraged the continuation of the termly Welcome Course to help newcomers joining in person (and sometimes initially online) to become familiar with and committed to the church gospel vision and ministry
- Recognised the value of small groups for pastoring members of the church
- Kept the Word of God central to our faith and life as a church through sermon series on a variety of Bible books and topics, with small group teaching alongside
- Reviewed our outreach to our parish and supported the work of a team undertaking door-to-door visiting, our new afterschool and youth club, and a fortnightly Parish Outreach Prayer Meeting
- Welcomed Alastair Gledhill as Curate in the summer to serve and train in ordained ministry among us, overseeing small groups and leader training alongside other general pastoral and discipleship ministry
- Supported the recruitment of staff to encourage and undertake disciple making and practical ministry with training, appointing Gabi Elwell to continue the work of Ministry Assistant upon the departure of Alex Hillman and Charmyn Ng from the role
- Continued to seek to ensure that pastoral care is given to those made isolated by long-term sickness or frailty, bereavement and loss (including a special service)
- Maintained a “hardship fund” to support individuals and families in need
- Held a successful third Leaders Day in September providing encouragement and training for those who serve and teach the Bible in many roles at Holy Trinity
- Introduced a successful “Church Lunch” which is hoped will be termly in order to build community, and to encourage a culture of hospitality at home as well
- Continued to encourage all to attend Prayer Focus monthly alongside our other opportunities to pray together on Sundays and midweek
- Continued to oversee our Holy Trinity YouTube Channel which carries our online services beneficial to those exploring faith and church, the housebound and others unable to attend in person
- Supported the delivery of pastoral gifts and cards at Christmas to all members who are isolated or facing especial losses or trials for any reason
- Supported consultation with other Anglican evangelical churches on topics such as human sexuality and evangelism
- Offered teaching and consulted small groups and members on the Bible’s teaching on sexuality and marriage in light of the wider discussions ongoing in the Church of England
- Supported the promotion of a recommended book in each season as resources for personal discipleship
- Continued to support the Norfolk Gospel Partnership (NGP) with the aim of seeing a Christ-centred, Bible teaching and welcoming church in every community in Norfolk

- Hosted and facilitated the Crosslands Bible training course and other occasional events such as music ministry training at Holy Trinity as part of the NGP's vision for training disciples
- Continued the vision for making disciples through 1:1 Bible reading and committed to leading by example in this and in personal evangelism
- Offered the Hope Explored Course in conjunction with Christianity Explored, giving seekers and new members a place to hear the gospel, ask questions, and be integrated into the church family
- Noted the importance of Easter and Christmas as seasons in which we can invite our parishioners and other guests to services, with many guests attending online and in person
- Supported the successful August Holiday Club reaching out to local children, free at the point of access, and funded largely by voluntary contributions from church members
- Enabled the continuation of youth outreach through our weekly afterschool club and youth club for teenagers
- Accepted the invitation from Bignold School to conduct a weekly assembly in addition to the ongoing visits there of our Open The Book team, and welcome classes from the school for visits to our church building
- Continued to support work discipling asylum seekers and internationals as a ministry of the church
- Supported and promoted ministries with local outreach such as Community Lunch, Noah's Boat, Tea, Chat and Praise, and also a weekly Wednesday Lunch during the winter months
- A monthly mission partner prayer meeting continues, and a mission partner features in person at each Prayer Focus

Our staff

During the year the PCC has:

- Continued to employ Lucy Cross and Gareth Evans as Youth and Children's Workers, and Rosalyn Anderson as Church with Dave Appleton stepping down as part-time Administrator in April, to be replaced by Loretta Choy
- Continued to employ Richard Cockaday as part-time Organist
- Employed Alex Hillman and Charmyn Ng as Ministry Assistants, then replacing only one role to save expenditure at the end of August, employing Gabi Elwell
- Continued to employ Carole James as part-time Parish Mission Enabler
- Employed Mel Kemp as part-time Facilities Assistant until May, and Sarah Zampedri as part-time Cleaner from November
- Continued to review and update the pay, contracts and employment policies for all employed staff

Finance

During the year the PCC:

- Monitored our cash flow, income and expenditure regularly through the year.
- Managed the payment of mission grants, day to day expenditure and unique activities and their cost and where relevant, cash collection.
- Performed a full cash audit of all unbanked liquid assets.
- Approved the financial statements for 2023.
- Considered and agreed the budget for 2024.

Other matters

During the year the PCC has:

- Updated the Safe Haven Safeguarding Policy in line with recommendations from the Diocese and took steps to bring our own procedures for the safeguarding of children and young people in line with that policy.
- Received reports from our Fabric Group and Mission Action Group. Each group usually comprises an appropriate mixture of PCC and non-PCC members, to be responsible to the PCC for its relevant sphere of activity.
- Received regular reports from the Treasurer and the Staff Team
- Given time to pray about and consider our strategic direction.

Vision for 2024

We aim to know Christ and make Him known to our community and city. To that end we continue to focus upon three priorities with a small number of key goals within each:

REINFORCE OUR WELCOME

- Enable whoever comes to grow in faith and play their part in the body of Christ
- Establish “Sunday Lunch” events regularly and grow a culture of hospitality

RAISE AND RESOURCE DISCIPLES

- Increase the profile and number of “small groups” and the number attending
- Increase the proportion of those members who attend both midweek families/youth/children’s groups and Sunday services and groups
- Introduce a pastoral care training course and enlarge our pastoral support team

REACH OUR COMMUNITY, CITY AND WORLD

- Include opportunities for evangelism training in all our activities
- Communicate our opportunities for church-based outreach through the year

- Engage with more “neighbours” in our parish through door-to-door visits
- Increase the profile of intercultural world mission within all aspects of the life of our church

Communication

During the year the PCC has sought to communicate our work to the wider church. This can be by speaking to the congregation at services or by regular reports via our weekly church email newsletter. Approved minutes are available to view in our church building.

PCC is thankful for our Secretary Gill Hulme and our Treasurer Dwayne Royall for all the work they do to make much of the above possible. Also for Phil Courtier (Churchwarden and Vice Chair of PCC) and Paul Henery (Churchwarden) collaborating with Richard in the leadership of the church, support of staff, and stewardship of our resources.

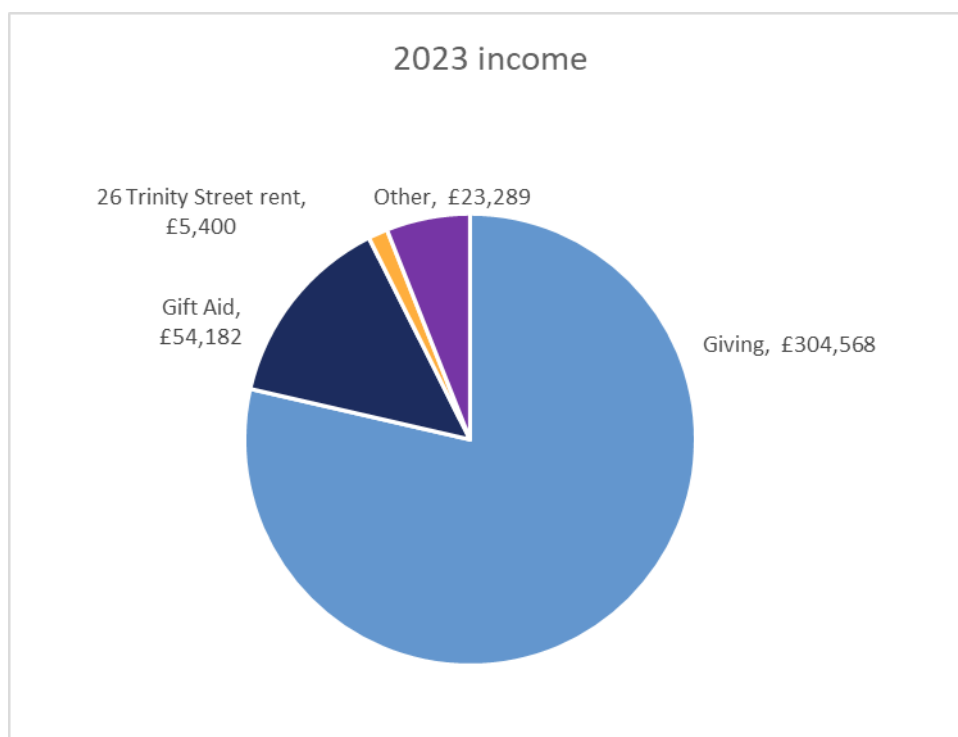
Financial Review

The PCC is a charity and has been registered with the Charity Commission since 2009. This is in compliance with the Charities Act 2011, which specifies that a PCC with an annual income in excess of £100,000 must register. Our charity number is 1132477.

Volunteers who give their time and resources enable a large number of activities to be run by the church. It is not possible to quantify the extent of this help, but without it the church could not continue its work.

Income in 2023

Most of the church’s income (93%) comprised gifts received from its members and attendees and associated Gift Aid (recoverable tax). Other income comprised of rental of 26 Trinity Street and other sundry income. The total income for the year was £387,439, the breakdown of which is shown in the following pie-chart:



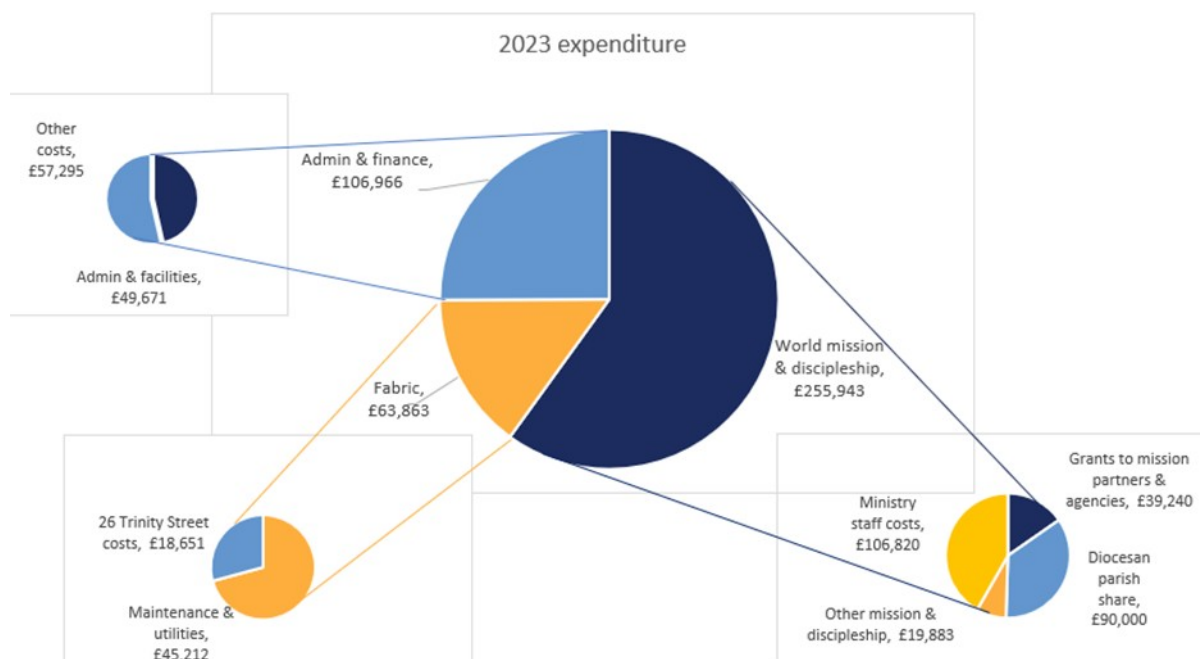
As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. Giving increased in 2023 by 20%, much of this increase being the encouraging response to the giving appeal in May of 2023.

Apart from Gift Aid, other income rose by 43% in 2023, this is the result of income specifically for and from various activities which are often offset by costs which are not necessarily distinct within our expenditure profile.

Expenditure in 2023

The church's expenditure was £426,772, a 6% increase compared to 2022 (£402,262). This increase was mostly inflationary, with many of our costs going up and a significant increase in energy costs specifically.

The church's expenditure reflects responsibilities in the parish, the diocese, and both nationally and internationally, and breaks down as follows:



Although there is no legal liability on the PCC to pay the Diocesan Parish Share, the PCC is aware of its responsibilities in relation to the financial position within the diocese. Our staff costs do not include the cost of our Rector or Curate. Both have their stipends paid by the diocese and therefore their costs should be set against the Parish Share. The diocese also owns and maintains The Rectory and the Curate's house and owns the church building. The Parish Share also supports mission and evangelism across the wider diocese covering Norfolk and Waveney. In 2023 the PCC paid £90,000 for the year; the amount set by the diocese at the start of the year.

Funds and Reserves

The church has the following restricted fund (that is, fund that the PCC is not free to spend however it pleases): the Bransby legacy endowment fund (£31,991).

Unrestricted funds include the value of our property as well as money in the bank. The church owns 26 Trinity Street, which provides a potential mixture of rental income and capital growth. This property was formally revalued in December 2022 and a new valuation of £512,500 was approved by PCC (from £483,000 in 2021). We are required to revalue this property every few years.

At the end of 2023, the church had unrestricted funds of £671,994 including the £512,500 attributed to 26 Trinity Street. Other unrestricted funds included a deposit fund of £10,827 and tangible fixed assets of £36,418. This is a

downward movement from 2022 in our available funds in line with our strategic decision to operate within our reserve policy and is a closely managed deficit.

The remainder of our funds, our general reserves, are essentially the money the PCC has that is free to spend. Each year the PCC reviews its Reserves Policy and in January 2023, it reviewed it keeping the levels the same but adjusting the wording to:

‘Reserves’ are the financial resources the PCC has available to spend for the church’s purposes once it has met its commitments and covered its planned expenditure. They are those funds that are free to be spent – i.e. they are not restricted or designated for specific purposes, nor held in an endowment fund, nor invested in fixed assets.

We need reserves because not all our income comes in at the same rate as we spend it, and to enable us to continue meeting our commitments if our income is lower than we expect or if our expenditure is higher than we expect.

The PCC’s policy is to maintain reserves of £60,000 which takes account of the following:

- Three months’ budgeted expenditure in 2022 amounted to about £109,000;
- Delaying paying three months’ Parish Share would temporarily free up £22,500;
- PCC holds a Fabric Fund (£91,000 at the start of 2023) and this fund will help to absorb any major fluctuations in buildings expenditure.

The PCC undertakes to review this reserves policy on an annual basis.

At the end of 2023 our general reserves stood at £113,972, this is comfortably above our reserves policy and is in line with our forecasted financial performance through the final two quarters of 2023.

Outlook for 2024 and beyond

Our current level of expenditure is in the state of a managed, moderate deficit. The PCC have approved the 2024 budget at a deficit of approximately £25k for 2024, this is in line with our income expectations and set to manage expenditure to close the current gap between the reserve policy set by the PCC and as amended in 2022. We will keep our cost base and income under scrutiny throughout the year and amend our operational approach as necessary to manage our reserve position.

There have been decisions made to outsource the domestic services which will provide in year savings against the 2024 budgets, this also removes a good deal of administrative and operational burden on the ministry and administrative team.

We expect to see some additional costs in 2024 related to fabric maintenance and the quinquennial report provided by the diocese but have provisions in place within the accounts for this.

Risk

Safeguarding - Child Protection and Vulnerable Adults

The PCC has a formal policy statement and an appointed Safeguarding Officer. The policy is reviewed annually by the PCC. A copy of the policy is displayed in the Church and the Safeguarding Officer provides a copy to all those involved in youth and children's work and is responsible for monitoring compliance with that policy. Two additional DBS recruiters have been trained to check DBS certification for those seeking to work within church, including those wishing to work with children. A full safeguarding report appears later in this document.

Financial

In May of 2023 we held a giving appeal which was faithfully responded to by the congregation. The result of this appeal was to significantly slow the deficit conditions experienced in late 2022 and early 2023. Our cash reserves continue to be above the reserve value stipulated by the PCC governing documents and are expected to continue this trend through 2024. As we continue to work within the parish and beyond to fulfil our mission to bring the gospel of Christ to the world and continue to be blessed with the growth of our ministry, we will continue to keep a high level of visibility and control on our finances while remaining flexible to meet the challenges of our calling, and the rising expenses of funding it.

The church accounts are reconciled monthly and any significant variance from the budget is investigated. The accounts are subject to an annual assurance review in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, together with the Charities Statement of Recommended Practice 2005.

Legislative

These include health and safety, disability and other discrimination and data protection. The PCC has reviewed the legislative requirements in these areas. We have updated our Health and Safety Policy, and several matters therein are being addressed.

Reputational

The PCC is aware of the church's activities (and those of its members) and has sought to conform to the highest standards associated with a religious organisation. Whilst there is no formal process of review over the many activities undertaken, the PCC is prepared to investigate any concerns that come to its attention or are reported to it by members of the congregation or by outside parties.

Bankers and Accountants

Bankers: Barclays Bank plc of 5/7 Red Lion Street, Norwich and The Cooperative Bank plc of 69 London St, Norwich.

Accountants: Aston Shaw, Chartered Certified Accountants, Union Building, 51-59 Rose Lane, Norwich, Norfolk, NR1 1BY

Approved by The Parochial Church Council on 10th April and signed on its behalf by:



.....
Richard James, Chairman

Holy Trinity Church, Norwich - Fabric Report for 2023

Fabric Report

The Church building, which is a Grade II listed building, is owned by the Diocese but the PCC are responsible for its care and maintenance.

The main project carried out in the last 12 months was the replacement of the lighting system which was overseen by Andrew Stevens. This project was successfully completed in December 2023, and it replaced lighting which had become outdated and inflexible and for which the appropriate lighting tubes were becoming more and more difficult to source. The total cost of this project was approximately £28,000 but the new LED lights will offer a small saving moving forward.

Work has also been carried out to ensure that both side doors are now fully alarmed and to enable people to unlock and access the church directly from the car park.

The PCC are also responsible for the property at 26 Trinity Street and a significant amount of work has been carried out during the last 12 months, notably:

- Refurbishment of existing bathroom – July 2023
- Damaged wall at end of garden rebuilt (November 2023)
- Damp issues rectified (March 2024)
- New garden shed (6ft x 4ft) to be installed at bottom of garden, to replace existing shed

Work is also underway to install CCTV around the car park to provide extra security and, in addition, options are being explored to fill the gap between the boiler room (wooden structure in the car park) and the church building where there is currently hatching painted on the ground. This area has become an attractive location for anti-social behaviour, and it is hoped that either a fence or another shed will help address this problem.

With regard to cleaning we have entered into a contract with a cleaning company during the last few months rather than have a dedicated member of

staff and this has offered a slight saving whilst continuing to ensure an appropriate level of cleanliness.

Looking ahead the Fabric Committee is beginning to explore the possible refurbishment and enlargement of the current church kitchen. Providing well prepared food is a growing part of our welcome to people coming into our church and part of sharing, learning and meeting together but it is evident that the current kitchen is small and impracticable for largescale catering. This will be a potentially expensive project which is only being scoped out at this stage and will require careful consideration in forthcoming months.

Phil Courtier
Churchwarden

Safeguarding Report for 2023

Safeguarding continues to be fundamental in managing the children's and youth work at Holy Trinity, Heigham and our involvement with vulnerable adults. The Parish Safeguarding Handbook 2018 continues to be followed, with some minor amendments as agreed by the PCC in 2020.

The online Parish Safeguarding Dashboard continues to be monitored and kept up to date. Outstanding actions are addressed on a red, amber, green traffic light system, which is visible to the Diocese, to monitor our compliance on safeguarding activities.

We continue to focus on safeguarding training, for those in leadership roles, PCC members and new volunteers, with refresher training required every 3 years. DBS checks continue to be carried out for all new volunteers and members of staff and are repeated every 5 years. ThirtyOneEight, whose service we use to undertake DBS Checks, have recently introduced an online digital ID checking system which should help speed the process and we have started to use it.

The recruitment procedures in the Parish Safeguarding Handbook 2018 continue to be followed. The additional safeguards (application form, interview and two references) in place do mean that recruitment of volunteers takes longer. It is not possible to recruit new, unchecked, or untrained, volunteers at short notice.

DBS checks, both new and for renewal have been completed this year.

Confidential Declaration forms, either new or updated, have been completed during the year.

Volunteers have completed or renewed their Safeguarding training this year. It has previously been agreed by PCC that relevant training must be completed within 3 months of commencing in any role.

Lay Ministers and Authorised Worship Assistants checks and training are the responsibility of the Diocese and are not monitored by the Holy Trinity Safeguarding Officer.

During the year we have been informed of possible Safeguarding concerns. After the initial responses, no further action was required, although staff and volunteers will continue to remain supportive and vigilant for those involved.

We continue to review our processes, procedures and roles to avoid the Safeguarding Officer and DBS Administrator becoming single points of responsibility and to establish a resilient succession for the roles.

David Fairbourn

Holy Trinity Safeguarding Officer

david.fairbourn@trinitynorwich.org (For my personal safeguarding attention)

safeguarding@trinitynorwich.org

Norwich South Deanery Synod Report for 2023

Deanery Synod is a termly meeting of clergy and lay representatives of eight parishes/churches in south-west Norwich. We enjoyed a positive session in June 2023 with Dr Jane Steen, Bishop of Lynn, on mission. Projects under this umbrella included

Attract and recruit lay and ordained leaders

Encourage increase in baptism and confirmation

Strengthen work with children youth and families

The idea was to see mission as energising and as proclaiming Jesus not about finding people to do jobs. To help parishes think missionally, share experience and experiment with what worked and what didn't. To be leaven, Matt 13:33, serving communities and speaking against injustice and developing mission plans.

It is planned for the Diocese Youth and Families advisor to attend and advise on available training and resources. The setting up of a money advice centre in the city is being explored.

Please pray for our mission and as our regional contributions to the debate around the implications of LLF continue.

Jason Wilson

Minutes of the Annual Meeting of Parishioners and Annual Parochial Church Meeting 21 May 2023 11.00 Holy Trinity Church Norwich

Richard James welcomed everyone to the APCM and opened the meeting in prayer.

1. Appointment of Churchwardens (or 'Meeting of Parishioners')

Richard summarised the role and duties of Churchwardens and expressed gratitude to Phil Courtier and Paul Henery for all they have done over the year.

Richard announced that nominations had been received for Phil Courtier and Paul Henery to serve further terms as Churchwardens, and as no other nominations were received, he announced their election to serve for 2023/2024.

Richard then thanked Paul and Phil for their willingness to serve as Churchwardens and encouraged the Church to pray for them.

2. Election of Church Council Members

Richard summarised the role of a PCC Member and thanked retiring PCC members: Margie Jowitt, Rosie O'Donnell, Phil Courtier (who had left PCC to take on the role of Warden) and Barbara Drake (stepping down a year before the end of her term).

He announced there were three vacancies on the PCC, and that the term of appointment was for three years each.

Richard introduced the candidates:

- Margie Jowitt
- Noah Marsh
- Matthew Stevenson

Richard thanked the candidates and announced their election. He asked Church members to pray for them.

3. Deanery Synod Elections

Richard summarised the role of Deanery Synod and Deanery Synod members.

Richard introduced the candidates:

- Jason Wilson
- Peter Bussey

There are further vacancies for Deanery Synod and Richard invited anyone interested in being considered to contact him.

Richard thanked the candidates, and announced their election.

Phil Courtier led prayers to thank God for all the newly elected PCC and Deanery Synod Members.

4. “Come and serve” – Vision 2023

Richard reminded the Church of the verse of the year (Galatians 5:13) “Through love serve one another.” As a Church we want to welcome everyone, to raise up disciples in the Church, and to go with the good news to our city, our community, and the world.

Richard spoke from John 15: 9-17, and encouraged the Church family to stay close to the Lord, reminding us that we love each other because we are first loved.

Our vision is to be a Church who are hearing and doing Jesus’s words – serving, welcoming and doing by:

1. Staying close to the Lord
 - supporting people to grow as life-long disciples (generally and with work aimed at specific groups)
 - supporting each other in our walks with the Lord (with one-to-ones and other work)
2. Loving each other
 - By serving – we are full of joy for the church plant team who have gone to Costessey, and by people filling the gaps in serving here. But serving is more than taking on regular roles, it is also taking time to support people and pray for them, or by taking time to help when there’s a request to move chairs and tables after Church, for example.
 - By welcoming – this work is wider than the welcome team and chatting after coffee on a Sunday but is more about real inclusiveness. Richard encouraged the Church family to offer a Christ-like welcome to all, as we see all people as children of God and seekers of God not as strangers. Richard encouraged us to move towards not away from each other, and to see our hospitality as part of our service and love.
 - By giving – Richard reflected on the recent Partnership Sunday and helpful sermon series on giving. He reminded the Church family that giving starts with the heart and that we are fruitful in giving because we love the Lord. He noted that a Partnership Sunday is a good thing to do from time to time, but we need to develop a culture in the Church where giving is one part of how we play our part as disciples who love the Lord and love each other.

3. Go and bear fruit

- The PCC report highlights many activities that take place in the Parish and new activities which have started, and we thank God for those. God has been opening doors for the Gospel, and Richard encouraged us to join him in praying at the parish outreach prayer meeting praying for our city, our community and our world.
- Richard encouraged us to get out of the premises and be fruitful disciples for God on the frontline, wherever it is that God has placed us.
- Richard reflected on our parish mission, being thankful that we are becoming better known and trusted in our community, because of our outreach work and intentional presence, and encouraging us to continue to pray for this work and to join in the Parish Outreach Prayer meetings.
- He encouraged the Church family to pray also for our wider mission, that God would raise up mission partners and ordained ministers from our congregation to be the next generation of pastors and teachers for the Lord's church, and for the work of the Norfolk Gospel Partnership in reaching those parts of Norfolk with no Gospel church.

Finally, Richard encouraged everyone to look through the PCC report to see more details of all that has been happening in the Church during this year.

5. 2022 Finance Report (Dave Appleton, Treasurer)

The financial report had been circulated in advance of the meeting and copies were available at the meeting. Dave noted that detailed presentations on the Church finances had been made recently on Partnership Sunday and he provided an update. We started last year with more money in the bank than usual, and had budgeted to spend more than usual accordingly, but costs went up considerably due to the cost-of-living crisis and giving went down (partly due to the Church graft to Costessey). Following Partnership Sunday, commitments were made to increase giving by £64k per year (including gift aid). Additionally pledges of £11k one-off gifts (including gift aid) had been made. As a result, the Church is no longer expected to run out of funds during this year. Dave thanked God and the Church family for this. He noted that there will inevitably be further changes to giving during the year and noted that Richard, the Wardens and the new finance team (Treasurer, office Finance and Admin role, and volunteer Giving Assistant) were committed to looking at all expenditure more closely to ensure expenditure is reduced and income increased.

Richard thanked Dave for his work as Treasurer, as he stands down, and welcomed and introduced Dwayne Royal the incoming Treasurer.

Richard prayed for Paul and Phil as they start a new term as Wardens, as well as for Dave and Dwayne as they leave and take on the Treasurer role.

Paul prayed for the Church's vision and finances.

6. PCC Report

The PCC report had been circulated in advance of the meeting and copies were available at the meeting.

Richard drew attention to many activities Church family members had been involved in, highlighting in particular:

- the Costessey graft and the work there that has been enabled
- changes to our staff team
- the growing network of formal and informal pastoral care
- the encouragement of seeing the Church congregation growing and the blessing of welcoming our growing international congregation
- the Life22 mission last year, including hosting Rico Tice
- the way that opportunities had been opening up and growing in the parish, including community lunch, warm lunch, Noah's Boat, after school clubs, door-to-door, and work at Bignold school

He encouraged the Church to take the opportunity to look back at last year and thank the Lord as well as looking forward.

7. Questions

A number of questions had been received in advance of the meeting:

1. **A question from Mike Bach: What is included in the income caption "Giving - other" (Note 2 to accounts) and why has this declined from £21k in 2021 to £8k in 2022?**

Dave Appleton, Treasurer, responded that this category covers mainly one-off gifts so varies from year to year, and noted that one-off gifts for 2023 already exceeds those in 2022

2. **A question from Mike Bach: The expenditure caption "Office costs, advertising, IT and telephone" (Note 5 to accounts) is a bit of a catch-all. Would it be easy to split for future years the "Advertising" (which is I presume mainly direct outreach activity) from "Office costs, IT and telephone" (which I assume is mainly general operational support)? If not too much trouble, what is the split of the total of £13k for 2022?**

Dave Appleton, Treasurer responded that of the £13k total under this heading in 2022, £3400 was spent on telephone and broadband (including office phone system, staff mobiles, broadband – church, church hall, JL room, rectory and curates house), £2800 on IT including software licenses, £3700 on advertising and design (including job adverts but mainly design and printing of flyers etc for events), £3100 on office costs such as postage and stationery. He suggested that breaking it out further might not be helpful since many of the categories overlap (for example a flyer printed in house is stationery, but out of house is advertising). However he suggested that it might be more useful to provide the breakdown on request.

3. **A question from Simon Elphick: Brandsby Legacy** - It appears that the interest received on the Brandsby Legacy is in the region of 0.6%. Given that the value of the endowment is currently falling at around 10% per annum due to inflation, it would at least seem prudent to look to markedly increase the return if we retain the status quo? However, there have been changes under the Charities Act 2022, which seem to have made it easier to remove restrictions on permanent endowments. Might it be wise to properly consider this? If one assumes the endowment was set up in 1900 (I'm not sure anyone knows where the paper work is – or if it exists – to verify this) the value of 31991 in today's money would be £4.8 million pounds. In my mind, the time is well overdue to do something useful with a relatively useable sum, rather than let it depreciate further whilst providing very little income?

Dave Appleton, Treasurer responded that the legacy was a fund of £32k which was left to the Church to be invested with the income spent on youth work. No paperwork can be found but this description was provided in a verbal update to the incoming Treasurer.

Derestricting the fund had been considered but was felt (with input from the Church accountants) not to be possible, however with the change to the Charities Act this would be looked into again.

The funds are held in a high interest account and income has been very adversely affected by the negligible interest rates recently, however as these are now rising it is anticipated that an income of about £1k could be achieved this year, but we could look to make a change.

4. **A question from the floor from Nigel Parfitt: What are the implications of the increased giving? Notably, what does it do to the graph we've previously seen?**

Dave Appleton, Treasurer, responded to say that as a result of the pledges made following Partnership Sunday the anticipated decrease in balances would be eased and the graph would likely be flat (or a gentle decline) as income more closely balances with expenditure. However he noted that this is on the basis that only one Ministry Assistant will be recruited, should a decision be taken to recruit a second Ministry Assistant then the increase would not be sufficient. He also noted that there will be other changes to giving, increases and decreases during the year which will affect the picture.

5. **A question from Matt and Rachel Stevenson: What other cost saving measures have been considered?**

Phil Courtier, Warden, responded that there are very few variables in the Church budget, we have our parish share, we have our staff (and we have made a decision about not replacing the second ministry assistant) and the fabric of the building (we don't have a great deal of choice over what we need to spend here). However, we are taking a holistic approach. Giving is not the only aspect to consider and we are looking at our expenditure and income in the round. Phil, Richard, Paul and Dwayne will be looking across the piece at where we can reduce budgets or increase income.

6. **A question from Matt and Rachel Stevenson: Has consideration has been given to either expanding our use of the Jenny Lind room, to justify the £6500 lease, or ending the lease? Whilst we acknowledge the strategic position of the Jenny Lind room for reaching that area of our parish, is it a luxury to have use of this space rather than a necessity, given that the four regular events run there each week could be held in the church or church hall?**

Phil Courtier, Warden, responded reiterating what Richard has said earlier, that the Lord is doing a lot of good work in that area, which we have previously struggled to reach out to. It gives us a visible presence in the community, eg the after school club with 27 children which is a real strategic benefit. Equally we have had income from it of £1k from the recent election. However, he noted that everything is on the table when we look at budgets so it will be considered.

7. **A question from Mike Hulme: Rental income from No.26 Trinity was down more than 20% in 2022 compared to the previous year. Given the possibility of a second successive year with an excess of expenditure over income for the church as a whole, what efforts are being made to increase the rental income obtained from No.26 Trinity Street during the coming and subsequent years?**

Phil Courtier, Warden, responded that a reduction in tenants from three to one during the year reduced rental income. The plan moving forward would be that it would either be rented to a couple as a whole house, or three rooms rented separately, either way the rental income would be increased.

Responding to a follow-up question from Nigel Parfitt, Phil Courtier, Warden, noted that there is a balance to be struck. Renting out no 26 means we will incur costs in maintenance etc, however Phil committed to considering all the options to maximise income and reduce costs.

8. **A question from Mike Bach: Over recent months the leading column of the weekly church email newsletter has sometimes been signed off by Richard and sometimes by Richard and Carole. Is the latter format intended to reflect the leadership structures of the church?**

Richard James responded that there is no leadership change in the Church, and that articles of a theological or leadership topic would be signed by him alone, whereas those of a more general or pastoral nature would be signed off by him and Carole. They work in partnership for the Gospel and Richard emphasised how important Carole's contribution and support is to him in exercising his ministry.

9. **A question from Simon Elphick: Communion table - Is it appropriate for a conservative Evangelical church to have a communion table that looks nothing like a table? The reformation intended to get rid of altars in the Anglican Church, but we appear to still have one.**

Richard James responded that he recognised the sentiment behind the question and would ask PCC to consider the issue and he would report back.

Richard invited any other questions, and there were none.

8. Appointment of Stewards and Welcomers

Richard shared the names of all those who are stewards and welcomers, and thanked those who are involved in this important ministry.

Richard invited anyone who is standing down to contact Rosalyn Anderson and anyone interested in joining the team to contact Rosalyn Anderson, or John Balls and Paul Hoey (morning team) or Jason Wilson (evening team)

Richard expressed his thanks to those who serve in this key ministry.

Natasha Royal offered a word of encouragement and thanks for Carole James, for her strength, support and her valuable contribution to the life of the Church. Specifically, Natasha expressed her thankfulness for Carole's partnership with Richard and the value that brings.

The list of stewards and welcomers was approved by a show of hands with no dissent.

9. Reappointment of Accountants and Independent Examiners

Richard proposed that the firm of Ashton Shaw was reappointed as Independent Examiners. As there were no dissenting views, this was agreed.

10. New Members since APCM 2022

Richard reported that the Electoral Roll total was 231. Since the last APCM (22 May 2022) 27 new people had joined and 37 had left (including 20 to the Costessey church graft); an overall net decrease of 10 people.

Richard thanked Dave Appleton for his work as he stood down as electoral roll officer and announced that Rosalyn Anderson had now taken on this role.

Richard named those people who had joined the roll since the last APCM, and then prayed for them.

11. Approval of Minutes of APCM 2022

Richard drew attention to the Minutes of the 2022 APCM and updated the Church family on matters arising:

- The new PCC would be meeting for the first time on the following day and a photo will be taken and displayed in the meeting place so that everyone knows who is on PCC and can ask them questions as required.
- Following the question about the negative impression of charging for entry to community events, in principle these are now free of charge at the point of access.
- Expenditure on books has been reviewed and reduced. The next “cost” covers books and leaflets given away as part of outreach or welcome work.
- We have started the introduction of annual appraisals as well as weekly management meetings with all staff

12. Expressions of thanks

Richard thanked everyone for coming to this meeting and to the whole Church family.

Richard went on to express particular thanks to:

- The staff team
- Volunteers
- Wardens
- PCC
- Louise Cumberland standing down as PCC secretary and Gill Hulme as she takes on that role
- Dave Appleton, standing down from his role as treasurer
- Carole James

Finally, Phil expressed thanks to Richard and Carole for their commitment to Christ, the Gospel, the community and to the family at Holy Trinity and for Richard’s leadership of Holy Trinity.

The meeting concluded with all joining in prayer using Ephesians 3:20-21

Date of Next APCM

To be advised.

Louise Cumberland, PCC Secretary, May 2023

Charity registration number 1132477

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH**

HOLY TRINITY CHURCH

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Mr Philip Courtier
Dr Thomas Gray
Dr Antony Smith
Mr Jason Wilson
Mr Jonathan Mason
Mr Paul Henery
Ms NM Russell
Ms M Jowitt
Ms A Hillman
Ms CF Verdon-Smith
Rev Alastair Gledhill (Appointed 2 July 2023)
Matthew Stevenson (Appointed 22 May 2023)
Noah Marsh (Appointed 22 May 2023)
Dwayne Royall (Appointed 22 May 2023)
Rev Richard James

Charity number

1132477

Principal address

110A Trinity Street
Norwich
Norfolk
England
NR2 2BJ

Independent examiner

Sotos Christophi FCCA
Aston Shaw Limited
Chartered Certified Accountants
The Union Building, 51-59 Rose Lane
Norwich
Norfolk
England
NR1 1BY

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich (the Charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Sotos Christophi FCCA

Aston Shaw Limited
Chartered Certified Accountants
The Union Building, 51-59 Rose Lane
Norwich
Norfolk
NR1 1BY
England

Dated: 07/05/2024

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
<u>Income from:</u>								
Donations and legacies	2	371,896	202	-	372,098	240	-	309,468
Church activities	3	7,121	-	-	7,121	-	-	4,879
Income from investments	4	6,582	-	1,638	8,220	-	213	9,656
Total income and endowments		385,599	202	1,638	387,439	240	213	324,003
<u>Expenditure on:</u>								
Charitable activities	5	406,075	408	1,638	408,121	1,364	213	397,673
Investment property costs		18,651	-	-	18,651	-	-	4,474
Other	7	-	-	-	-	-	-	115
Total resources expended		424,726	408	1,638	426,772	1,364	213	402,262
Revaluation gain		-	-	-	-	-	-	29,500
Net movement in funds		(39,127)	(206)	-	(39,333)	(1,124)	-	(48,759)
Fund balances at 1 January 2023		711,121	1,929	31,991	745,041	3,053	31,991	793,800
Fund balances at 31 December 2023		671,994	1,723	31,991	705,708	1,929	31,991	745,041

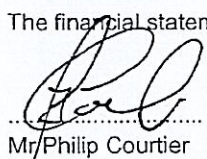
The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

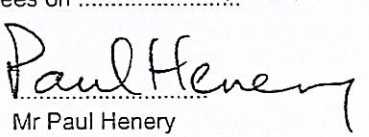
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
BALANCE SHEET**

AS AT 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		36,418		21,373
Investment properties	13		512,500		512,500
CBF Church of England Deposit Account	14		42,818		42,818
			<u>591,736</u>		<u>576,691</u>
Current assets					
Debtors	16	12,892		12,696	
Cash at bank and in hand		111,211		174,519	
		<u>124,103</u>		<u>187,215</u>	
Creditors: amounts falling due within one year	18	(10,131)		(18,865)	
Net current assets			<u>113,972</u>		<u>168,350</u>
Total assets less current liabilities			<u>705,708</u>		<u>745,041</u>
Capital funds					
Endowment funds - general	20		31,991		31,991
Income funds					
Restricted funds	21		1,723		1,929
Unrestricted funds			671,994		711,121
			<u>705,708</u>		<u>745,041</u>

The financial statements were approved by the Trustees on 26/04/2024


Mr Philip Courtier
Trustee


Mr Paul Henery
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich is a unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies

(Continued)

General funds	Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.
Tangible fixed assets reserve	Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets.
Investment property reserve	Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property.
Training fund	Funds set-aside by decision of the PCC in 2018 to cover the costs over 3 years of training a Children's Worker. The money remaining in this fund after the two Youth and Children's Workers completed their training was de-designated by the PCC in 2022.
Fabric fund	Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019).
Jenny Lind project fund	Funds set-aside by decision of the PCC in 2018 to cover the costs of progressing our ministry in the North East of the parish (Jenny Lind and Vauxhall Street area), including the employment of staff who will support this ministry (designation clarified by PCC in 2019). In 2021 the PCC's strategy for progressing this ministry was developed: this is now integral to the church's overall parish outreach which is funded from the general funds and no clear plan had emerged from the strategy for how the Jenny Lind fund would be used within its existing designation. The PCC therefore approved the de-designation of the Jenny Lind fund and the remaining funds were transferred to the general funds in 2021. Ongoing ministry in the North East of the parish will be funded from general funds. The donor who had initially provided the funds was consulted and supported this decision.

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must 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 individual funds on an average balance basis. Restricted "income" funds comprise:

Hardship Fund Donations for the Hardship Fund were collected during 2020 for the support of individuals and families within our congregation or community who are in severe hardship.

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. Endowment funds comprise:

Bransby Legacy An endowment with interest earmarked for costs of youth work. The assets of the legacy are held on deposit within the CBF Church of England Deposit Fund.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies

(Continued)

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income to which it relates is received.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold improvements	10% Straight Line
Other office equipment	25% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Investment properties

Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies

(Continued)

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies (Continued)

1.12 Retirement benefits

The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

1.13 Volunteer Activities

A large amount of activities run by the church are staffed by volunteers who give of their time and resources. This help is unquantifiable but without it the church could not continue to pursue its work.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Giving - standing orders	262,528	-	262,528	231,701	-	231,701
Giving - Sunday collections	2,887	-	2,887	2,344	-	2,344
Giving - other planned	19,078	-	19,078	10,678	-	10,678
Giving - other	19,884	192	20,076	8,059	222	8,281
Income tax recoverable (Gift Aid)	54,172	10	54,182	50,891	18	50,909
Grants	13,347	-	13,347	5,555	-	5,555
	<u>371,896</u>	<u>202</u>	<u>372,098</u>	<u>309,228</u>	<u>240</u>	<u>309,468</u>

3 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Wedding & funeral fees	1,107	1,160
Church & hall hire	3,388	2,230
Other receipts	2,626	1,489
	<u>7,121</u>	<u>4,879</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

4 Income from investments

	Unrestricted funds	Endowment funds	Total	Unrestricted funds	Endowment funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Rental income (26 Trinity Street)	5,400	-	5,400	9,200	-	9,200
Interest received	1,182	1,638	2,820	243	213	456
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other trading activities	6,582	1,638	8,220	9,443	213	9,656
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

5 Charitable activities

	Unrestricted Funds	Restricted Funds	Endowment funds	Total	
	2023	2023	2023	2023	2022
	£	£	£	£	£
Staff costs	148,502	-	1,638	150,140	130,427
Depreciation and impairment	23,994	-	-	23,994	16,050
Mission - Local outreach	3,824	408	-	4,232	4,938
Pension costs	6,351	-	-	6,351	5,062
Maintenance of buildings and equipment	11,742	-	-	11,742	39,302
Events & hospitality	5,988	-	-	5,988	5,420
Books	4,278	-	-	4,278	5,025
Jenny Lind property rental	7,149	-	-	7,149	6,543
Diocesan parish share	90,000	-	-	90,000	90,000
Utilities (light, heat and water)	26,323	-	-	26,323	18,515
Young people's activities	2,623	-	-	2,623	995
Staff/clergy expenses	5,279	-	-	5,279	5,015
Training	3,351	-	-	3,351	4,329
Other expenditure	4,304	-	-	4,304	3,667
Music	1,438	-	-	1,438	1,535
Insurance	5,066	-	-	5,066	4,627
Office costs, advertising, IT and telephone	9,575	-	-	9,575	12,985
Accountancy assurance fees	1,716	-	-	1,716	1,716
Payroll and HR support	2,569	-	-	2,569	2,515
Other groups activities	2,763	-	-	2,763	2,135
	<u>366,835</u>	<u>408</u>	<u>1,638</u>	<u>368,881</u>	<u>360,801</u>
Rental property expenses	18,651	-	-	18,651	4,474
	<u>385,486</u>	<u>408</u>	<u>1,638</u>	<u>387,532</u>	<u>365,275</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

5 Charitable activities				(Continued)
Analysis by fund				
Unrestricted funds	385,486		-	385,486
Restricted funds	-	408	-	1,364
Endowment funds - general	-	-	1,638	213
	<u>385,486</u>	<u>408</u>	<u>1,638</u>	<u>387,532</u>
	<u>385,486</u>	<u>408</u>	<u>1,638</u>	<u>365,275</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

6 Mission grants

	2023 £	2022 £
Mission grants - individual partners	30,230	25,272
Mission grants - agencies	9,010	11,600
	<u>39,240</u>	<u>36,872</u>

7 Other

	Total £ 2023	Unrestricted funds 2022
Net loss on disposal of tangible fixed assets	-	115
	<u>-</u>	<u>115</u>

8 Diocesan Parish Share

The parish share allocated to the PCC for 2023 was £90,000 (2022 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2023 the PCC paid its full £90,000 parish share (2022 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2023 (£90,000) for the year ending 31 December 2024.

9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Church activities	7	5
Management and administration	2	2
	<u>9</u>	<u>7</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

9 Employees		(Continued)	
Employment costs		2023	2022
		£	£
Wages and salaries		150,140	130,427
Other pension costs		6,351	5,062
		<u>156,491</u>	<u>135,489</u>

During the year the PCC employed the following staff: two ministry assistants (both left August), one ministry assistant (appointed August), two youth and children's workers, a part-time cleaner (one left June and one appointed November), a church administrator, a part-time administrator (left April), a part-time finance administrator (appointed March), a part-time organist and a part-time parish mission enabler.

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2023 nor for the year ended 31st December 2022.

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

- A salary was paid to two PCC members or related parties during the year to 31st December 2023:
 - Mr D Appleton (PCC treasurer), administrator: £2,290 (2022: £8,221)
 - Miss A Hillman (PCC member from May 2022), ministry assistant: £14,295 (2022: £20,372); and Part-time administrator £258
 - Mrs C James (wife of PCC chair), parish mission enabler: £9,900 (2022 £9,514)
- In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

There were no employees whose annual remuneration was more than £60,000.

10 Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,716 (2022 - £1,716) and payroll services of £835 (2022 - £996), the latter of which are included within 'Payroll and HR Support'.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

12 Tangible fixed assets

	Freehold improvements £	Other office equipment £	Total £
Cost			
At 1 January 2023	61,125	96,777	157,902
Additions	-	39,039	39,039
Disposals	-	(6,350)	(6,350)
At 31 December 2023	61,125	129,466	190,591
Depreciation and impairment			
At 1 January 2023	59,134	77,395	136,529
Depreciation charged in the year	1,987	22,007	23,994
Eliminated in respect of disposals	-	(6,350)	(6,350)
At 31 December 2023	61,121	93,052	154,173
Carrying amount			
At 31 December 2023	4	36,414	36,418
At 31 December 2022	1,991	19,382	21,373

13 Investment property

	2023 £
Fair value	
At 1 January 2023 and 31 December 2023	512,500

In December 2022, the investment property, being the house at 26 Trinity Street, was formally valued by a local agency to be approximately £500,000 - £525,000. With this in mind, members of the PCC approved a valuation for this property of £512,500 as at December 2022. The net book value of the investment property is attributable to the investment fund.

	2023 £	2022 £
Freehold Property	512,500	512,500
	512,500	512,500

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

14 CBF Church of England Deposit Fund

£

At 1 January 2023 and at 31 December 2023 42,818

Funds held on deposit include amounts attributable to the Bransby Legacy.

15 Movement in unrestricted funds

Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	274
Fabric Fund (Chairs and screen)	14,771
General funds	(15,045)
Net Total	0

16 Debtors

	2023	2022
	£	£
Amounts falling due within one year:		
Income tax recoverable on Gift Aid donations	5,392	5,721
Other debtors	374	205
Prepayments and accrued income	7,126	6,770
	<u>12,892</u>	<u>12,696</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

17 Analysis of net assets between funds	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
Fund balances at 31 December 2023 are represented by:								
Tangible assets	36,418	-	-	36,418	21,373	-	-	21,373
Investment properties	512,500	-	-	512,500	512,500	-	-	512,500
CBF Church of England	10,827	-	31,991	42,818	10,827	-	31,991	42,818
Deposit Fund	112,249	1,723	-	113,972	166,421	1,929	-	168,350
Current assets/(liabilities)	671,994	1,723	31,991	705,708	711,121	1,929	31,991	745,041

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

18 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other creditors	10,131	18,865

19

**Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2023**

	Total 2023	Total 2022
	£	£
Individuals:		
SIM - Penny Bakewell	4,675	4,349
WEC - Colin Bearup	9,324	8,673
Stewardship - Rachel Spencer	5,886	5,475
UCCF - Rosie O'Donnell	4,509	4,195
MAF - Nathanael Smith	2,236	2,080
UCCF - Charmyn Ng	-	500
Friends Int'l - Raquel Medina	3,600	-
	30,230	25,272
National Agencies:		
CPAS	1,100	1,100
Friends International	-	1,100
UCCF	600	600
	1,700	2,800
Local Organisations:		
English +	3,500	6,000
Magdalen Project	1,100	1,100
Norwich Youth for Christ	1,100	1,100
UEA Christian Union	850	600
CPAS Venture	560	-
Boundary Breakers Ltd	200	-
	7,310	8,800
Total	39,240	36,872

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

20 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity. Income arising on the endowment funds can be used in accordance with the objects of the Charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
Permanent endowments	31,991	1,638	(1,638)	31,991
	<u>31,991</u>	<u>1,638</u>	<u>(1,638)</u>	<u>31,991</u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	At 31 December 2022
	£	£	£	£
Permanent endowments	31,991	213	(213)	31,991
	<u>31,991</u>	<u>213</u>	<u>(213)</u>	<u>31,991</u>

21 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
	1,929	202	(408)	1,723
	<u>1,929</u>	<u>202</u>	<u>(408)</u>	<u>1,723</u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	At 31 December 2022
	£	£	£	£
	3,053	240	(1,364)	1,929
	<u>3,053</u>	<u>240</u>	<u>(1,364)</u>	<u>1,929</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

22 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	Gains and losses	At 31 December 2023
	£	£	£	£	£
General funds	711,121	385,599	(424,726)	-	671,994
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	Gains and losses	At 31 December 2022
	£	£	£	£	£
General funds	758,756	323,550	(400,685)	29,500	711,121
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Charity registration number 1132477

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH**

HOLY TRINITY CHURCH

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Mr Philip Courtier
Dr Thomas Gray
Dr Antony Smith
Mr Jason Wilson
Mr Jonathan Mason
Mr Paul Henery
Ms NM Russell
Ms M Jowitt
Ms A Hillman
Ms CF Verdon-Smith
Rev Alastair Gledhill (Appointed 2 July 2023)
Matthew Stevenson (Appointed 22 May 2023)
Noah Marsh (Appointed 22 May 2023)
Dwayne Royall (Appointed 22 May 2023)
Rev Richard James

Charity number

1132477

Principal address

110A Trinity Street
Norwich
Norfolk
England
NR2 2BJ

Independent examiner

Sotos Christophi FCCA
Aston Shaw Limited
Chartered Certified Accountants
The Union Building, 51-59 Rose Lane
Norwich
Norfolk
England
NR1 1BY

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich (the Charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Sotos Christophi FCCA

Aston Shaw Limited
Chartered Certified Accountants
The Union Building, 51-59 Rose Lane
Norwich
Norfolk
NR1 1BY
England

Dated: 07/05/2024

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total Unrestricted funds 2023 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
<u>Income from:</u>								
Donations and legacies	2	371,896	202	-	372,098	240	-	309,468
Church activities	3	7,121	-	-	7,121	-	-	4,879
Income from investments	4	6,582	-	1,638	8,220	-	213	9,656
Total income and endowments		385,599	202	1,638	387,439	240	213	324,003
<u>Expenditure on:</u>								
Charitable activities	5	406,075	408	1,638	408,121	1,364	213	397,673
Investment property costs		18,651	-	-	18,651	-	-	4,474
Other	7	-	-	-	-	-	-	115
Total resources expended		424,726	408	1,638	426,772	1,364	213	402,262
Revaluation gain		-	-	-	-	-	-	29,500
Net movement in funds		(39,127)	(206)	-	(39,333)	(1,124)	-	(48,759)
Fund balances at 1 January 2023		711,121	1,929	31,991	745,041	3,053	31,991	793,800
Fund balances at 31 December 2023		671,994	1,723	31,991	705,708	1,929	31,991	745,041

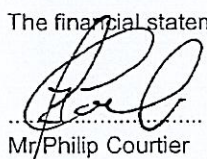
The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

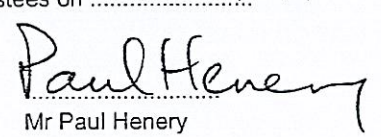
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
BALANCE SHEET**

AS AT 31 DECEMBER 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		36,418		21,373
Investment properties	13		512,500		512,500
CBF Church of England Deposit Account	14		42,818		42,818
			<u>591,736</u>		<u>576,691</u>
Current assets					
Debtors	16	12,892		12,696	
Cash at bank and in hand		111,211		174,519	
		<u>124,103</u>		<u>187,215</u>	
Creditors: amounts falling due within one year	18	(10,131)		(18,865)	
Net current assets			<u>113,972</u>		<u>168,350</u>
Total assets less current liabilities			<u>705,708</u>		<u>745,041</u>
Capital funds					
Endowment funds - general	20		31,991		31,991
Income funds					
Restricted funds	21		1,723		1,929
Unrestricted funds			671,994		711,121
			<u>705,708</u>		<u>745,041</u>

The financial statements were approved by the Trustees on 26/04/2024


Mr Philip Courtier
Trustee


Mr Paul Henery
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich is a unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies

(Continued)

General funds	Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.
Tangible fixed assets reserve	Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets.
Investment property reserve	Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property.
Training fund	Funds set-aside by decision of the PCC in 2018 to cover the costs over 3 years of training a Children's Worker. The money remaining in this fund after the two Youth and Children's Workers completed their training was de-designated by the PCC in 2022.
Fabric fund	Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019).
Jenny Lind project fund	Funds set-aside by decision of the PCC in 2018 to cover the costs of progressing our ministry in the North East of the parish (Jenny Lind and Vauxhall Street area), including the employment of staff who will support this ministry (designation clarified by PCC in 2019). In 2021 the PCC's strategy for progressing this ministry was developed: this is now integral to the church's overall parish outreach which is funded from the general funds and no clear plan had emerged from the strategy for how the Jenny Lind fund would be used within its existing designation. The PCC therefore approved the de-designation of the Jenny Lind fund and the remaining funds were transferred to the general funds in 2021. Ongoing ministry in the North East of the parish will be funded from general funds. The donor who had initially provided the funds was consulted and supported this decision.

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must 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 individual funds on an average balance basis. Restricted "income" funds comprise:

Hardship Fund Donations for the Hardship Fund were collected during 2020 for the support of individuals and families within our congregation or community who are in severe hardship.

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. Endowment funds comprise:

Bransby Legacy An endowment with interest earmarked for costs of youth work. The assets of the legacy are held on deposit within the CBF Church of England Deposit Fund.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies

(Continued)

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income to which it relates is received.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold improvements	10% Straight Line
Other office equipment	25% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Investment properties

Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies

(Continued)

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

1 Accounting policies (Continued)

1.12 Retirement benefits

The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

1.13 Volunteer Activities

A large amount of activities run by the church are staffed by volunteers who give of their time and resources. This help is unquantifiable but without it the church could not continue to pursue its work.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Giving - standing orders	262,528	-	262,528	231,701	-	231,701
Giving - Sunday collections	2,887	-	2,887	2,344	-	2,344
Giving - other planned	19,078	-	19,078	10,678	-	10,678
Giving - other	19,884	192	20,076	8,059	222	8,281
Income tax recoverable (Gift Aid)	54,172	10	54,182	50,891	18	50,909
Grants	13,347	-	13,347	5,555	-	5,555
	<u>371,896</u>	<u>202</u>	<u>372,098</u>	<u>309,228</u>	<u>240</u>	<u>309,468</u>

3 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Wedding & funeral fees	1,107	1,160
Church & hall hire	3,388	2,230
Other receipts	2,626	1,489
	<u>7,121</u>	<u>4,879</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

4 Income from investments

	Unrestricted funds 2023 £	Endowment funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
Rental income (26 Trinity Street)	5,400	-	5,400	9,200	-	9,200
Interest received	1,182	1,638	2,820	243	213	456
Other trading activities	6,582	1,638	8,220	9,443	213	9,656

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

5 Charitable activities

	Unrestricted Funds	Restricted Funds	Endowment funds	Total	
	2023	2023	2023	2023	2022
	£	£	£	£	£
Staff costs	148,502	-	1,638	150,140	130,427
Depreciation and impairment	23,994	-	-	23,994	16,050
Mission - Local outreach	3,824	408	-	4,232	4,938
Pension costs	6,351	-	-	6,351	5,062
Maintenance of buildings and equipment	11,742	-	-	11,742	39,302
Events & hospitality	5,988	-	-	5,988	5,420
Books	4,278	-	-	4,278	5,025
Jenny Lind property rental	7,149	-	-	7,149	6,543
Diocesan parish share	90,000	-	-	90,000	90,000
Utilities (light, heat and water)	26,323	-	-	26,323	18,515
Young people's activities	2,623	-	-	2,623	995
Staff/clergy expenses	5,279	-	-	5,279	5,015
Training	3,351	-	-	3,351	4,329
Other expenditure	4,304	-	-	4,304	3,667
Music	1,438	-	-	1,438	1,535
Insurance	5,066	-	-	5,066	4,627
Office costs, advertising, IT and telephone	9,575	-	-	9,575	12,985
Accountancy assurance fees	1,716	-	-	1,716	1,716
Payroll and HR support	2,569	-	-	2,569	2,515
Other groups activities	2,763	-	-	2,763	2,135
	<u>366,835</u>	<u>408</u>	<u>1,638</u>	<u>368,881</u>	<u>360,801</u>
Rental property expenses	18,651	-	-	18,651	4,474
	<u>385,486</u>	<u>408</u>	<u>1,638</u>	<u>387,532</u>	<u>365,275</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

5 Charitable activities				(Continued)
Analysis by fund				
Unrestricted funds	385,486		-	385,486
Restricted funds	-	408	-	1,364
Endowment funds - general	-	-	1,638	213
	<u>385,486</u>	<u>408</u>	<u>1,638</u>	<u>387,532</u>
	<u>385,486</u>	<u>408</u>	<u>1,638</u>	<u>365,275</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

6 Mission grants

	2023 £	2022 £
Mission grants - individual partners	30,230	25,272
Mission grants - agencies	9,010	11,600
	<u>39,240</u>	<u>36,872</u>

7 Other

	Total £ 2023	Unrestricted funds 2022
Net loss on disposal of tangible fixed assets	-	115
	<u>-</u>	<u>115</u>

8 Diocesan Parish Share

The parish share allocated to the PCC for 2023 was £90,000 (2022 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2023 the PCC paid its full £90,000 parish share (2022 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2023 (£90,000) for the year ending 31 December 2024.

9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Church activities	7	5
Management and administration	2	2
	<u>9</u>	<u>7</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

9 Employees		(Continued)	
Employment costs		2023	2022
		£	£
Wages and salaries		150,140	130,427
Other pension costs		6,351	5,062
		<u>156,491</u>	<u>135,489</u>

During the year the PCC employed the following staff: two ministry assistants (both left August), one ministry assistant (appointed August), two youth and children's workers, a part-time cleaner (one left June and one appointed November), a church administrator, a part-time administrator (left April), a part-time finance administrator (appointed March), a part-time organist and a part-time parish mission enabler.

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2023 nor for the year ended 31st December 2022.

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

- A salary was paid to two PCC members or related parties during the year to 31st December 2023:
 - Mr D Appleton (PCC treasurer), administrator: £2,290 (2022: £8,221)
 - Miss A Hillman (PCC member from May 2022), ministry assistant: £14,295 (2022: £20,372); and Part-time administrator £258
 - Mrs C James (wife of PCC chair), parish mission enabler: £9,900 (2022 £9,514)
- In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

There were no employees whose annual remuneration was more than £60,000.

10 Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,716 (2022 - £1,716) and payroll services of £835 (2022 - £996), the latter of which are included within 'Payroll and HR Support'.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

12 Tangible fixed assets

	Freehold improvements £	Other office equipment £	Total £
Cost			
At 1 January 2023	61,125	96,777	157,902
Additions	-	39,039	39,039
Disposals	-	(6,350)	(6,350)
At 31 December 2023	61,125	129,466	190,591
Depreciation and impairment			
At 1 January 2023	59,134	77,395	136,529
Depreciation charged in the year	1,987	22,007	23,994
Eliminated in respect of disposals	-	(6,350)	(6,350)
At 31 December 2023	61,121	93,052	154,173
Carrying amount			
At 31 December 2023	4	36,414	36,418
At 31 December 2022	1,991	19,382	21,373

13 Investment property

	2023 £
Fair value	
At 1 January 2023 and 31 December 2023	512,500

In December 2022, the investment property, being the house at 26 Trinity Street, was formally valued by a local agency to be approximately £500,000 - £525,000. With this in mind, members of the PCC approved a valuation for this property of £512,500 as at December 2022. The net book value of the investment property is attributable to the investment fund.

	2023 £	2022 £
Freehold Property	512,500	512,500
	<u>512,500</u>	<u>512,500</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

14 CBF Church of England Deposit Fund

£

At 1 January 2023 and at 31 December 2023 42,818

Funds held on deposit include amounts attributable to the Bransby Legacy.

15 Movement in unrestricted funds

Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	274
Fabric Fund (Chairs and screen)	14,771
General funds	(15,045)
Net Total	0

16 Debtors

	2023	2022
Amounts falling due within one year:	£	£
Income tax recoverable on Gift Aid donations	5,392	5,721
Other debtors	374	205
Prepayments and accrued income	7,126	6,770
	<u>12,892</u>	<u>12,696</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023

17 Analysis of net assets between funds	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £
Fund balances at 31 December 2023 are represented by:								
Tangible assets	36,418	-	-	36,418	21,373	-	-	21,373
Investment properties	512,500	-	-	512,500	512,500	-	-	512,500
CBF Church of England	10,827	-	31,991	42,818	10,827	-	31,991	42,818
Deposit Fund	112,249	1,723	-	113,972	166,421	1,929	-	168,350
Current assets/(liabilities)	671,994	1,723	31,991	705,708	711,121	1,929	31,991	745,041

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

18 Creditors: amounts falling due within one year

	2023	2022
	£	£
Other creditors	10,131	18,865

19

**Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2023**

	Total 2023	Total 2022
	£	£
Individuals:		
SIM - Penny Bakewell	4,675	4,349
WEC - Colin Bearup	9,324	8,673
Stewardship - Rachel Spencer	5,886	5,475
UCCF - Rosie O'Donnell	4,509	4,195
MAF - Nathanael Smith	2,236	2,080
UCCF - Charmyn Ng	-	500
Friends Int'l - Raquel Medina	3,600	-
	30,230	25,272
National Agencies:		
CPAS	1,100	1,100
Friends International	-	1,100
UCCF	600	600
	1,700	2,800
Local Organisations:		
English +	3,500	6,000
Magdalen Project	1,100	1,100
Norwich Youth for Christ	1,100	1,100
UEA Christian Union	850	600
CPAS Venture	560	-
Boundary Breakers Ltd	200	-
	7,310	8,800
Total	39,240	36,872

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

20 Endowment funds

Endowment funds represent assets which must be held permanently by the Charity. Income arising on the endowment funds can be used in accordance with the objects of the Charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
Permanent endowments	31,991	1,638	(1,638)	31,991
	<u>31,991</u>	<u>1,638</u>	<u>(1,638)</u>	<u>31,991</u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	At 31 December 2022
	£	£	£	£
Permanent endowments	31,991	213	(213)	31,991
	<u>31,991</u>	<u>213</u>	<u>(213)</u>	<u>31,991</u>

21 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2023	Incoming resources	Resources expended	At 31 December 2023
	£	£	£	£
	1,929	202	(408)	1,723
	<u>1,929</u>	<u>202</u>	<u>(408)</u>	<u>1,723</u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	At 31 December 2022
	£	£	£	£
	3,053	240	(1,364)	1,929
	<u>3,053</u>	<u>240</u>	<u>(1,364)</u>	<u>1,929</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2023**

22 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 January 2023	Incoming resources	Resources expended	Gains and losses	At 31 December 2023
	£	£	£	£	£
General funds	711,121	385,599	(424,726)	-	671,994
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Previous year:	At 1 January 2022	Incoming resources	Resources expended	Gains and losses	At 31 December 2022
	£	£	£	£	£
General funds	758,756	323,550	(400,685)	29,500	711,121
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Accounts

Holy Trinity Church, Heigham, Norwich

Annual Report
of the
Parochial Church Council

for the year ended 31st December **2022**

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The Financial Statements of the Parochial Church Council for 2022 appear in a separate document. They may be downloaded from our website or ask at the Church Office for a copy.

HOLY TRINITY CHURCH

HEIGHAM, NORWICH

110A Trinity Street, Norwich NR2 2BJ

Annual Report of the Parochial Church Council for 2022

PCC Membership

Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC to fill vacancies in accordance with the provision of the Constitution of the church. During the year the following served as members of the PCC:

Ex Officio:

Revd Dr Richard James	Rector
Revd James Pinto	Curate (left September 2022)

Officers:

Mr Dave Appleton	Treasurer
Mrs Louise Cumberland	Secretary

Elected:

Mr Paul Henery	Churchwarden Elected APCM 2022
Mr Phil Courtier	Churchwarden Elected APCM 2022
Mr Jonathan Mason	Lay Reader Elected November 2021
Miss Margie Jowett	Elected at APCM 2022
Mrs Nicky Russell	Elected at APCM 2022
Miss Alex Hillman	Elected at APCM 2022
Mrs Caroline Verdon-Smith	Elected at APCM 2022
Mr Tom Gray	Elected at APCM 2021
Dr Tony Smith	Elected at APCM 2021
Mrs Barbara Drake	Re-elected at APCM 2021
Mr Roger Hibbins	Deanery Synod resigned 11/9/22
Mr Phil Courtier	Elected at APCM 2020. Resigned at APCM 2022
Ms Rosamund O'Donnell	Elected at APCM 2020, Deanery Synod elected APCM 2020
Mrs Sandra Isaac	Deanery Synod – resigned 11/9/22
Mr Jason Wilson	Deanery Synod – re-elected at APCM 2020
Mr Alex Russell	Term expired at APCM 2022
Ms Michele Curtis	Term expired at APCM 2022

Electoral Roll

Membership at APCM May 2022: 241.

This represented a net decrease of 7 since May 2021. The Roll was re-created from scratch in 2019 and will be re-created from scratch again in 2025.

Average Sunday Attendance (Adults only)

Service	Average attendance in October 2022 (adults)	Average attendance in 2022 (full year: adults)	Average attendance in October 2021 (adults)
10.00 am	156*	143*	141*
6.30 pm	74	74	72

*counts adjusted to include estimated 10 children/youth leaders omitted from the actual weekly counts

The above figures do *not* include children and youth under 16, who are also in attendance.

Public Benefit Aims of the PCC

The PCC (Powers) Measures 1956 states that the aims of the PCC ‘shall include cooperation with the clergy in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical’. Our mission as a church is to enable as many as possible to be drawn into the community of the parish church as worshippers of the Lord Jesus Christ. Our cooperation in this endeavour can be summarised in two objectives:

- To confer on all matters relating to the life, ministry, worship, service, evangelism and buildings of the church.
- To collaborate with the Rector in taking forward the strategy and mission of the Church (within the PCC’s statutory powers).

At the beginning of 2022 the PCC reviewed and affirmed our vision to “Refresh our Welcome”, “Raise and Resource Discipleship” and “Reach our community and city with the good news of Christ”.

Review of progress and achievements

Progress towards our vision

In support of our threefold vision, during the year the PCC has in 2022:

- Supported and sent James and Anna Pinto and their family with a group of approximately 25 others from the church to enable the establishment of a church graft at St Helens and St Edmunds, Costessey
- Encouraged the continuation of the termly Welcome Course to help newcomers joining in person (and sometimes initially online) to become familiar with and committed to the church gospel vision and ministry
- Recognised the value of small groups for pastoring members of the church
- Kept the Word of God central to our faith and life as a church through sermon series on a variety of Bible books and topics, with small group teaching alongside
- Reviewed our outreach to our parish and supported the work of a team undertaking door-to-door visiting and a fortnightly Parish Outreach Prayer Meeting
- Supported the recruitment of staff to encourage and undertake discipling and practical ministry with training, appointing Charmyn Ng as a second Ministry Assistant, and Mel Kemp as part-time Cleaner (later extended to the role of Facilities Assistant) to succeed Hesam Safari
- Continued to seek to ensure that pastoral care is given to those made isolated by long-term sickness or frailty, bereavement and loss (including a special service)
- Maintained a “hardship fund” to support individuals and families in need owing to the pandemic
- Continued to oversee our Holy Trinity YouTube Channel which carries our online services and many other videos
- Held a successful second Leaders Day in September providing encouragement and training for those who serve and teach the Bible in many roles at Holy Trinity
- Continued to encourage all to attend Prayer Focus monthly alongside our other opportunities to pray together on Sundays and midweek
- Supported the delivery of pastoral gifts and cards at Christmas to all members who are isolated or facing especial losses or trials for any reason
- Supported consultation with other evangelical churches on topics such as human sexuality and evangelism
- Supported the promotion of a recommended book in each season as resources for personal discipleship
- Took part in the “Life 22” month of mission, an initiative in partnership with other local churches, including an evening with Rico Tice, a mens’ breakfast and evening with film-maker Nate Norgan-Locke, children’s and youth events, and a fashion evening
- Supported the formation of the Norfolk Gospel Partnership (NGP) with the aim of seeing a Christ-centred, Bible teaching and welcoming church in every community in Norfolk

- Hosted and facilitated the Crosslands Bible training course at Holy Trinity as part of the NGP's vision for training disciples
- Enabled continuity of leadership for our growing 20s+30s group through the appointment of Phil and Anna Moon to the leadership team to succeed James Pinto
- Continued the vision for making disciples through 1:1 Bible reading and committed to leading by example in this and in personal evangelism
- Introduced the new Hope Explored Course in conjunction with Christianity Explored, giving seekers and new members a place to hear the gospel, ask questions, and be integrated into the church family
- Noted the importance of Easter and Christmas as seasons in which we can invite our parishioners and other guests to services, with many guests attending online and increasingly once again in person
- Supported the successful August Holiday Club which was held in person in reaching out to local children
- Enabled the continuation of youth outreach through our weekly afterschool club and the addition in the autumn of a youth club for teenagers
- Accepted the invitation from Bignold School to conduct a weekly assembly in addition to the ongoing visits there of our Open The Book team, and welcome classes from the school for visits to our church building
- Continued to support work discipling asylum seekers and internationals as a ministry of the church
- Supported and promoted ministries and their volunteer teams, such as Community Lunch, Noah's Boat, Tea, Chat and Praise, and also a weekly Wednesday Lunch during the winter months
- Enabled Gareth Evans and Lucy Cross to complete their theological training successfully
- Appointed Tony and Carol Smith as Chairs of our Mission Action Group in support of our mission partners and promotion of global mission. A monthly mission partner prayer meeting was introduced at the end of the year, and a mission partner features in person at each Prayer Focus

Our staff

During the year the PCC has:

- Continued to employ Lucy Cross and Gareth Evans as Youth and Children's Workers
- Appointed Rosalyn Anderson as Church Administrator to succeed Margarete Cuffley, with Dave Appleton part-time Administrator
- Continued to employ Hesam Safari as part-time Caretaker/Cleaner until April
- Deferred review of a paid music director/coordinator role, and continued to employ Richard Cockaday as part-time Organist
- Continued to employ Alex Hillman as Ministry Assistant and appointed Charmyn Ng to restore us to having both positions filled
- Continued to employ Carole James as part-time Parish Mission Enabler

- Continued to review and update the pay, contracts and employment policies for all employed staff

Finance

During the year the PCC:

- Monitored our cash flow, income and expenditure regularly through the year.
- Approved the financial statements for 2021.
- Considered and agreed the budget for 2022.
- Held a modest finance appeal in November to invite and inspire giving in support of our ministry

Other matters

During the year the PCC has:

- Updated the Safe Haven Safeguarding Policy in line with recommendations from the Diocese and took steps to bring our own procedures for the safeguarding of children and young people in line with that policy.
- Received reports from our Fabric Group and Mission Action Group. Each group usually comprises an appropriate mixture of PCC and non-PCC members, to be responsible to the PCC for its relevant sphere of activity.
- Received regular reports from the Treasurer and the Staff Team
- Given time to pray about and consider our strategic direction.

Vision for 2023

We aim to know Christ and make Him known to our community and city. To that end we continue to focus upon three priorities with a small number of key goals within each:

REINFORCE OUR WELCOME

- Improve our Sunday welcome to all without favouritism
- Share gospel truth, and offer fellowship, in ways accessible to all

RAISE AND RESOURCE DISCIPLES

- Serve Christ and each other in love with the gifts and resources God has given
- Give encouragement and support to those enduring hardship
- Encourage one another to read the Bible and pray with someone 1:1 as well as in personal devotions
- Create more small groups and establish ongoing training for leaders

REACH OUR COMMUNITY, CITY AND WORLD

- Build relationships with those in our diverse parish, Jenny Lind area and wherever we live, within which we can share the good news about Jesus
- Grow conviction and confidence in personal evangelism by prayer, training and shared stories
- Pray for and support our ministries sharing the good news in word and action
- Offer courses and events to which we can invite friends to come and hear the good news

Communication

During the year the PCC has sought to communicate our work to the wider church. This can be by speaking to the congregation at services or by regular reports via our weekly church email newsletter. Approved minutes are available to view in our church building.

PCC is grateful to our secretary Louise Cumberland and our treasurer Dave Appleton for all the work they do to make much of the above possible. Also to Andy Gray and Bill Myall (Churchwarden from APCM 2021), Phil Courtier (Deputy Chair from APCM 2021 and Churchwarden from APCM 2022) and Paul Henery (Churchwarden from APCM 2022).

Financial Review

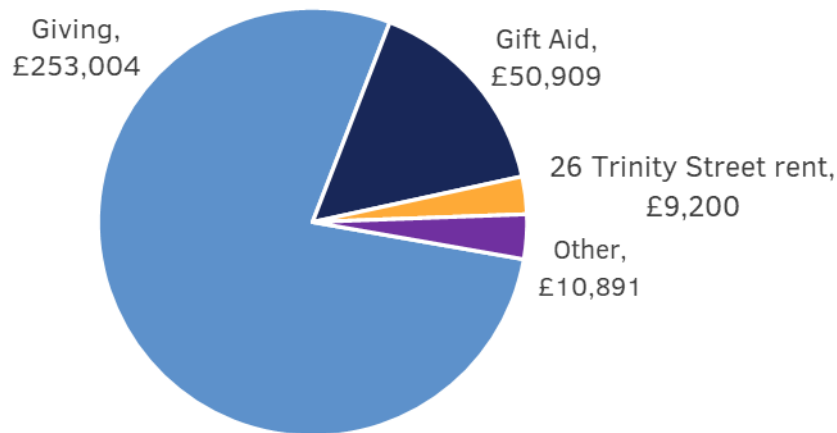
The PCC is a charity and has been registered with the Charity Commission since 2009. This is in compliance with the Charities Act 2011, which specifies that a PCC with an annual income in excess of £100,000 must register. Our charity number is 1132477.

Volunteers who give their time and resources enable a large number of activities to be run by the church. It is not possible to quantify the extent of this help, but without it the church could not continue its work.

Income in 2022

The majority of the church's income (94%) comprised gifts received from its members and attendees and associated Gift Aid (recoverable tax). Other income comprised of rental of 26 Trinity Street and other sundry income. The total income for the year was £324,003, the breakdown of which is shown in the following pie-chart:

2022 income



As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. Giving dropped in 2022 by 13%, much of this fall being attributable to the church graft where several Holy Trinity families transferred their giving to Costessey.

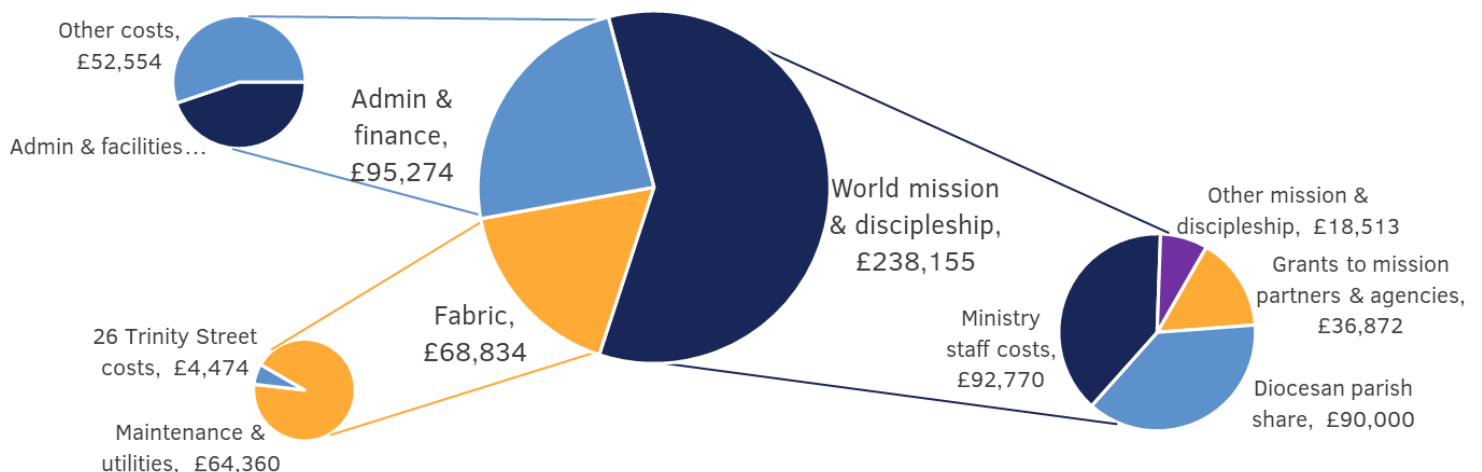
Apart from Gift Aid, other income rose by 3% in 2022.

Expenditure in 2022

The church's expenditure was £402,262, a 4.5% increase compared to 2021 (£377,919). This increase was mostly inflationary, with many of our costs going up. Utilities (electricity, gas and water) went up particularly strongly with an overall increase at the church, hall and Jenny Lind room of 82%.

The church's expenditure reflects responsibilities in the parish, the diocese, and both nationally and internationally, and breaks down as follows:

2022 expenditure



Although there is no legal liability on the PCC to pay the Diocesan Parish Share, the PCC is aware of its responsibilities in relation to the financial position within the diocese. Our staff costs do not include the cost of our Rector or Curate. Both have their stipends paid by the diocese and therefore their costs should be set against the Parish Share. The diocese also owns and maintains The Rectory and the Curate's house, and owns the church building. The Parish Share also supports mission and evangelism across the wider diocese covering Norfolk and Waveney. In 2022 the PCC paid £90,000 for the year, the amount set by the diocese at the start of the year (the same as in 2022).

Funds and Reserves

The church has the following restricted fund (that is, fund that the PCC is not free to spend however it pleases): the Bransby legacy endowment fund (£31,991).

Unrestricted funds include the value of our property as well as money in the bank. The church owns 26 Trinity Street, which provides a potential mixture of rental income and capital growth. This property was formally revalued in December 2022 and a new valuation of £512,500 was approved by PCC (from £483,000 in 2021).

At the end of 2022, the church had unrestricted funds of £711,121 including the £512,500 attributed to 26 Trinity Street. Other unrestricted funds included a fabric fund (£90,666) and tangible fixed assets reserve (essentially property that could be sold to release finances) of £14,874.

The remainder of our funds, our general reserves, are essentially the money the PCC has that is free to spend. Each year the PCC reviews its Reserves Policy and in January 2023 it reviewed it keeping the levels the same but adjusting the wording to:

'Reserves' are the financial resources the PCC has available to spend for the church's purposes once it has met its commitments and covered its planned expenditure. They are those funds that are free to be spent – i.e. they are not restricted or designated for specific purposes, nor held in an endowment fund, nor invested in fixed assets.

We need reserves because not all our income comes in at the same rate as we spend it, and to enable us to continue meeting our commitments if our income is lower than we expect or if our expenditure is higher than we expect.

The PCC's policy is to maintain reserves of £60,000 which takes account of the following:

- Three months' budgeted expenditure in 2022 amounted to about £109,000;
- Delaying paying three months' Parish Share would temporarily free up £22,500;
- PCC holds a Fabric Fund (expected to be around £91,000 at the start of 2023) and this fund will help to absorb any major fluctuations in

buildings expenditure.

The PCC undertakes to review this reserves policy on an annual basis.

At the end of 2022 our general reserves stood at £93,081, still higher than the level set in this reserves policy but considerably lower than the £142,657 at the start of the year.

Outlook for 2023 and beyond

Our current level of expenditure far exceeds our current income level, a situation which is clearly not sustainable. Costs have risen substantially over the last couple of years but our income has fallen.

Our reserves have been higher than normal since we de-designated the Jenny Lind fund in 2021, but during the first half of 2023 we expect the level of reserves to come below the level set in our reserves policy (above). When our reserves are this level we would normally want our income to match our expenditure, but this is not nearly the case. As a result, if income and expenditure remain as they are, our reserves will soon be critically low, and if nothing changes we will run out of the money we are free to spend early in 2024.

We held a giving appeal in autumn 2022 but against the backdrop of a cost-of-living crisis and expectations of sky-rocketing winter fuel prices, this appeal did not generate a sufficient increase in giving.

Both of our Ministry Assistants are due to leave during 2023 and we would like to replace both of them. In view of the current financial situation we are not planning to replace both of them, but this will put more pressure on the rest of our staff who will have to pick up some of the work they have been undertaking.

We are holding another appeal in April 2023.

Risk

Safeguarding - Child Protection and Vulnerable Adults

The PCC has a formal policy statement and an appointed Safeguarding Officer. The policy is reviewed annually by the PCC. A copy of the policy is displayed in the Church and the Safeguarding Officer provides a copy to all those involved in youth and children's work and is responsible for monitoring compliance with that policy. A full safeguarding report appears later in this document.

Financial

At the end of 2022, the PCC's free reserves had fallen to £93,081. Although this was higher than the level set out in our reserves policy, expected expenditure in 2023 is around £80,000 higher than our current level of income.

With 94% of our income coming from giving and associated Gift Aid, we need to see a very significant rise in giving during 2023 in order to sustain our current levels of mission and ministry.

The church accounts are reconciled monthly and any significant variance from the budget is investigated. The accounts are subject to an annual assurance review in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, together with the Charities Statement of Recommended Practice 2005.

Legislative

These include health and safety, disability and other discrimination and data protection. The PCC has reviewed the legislative requirements in these areas. We have updated our Health and Safety Policy and a number of matters therein are being addressed.

Reputational

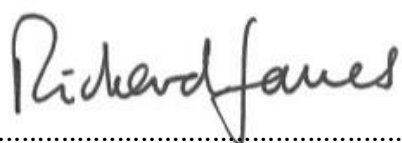
The PCC is aware of the church's activities (and those of its members) and has sought to conform to the highest standards associated with a religious organisation. Whilst there is no formal process of review over the many activities undertaken, the PCC is prepared to investigate any concerns that come to its attention or are reported to it by members of the congregation or by outside parties.

Bankers and Accountants

Bankers: Barclays Bank plc of 5/7 Red Lion Street, Norwich and The Cooperative Bank plc of 69 London St, Norwich.

Accountants: Aston Shaw, Chartered Certified Accountants, Union Building, 51-59 Rose Lane, Norwich, Norfolk, NR1 1BY

Approved by The Parochial Church Council on 28th April 2023 and signed on its behalf by:



Richard James, Chairman

Holy Trinity Church, Norwich - Fabric Report for 2022

The Church building, which is a Grade II listed building, was built in 1859-1861 is owned by the Diocese but the PCC are responsible for its care and maintenance. The Diocese requires a professional inspection of the Church building to be carried out every 5 years and this inspection has been completed in September 2022. No major issues or problems were identified during this inspection and the executive summary states: "The church is well cared for and maintained". The inspection identified a series of works which are described as relatively routine, general maintenance and these works will be prioritised over forthcoming months and carried out accordingly. Some more costly larger-scale recommendations within the report may need to be deferred due to the current financial situation.

During 2022 the following work has been carried out regarding the Church buildings.

1. Church hall windows replaced (cost £7,592)
2. Feasibility work and initial design of the office refurbishment was commissioned but work put on hold due to high costs
3. 12 new tables and trolleys purchased
4. New carpets purchased for the church hall
5. Melanie Kemp's contract has been increased by 5 hours per week to enable her to carry out Health and Safety checking as part of her role (fire / lighting / first aid etc)
6. Tree pollarding and hedge trimming carried out in January '23

Several future projects are currently being considered by the Fabric Group and include the following.

1. Refurbishment and reconfiguration of the bathroom at 26 Trinity Street (which is currently in a poor state of repair) and repair to the boundary wall
2. Ongoing consideration of the refurbishment of the church kitchen and hall kitchen
3. Refurbishment of the Church lighting
4. Consideration of adding an alarm to the Hind Chapel door to provide an alternative alarmed access to the Church building

Phil Courtier

Churchwarden

Safeguarding Report for 2022

Safeguarding continues to be fundamental in managing the children's and youth work at Holy Trinity, Heigham and our involvement with vulnerable adults. The Parish Safeguarding Handbook 2018 continues to be followed, with some minor amendments as agreed by the PCC in 2020.

The online Parish Safeguarding Dashboard continues to be monitored and kept up to date. Outstanding actions are addressed on a red, amber, green traffic light system, which is visible to the Diocese, to monitor our compliance on safeguarding activities.

We continue to focus on safeguarding training, for those in leadership roles, PCC members and new volunteers, with refresher training required every 3 years. DBS checks continue to be carried out for all new volunteers and members of staff and are repeated every 5 years. ThirtyOneEight, whose service we use to undertake DBS Checks, have recently introduced an online digital ID checking system which should help speed the process and we have started to use it.

The recruitment procedures in the Parish Safeguarding Handbook 2018 continue to be followed. The additional safeguards (application form, interview and two references) in place do mean that recruitment of volunteers takes longer. It is not possible to recruit new, unchecked, or untrained, volunteers at short notice.

15 DBS checks, both new and for renewal have been completed this year. 1 check is in progress and there are 2 awaiting processing. I am currently following up on a further 16 volunteers who need to renew their DBS Check, or be removed from our approved volunteer list.

14 Confidential Declaration forms, either new or updated, have been completed during the year. A further 23 currently need to renew their confidential Declarations.

12 volunteers have completed or renewed their Safeguarding training this year. It has previously been agreed by PCC that relevant training must be completed within 3 months of commencing in any role. I am following up on a further 24 volunteers who need to complete safeguarding training.

I attended the Parish Safeguarding Officer Induction seminar in June 2022. One churchwarden and I have also completed the Safer Recruitment and People Management course. I am arranging to attend the Safeguarding Leadership module, which consists of two interactive sessions over Zoom, being arranged by the Diocesan Safeguarding Team.

Lay Ministers and Authorised Worship Assistants checks and training are the responsibility of the Diocese and are not monitored by the Holy Trinity Safeguarding Officer.

During the year we have been informed of 5 possible Safeguarding concerns. In addition, various procedural queries were raised by staff and volunteers. The Diocesan Safeguarding Office was contacted where necessary for advice and confirmation that actions taken were sufficient. After the initial responses, no further action was required, although staff and volunteers will continue to remain supportive and vigilant for those involved.

We continue to review our processes, procedures and roles to avoid the Safeguarding Officer and DBS Administrator becoming single points of responsibility and to establish a resilient succession for the roles.

David Fairbourn

Holy Trinity Safeguarding Officer

david.fairbourn@trinitynorwich.org (For my personal safeguarding attention)

safeguarding@trinitynorwich.org

Norwich South Deanery Synod Report for 2022

In the last year Deanery Synod has been thinking about the environmental friendliness of our buildings and what can realistically be done in the future. Also key have been discussions around responses to Living in Love and Faith and the issues raised around marriage and sexuality. There has also been thought given towards supporting those who might struggle to return to church as we adjust following the Covid pandemic. Clergy well-being is also under discussion in terms of what practical support can be given.

Jason Wilson

Minutes of the Annual Vestry Meeting and Annual Parochial Church Meeting 22 May 2022 11.00 Holy Trinity Church Norwich

Richard James welcomed everyone to the APCM and opened the meeting in prayer.

1. Appointment of Churchwardens (or 'Meeting of Parishioners')

Richard summarised the role and duties of Churchwardens and expressed gratitude to Andy Gray, Bill Myall and Paul Henery for all they have done over the year. Richard gave particular thanks to Bill Myall at the end of his term as Churchwarden, for his service and for the wisdom he has brought to the team.

Richard announced that nominations had been received for Paul Henery to serve a further term as Churchwarden and Phil Courtier to serve a term as Churchwarden, and as no other nominations were received, he announced their election to serve for 2022/2023

Phil had asked that the Church be made aware that while he will give his attention to all of the statutory responsibilities as Churchwarden, there are some other aspects that have traditionally been part of the role that will need to be resourced separately. Richard asked that Church members to be praying about whether they might have a part to play.

Richard then thanked Paul and Phil for their willingness to serve as Churchwardens and encouraged the Church to pray for them.

Bill spoke briefly as retiring Churchwarden and prayed for Paul and Phil as they take up this role.

2. Election of Church Council Members

Richard summarised the role of a PCC Member and thanked retiring PCC members: Alex Russell and Michele Curtis.

He announced there were 3 vacancies on the PCC for three-term positions and one for one year to fill a casual vacancy; nominations had been received for 4 candidates.

Richard introduced the candidates:

- Alex Hillman
- Margie Jowitt
- Nicki Russell
- Caroline Verdon-Smith

Richard thanked the candidates and announced their election.

With the agreement of the meeting, Richard will ask the candidates after the meeting to express a preference for the 3-year term or 1-year term position and if there were no volunteers for a 1-year term, they would draw lots.

Phil Courtier led prayers to thank God for all those newly elected PCC Members.

3. "Go and serve/ stay and serve" – our vision 2022

Richard reminded the Church of the verse of the year (John 17:3) "Now this is eternal life, that they may know you the only true God, and Jesus Christ, whom you have sent." As a Church we want to know Christ and make him known, specifically we want everyone in the community to have the opportunity to know Christ.

The PCC report, which was circulated in advance and available at the meeting, outlined a great deal that had happened this year. Richard noted some of the key changes as we have come out of the pandemic restrictions, moving from all online to mostly in person activities, and that we have seen God's hand in new and re-started outreach and pastoral work.

In outreach work, Richard highlighted:

- Life 22 events
- Courses such as Hope Explored and Christianity Explored
- The focus on Parish Mission, for example door-to-door work and the after-school club as well as Noah's Boat

In pastoral work, Richard highlighted

- Tea, Chat and Praise
- The community lunch

Richard shared the encouragement of eight new believers being baptised back in the Autumn.

Looking at the year to come, Richard noted that this is going to be an exciting and a challenging year, as members of the Church family consider whether they are being called to Go and Serve or Stay and Serve. The Church graft is all about our desire to have more Churches making Christ known – there is a strong team coming together, who we will commission and send with James and Anna in September.

For those who will be Staying and Serving, Richard highlighted two key areas in which we are encouraged to build connections in the Church family and more widely to stay and serve well –

- Serving all around us to win all for Christ (1 Cor 9:19)
 - Continuing to support the Life 22 activity
 - Developing the Build/Mix/Speak model, wherever we find ourselves
 - Helping at, or inviting people to Christianity Explored - the next one is in the Autumn
 - Serving with the after school club, Community lunch, or door-to-door team
- Serve one another in love (Gal 5:13) – Richard encouraged the Church family to look for areas to serve as some of the family leave to serve in Costessey, for example
 - Financial support
 - Youth and children, small groups
 - International welcome
 - Pastoral roles to encourage the discouraged
 - Showing hospitality
 - Serving practically – refreshments, hoovering etc

Richard closed this section of the meeting with prayer

4. 2022 Finance Report (Dave Appleton, Treasurer)

The financial report had been circulated in advance of the meeting and copies were available at the meeting. Dave thanked God and the Church family that regular giving had increased by 12% in the past year, and noted that 96% of our giving comes from Church members.

He highlighted some of the costs which are increasing, which included

- Energy prices
- Increased costs because we are doing more
- Staff changes, for example recruiting a second ministry assistant.

PCC had considered advertising a music lead role but at this stage felt the finance was not in place for this role, so it is not in the budget.

PCC have approved a deficit budget for this year, and are expecting to receive just over £350k in income and to spend just over £400k.

There are reserves which will cover a shortfall this year, but future years look less secure, with the added uncertainty of the impact on giving of the Costessey graft. Dave highlighted that we will need to see an increase in giving from those called to serve at Trinity in order to finance the ongoing planned work.

Dave noted that during this year PCC had voted to de-restrict a gift which had previously been designated for work in the Jenny Lind area, highlighting that the funds were now available for mission work in the whole parish, including the Jenny Lind area. The donor of the gift was content with the change.

This fund will allow us to finance activities during this year but as noted above, funds will need to be secured for the work to continue into future years.

Dave addressed questions which had been submitted in advance:

- 1. A question from Mike Bach: Various properties are used by the Church or its staff during the year (eg main church building, church hall, 26 Trinity Street, Jenny Lind room, Rectory, Curate's house). What are our benefits and responsibilities in relation to these properties and how are they shown in the church accounts?**

Dave reported that Holy Trinity is responsible for maintaining the church building, the church hall and the Jenny Lind room, even though the Diocese own the church building and we lease the Jenny Lind room from the council.

The Rectory and Curate's house are owned by the Diocese and the Diocese is responsible for maintaining them. The church benefits from these two houses in that they provide homes and working space for the Rector and Curate (and also now the Parish Mission Enabler), and are also used for conducting meetings, hosting events and providing hospitality. Sometimes the extent of fabric improvements required to enable this level of church activity in the Rector's and Curate's homes exceeds what is covered by the Diocese's responsibilities, so on occasion the church funds or contributes to additional work.

Dave noted that the church accounts show the Church's overall maintenance costs of these buildings and our equipment, but do not break these costs down by property. However, the church council do budget for and monitor the costs relating to each property separately, and he is happy to share the breakdown with any church member who is interested.

Dave noted that the accounts do itemise the rental costs associated with the lease of the Jenny Lind Room, and they also show the income associated with the hiring out of our properties.

26 Trinity Street is dealt with separately in the accounts as it is deemed to be an investment property. We rent this out and the rental income and the costs incurred in maintaining the property are both shown in the accounts, as is its value as an asset.

No other questions had been received, and Dave invited people to contact him with any questions that arise after the meeting or with any questions about giving.

Richard thanked Dave for his work as Treasurer and his presentation

PCC Report

The PCC report had been circulated in advance of the meeting and copies were available at the meeting.

A number of questions had been received in advance of the meeting

- 1. A question from Mike Bach: In the months before lockdown a decision was taken to move the church bins so that they now clutter up the access way to the church wheeled entrance. Can the church bins be returned to the Church bin area, and the Rectory waste bins (which are currently sited on the church property) again be stored on the Rectory property?"**

Paul Henery, Church Warden responded that the decision to move the church bins to their new position was taken before he became a church warden, but it seemed to him to be a very sensible and practical one. He noted that they do not, in any way, hinder the entrance to, or exit from, the church for those with disabilities or other access issues. Furthermore, they are now positioned much closer to Trinity Street and to the church kitchen and meeting place, making it much easier for staff, volunteers and for those who collect the rubbish along Trinity Street itself. There are no current plans to change the position of these bins, or of those used privately by Richard and Carole.

- 2. A question from Mike Bach: The appointment of a member of the Rector's family to a paid post occurred in October and this has been challenging for some members of the congregation. What do the Rector and Churchwardens consider to be the main downsides from having a member of the Rector's family employed by the church, and what actions (if any) can be adopted to mitigate these?**

Bill responded to this question, saying that in his opinion there were no downsides to the appointment of Carole as Parish Mission Enabler, and we should be encouraged by her ministry so far which has resulted in regular door to door visiting of residents in the Parish as well as the start up of a weekly after school club for children in the Jenny Lind Room.

Phil added that it is not uncommon in the secular workplace to have married people or people in a long term relationship working in the same team or in a management position over each other. This simply has to be managed appropriately with other senior people (in our case the Wardens) providing line management support whereas the day-to-day operational decisions are overseen by the spouse.

He also emphasised the fact that Carole had been appointed in a sound and transparent manner which did not involve Richard. He had spoken to at least one of the interviewers who was happy for him to make it clear that they were in no doubt that Carole was a strong candidate for the role and could fully meet the requirements of the job.

- 3. A question from Mike Bach. Until a few years ago a noticeboard in the Meeting Place had a picture of the current PCC members and their names. This was helpful for being able to raise matters of concern with them. Can the photo and names of current PCC members, who are the Trustees of the church, be again displayed prominently somewhere in the Meeting Place?"**

Paul Henery, Warden, responded that at the most recent Standing Committee it was agreed that, following the elections for new PPC and Warden roles, the noticeboard would be reinstated so that members of the congregation can easily identify both the wardens and current PCC members, all of whom wish to be able to listen and respond to members of the congregation at any time.

- 4. A question from Mike Bach: The February 2022 job description for the Parish Mission Enabler role included three directly relevant responsibilities. However, it also included as Responsibility number 4 the requirement "Assist the Rector in the ministry area relating to students", which appears to me to relate to a completely distinct role. What was the background to this additional remit – who proposed it to be included as part of the mission enabler role and why was it considered to be relevant to the parish mission enabler role?**

Bill Myall, former Church Warden, responded that both he and Paul are very pleased and greatly encouraged by the outreach into the Parish since Carole was appointed to the Post of Parish Mission Enabler. They have seen the development of door to door visiting; the greater use of the Jenny Lind Room for evangelism; contacts with children through the After School Club; together with several one off events, including the Carol Service with a hog roast, and a visit to the Theatre for children to see The Lion the Witch and the Wardrobe; all of which are supported regularly at a dedicated prayer meeting every other Monday.

Bill noted that we really are blessed with a dedicated and very hard-working Rector and his wife, both of whom have a passion to see people in our Parish come to a living faith in Jesus, for which we praise our Heavenly Father.

The ministry to students was included in this role at the suggestion of the then Church Wardens (Andy and Bill), who considered this to be a most important ministry within our Church life. Bill mentioned how wonderful it is to witness many young people coming to, and maturing in, faith in Christ. Because of the student population in the Parish it was considered desirable to include this ministry in the role of the Parish Mission Enabler.

In addition, Phil Courtier, warden noted the potential underlying issue behind questions about the Rector's wife being appointed to this role. Phil brought insight from a previous unsuccessful recruitment to a very similar role prior to Richard and Carole's arrival at Holy Trinity, noting that there is a dearth of candidates for these types of roles, and that the current role is for less hours and less remuneration than the previous recruitment.

He noted that the Rector's wife had been recruited through a transparent, open and independent process in which Richard was not involved. He also highlighted that the Wardens will continue to

treat this role in an exceptional manner due to the fact that Carole fills the post, and whilst Richard will manage the operational aspects, it is the Wardens who will be responsible for other management duties such as appraisals, etc. This is not an uncommon situation in workplaces and we are following established approaches to manage it well.

Phil highlighted that it would be unwise for the Church to be in a position where giving could be seen to be being used as a type of leverage to communicate dissatisfaction with individuals or decisions, and reminded us that we are called to be generous and grateful givers. He also reminded Church members that The Wardens welcome conversations with people who have concerns.

- 5. A question from Mike Bach: The up-front notice for this meeting focussed on the celebration aspects and a proposed brevity of approximately 30 minutes. There was no invitation for active participation by the church membership. I had to search into an online agenda to confirm that questions would be accepted, albeit they had to be given in writing and by a set date. Will the Rector and Churchwardens please commit that for future meetings they will make a clear invitation for questions in writing prior to the church annual meeting and also that they will make it clear that there will also be an opportunity to raise verbal questions during the meeting?**

Richard responded to this question, noting that the agenda specifically included an invitation to submit questions in advance or at the meeting, noting that if questions can be submitted in advance it is easier to provide a full response.

Richard invited any additional questions from those present.

- 1. A question from Mike Hulme: Reflecting on a previous question, Mike encouraged the Wardens to take a wider view of how Church staff members are line managed, recognising that the PCC members are Trustees of the organisation. He suggested a review of how it is working and how it might be improved.**

Richard, Phil Courtier and Paul Henery responded to say that the staff team are important and valued, they are happy to have further conversations and to review the arrangements. They want Holy Trinity to be a really good employer.

- 2. A question from Kevin Barber: The leaflet inviting local people to pay to come to the Jubilee event was misjudged and could put people off and make them feel angry.**

Richard responded that while we had made a hardship fund available so tickets could be given for free, checked with families with children in the after-school club and made it known in the community that there were free tickets if needed, it is a well-made point that we need to make sure there are no barriers to our welcome, and will take this feedback into account in planning future events.

- 3. A question from Jo Courtier – Has there been an evaluation to see that the very high spend on books (£7.5k last year from the PCC report) has had a positive impact, noting that not all of the communities we serve are readers.**

Richard and Dave responded that about £1.5k of this spend is on books that are then sold on the bookstall and there is an income stream to offset the spend. The remainder is evangelistic books given out at events, books for small group leaders and for those preparing for teaching and leading. However it is a large amount and they are happy to review this area of spend.

- 4. A question from Cornelius Harding –Would Richard comment further on the previous two questions which speak to how the Church considers and consults in relation to people who don't read regularly and don't have money to spend. The answers seem to be that the Church has heard the points, but what action will be taken.**

Richard noted that we really do want to make it easy for all to come, we don't always get it right, but we will take these important points into account.

5. Reappointment of Accountants and Independent Examiners

Richard proposed that the firm of Ashton Shaw was reappointed as Independent Examiners. As there were no dissenting views, this was agreed.

6. Approval of Minutes of APCM 2021

Minutes of the 5 May 2021 were accepted and would be signed after the meeting as an accurate record.

7. Appointment of Stewards and Welcomers

Richard shared the names of all those who are stewards and welcomers, and the encouragement of the mix of morning and evening people and of different experiences that the list reflected.

It was noted that Margaret Spokes should be Moira Spokes

As there were no dissenting views the list was approved, and Richard expressed his thanks to those who serve in this key ministry, the ministry of first impressions.

New Members since APCM 2021

Richard reported that the Electoral Roll total was 241. Since the last APCM (5 May 2021) 18 new people had joined and 25 had left; an overall net decrease of 7 people.

Paul named those people who had joined the roll since the last APCM, and then prayed for them.

Expressions of thanks

Richard thanked everyone for coming to this meeting and to the whole Church family.

Richard went on to express particular thanks to:

- Those who volunteer
- The staff team and also those who have stepped down in the last twelve months
- PCC
- David Fairbourn, who has taken over as Safeguarding Officer this year
- Church Wardens
- Carole James

Finally, Bill expressed thanks on behalf of the Church to all the staff, and to Richard and Carole and James and Anna, for the love they show to the Church family, for their passion for the Gospel and their servant hearted mission, and to Richard for his leadership of the Church.

Bill named and prayed for each member of the staff team.

Richard concluded the meeting by leading the Grace as a closing prayer

Date of Next APCM

To be advised.

Charity registration number 1132477

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH**

HOLY TRINITY CHURCH

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees	Mr Philip Courtier Dr Thomas Gray Ms Barbara Drake Dr Antony Smith Mr Jason Wilson Mr Jonathan Mason Ms Rosamund O'Donnell Mr Paul Henery Ms NM Russell Ms M Jowitt Ms A Hillman Ms CF Verdon-Smith	(Appointed 1 January 2022) (Appointed 22 May 2022) (Appointed 22 May 2022) (Appointed 22 May 2022) (Appointed 22 May 2022)
Charity number	1132477	
Principal address	110A Trinity Street Norwich Norfolk England NR2 2BJ	
Independent examiner	Sotiris Christophi FCCA Aston Shaw Limited Chartered Certified Accountants The Union Building, 51-59 Rose Lane Norwich Norfolk England NR1 1BY	

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich (the Charity) for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



Sotos Christophi FCCA

Aston Shaw Limited
Chartered Certified Accountants
The Union Building, 51-59 Rose Lane
Norwich
Norfolk
NR1 1BY
England

Dated: 02/05/2023

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £
Income from:								
Donations and legacies	2	309,228	240	-	309,468	2,995	-	352,963
Church activities	3	4,879	-	-	4,879	-	-	3,854
Income from investments	4	9,443	-	213	9,656	-	32	11,739
Total income and endowments		323,550	240	213	324,003	2,995	32	368,556
Expenditure on:								
Charitable activities	5	396,096	1,364	213	397,673	774	32	374,373
Investment property costs		4,474	-	-	4,474	-	-	3,548
Other	7	115	-	-	115	-	-	-
Total resources expended		400,685	1,364	213	402,262	774	32	377,921
Revaluation gain		29,500	-	-	29,500	-	-	53,000
Net movement in funds		(47,635)	(1,124)	-	(48,759)	2,221	-	43,635
Net movement in funds		(47,635)	(1,124)	-	(48,759)	2,221	-	43,635
Fund balances at 1 January 2022		758,756	3,053	31,991	793,800	832	31,991	750,165
Fund balances at 31 December 2022		711,121	1,929	31,991	745,041	3,053	31,991	793,800

The statement of financial activities includes all gains and losses recognised in the year.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

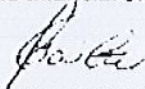
All income and expenditure derive from continuing activities.

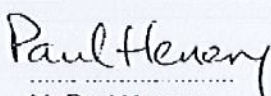
**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
BALANCE SHEET**

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	11		21,373		24,885
Investment properties	12		512,500		483,000
CBF Church of England Deposit Account	13		42,818		42,818
			<u>576,691</u>		<u>550,703</u>
Current assets					
Debtors	14	12,696		12,000	
Cash at bank and in hand		174,519		239,410	
		<u>187,215</u>		<u>251,410</u>	
Creditors: amounts falling due within one year	15	(18,865)		(8,313)	
Net current assets			168,350		243,097
Total assets less current liabilities			<u>745,041</u>		<u>793,800</u>
Capital funds					
Endowment funds - general			31,991		31,991
Income funds					
Restricted funds			1,929		3,053
Unrestricted funds			711,121		758,756
			<u>745,041</u>		<u>793,800</u>

The financial statements were approved by the Trustees on 20/03/23


Mr Philip Courtier
Trustee


Mr Paul Henery
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

1 Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich is a unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

1 Accounting policies

(Continued)

General funds	Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.
Tangible fixed assets reserve	Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets.
Investment property reserve	Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property.
Training fund	Funds set-aside by decision of the PCC in 2018 to cover the costs over 3 years of training a Children's Worker. The money remaining in this fund after the two Youth and Children's Workers completed their training was de-designated by the PCC in 2022.
Fabric fund	Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019).
Jenny Lind project fund	Funds set-aside by decision of the PCC in 2018 to cover the costs of progressing our ministry in the North East of the parish (Jenny Lind and Vauxhall Street area), including the employment of staff who will support this ministry (designation clarified by PCC in 2019). In 2021 the PCC's strategy for progressing this ministry was developed: this is now integral to the church's overall parish outreach which is funded from the general funds and no clear plan had emerged from the strategy for how the Jenny Lind fund would be used within its existing designation. The PCC therefore approved the de-designation of the Jenny Lind fund and the remaining funds were transferred to the general funds in 2021. Ongoing ministry in the North East of the parish will be funded from general funds. The donor who had initially provided the funds was consulted and supported this decision.

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must 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 individual funds on an average balance basis. Restricted "income" funds comprise:

Hardship Fund	Donations for the Hardship Fund were collected during 2020 for the support of individuals and families within our congregation or community who are in severe hardship.
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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. Endowment funds comprise:

Bransby Legacy	An endowment with interest earmarked for costs of youth work. The assets of the legacy are held on deposit within the CBF Church of England Deposit Fund.
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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

1 Accounting policies

(Continued)

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income to which it relates is received.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold improvements	10% Straight Line
Other office equipment	25% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Investment properties

Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

1 Accounting policies

(Continued)

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

1 Accounting policies

(Continued)

1.12 Retirement benefits

The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

1.13 Volunteer Activities

A large amount of activities run by the church are staffed by volunteers who give of their time and resources. This help is unquantifiable but without it the church could not continue to pursue its work.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £
Giving - standing orders	231,701	-	231,701	254,103	-	254,103
Giving - Sunday collections	2,344	-	2,344	1,345	-	1,345
Giving - other planned	10,678	-	10,678	15,717	-	15,717
Giving - other	8,059	222	8,281	18,791	2,470	21,261
Income tax recoverable (Gift Aid)	50,891	18	50,909	56,125	525	56,650
Grants	5,555	-	5,555	225	-	225
Legacies received	-	-	-	3,662	-	3,662
	<u>309,228</u>	<u>240</u>	<u>309,468</u>	<u>349,968</u>	<u>2,995</u>	<u>352,963</u>

3 Charitable activities

	Charitable Income 2022 £	Charitable Income 2021 £
Wedding & funeral fees	1,160	885
Church & hall hire	2,230	1,050
Other receipts	1,489	1,919
	<u>4,879</u>	<u>3,854</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

4 Other trading activities

	Unrestricted funds	Endowment funds general	Total	Unrestricted funds	Endowment funds general	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Rental income (26 Trinity Street)	9,200	-	9,200	11,670	-	11,670
Interest received	243	213	456	37	32	69
	<u>9,443</u>	<u>213</u>	<u>9,656</u>	<u>11,707</u>	<u>32</u>	<u>11,739</u>
Other trading activities	<u>9,443</u>	<u>213</u>	<u>9,656</u>	<u>11,707</u>	<u>32</u>	<u>11,739</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

5 Charitable activities

	2022	Restricted Funds	Endowment funds	Total	
	2022	2022	2022	2022	2021
	£	£	£	£	£
Staff costs	130,214	-	213	130,427	125,266
Depreciation and impairment	16,050	-	-	16,050	13,160
Mission - Local outreach	3,574	1,364	-	4,938	4,304
Pension costs	5,062	-	-	5,062	4,611
Maintenance of buildings and equipment	39,302	-	-	39,302	30,976
Events & hospitality	5,420	-	-	5,420	1,475
Books	5,025	-	-	5,025	7,551
Jenny Lind property rental	6,543	-	-	6,543	6,533
Diocesan parish share	90,000	-	-	90,000	90,000
Utilities (light, heat and water)	18,515	-	-	18,515	10,169
Young people's activities	995	-	-	995	1,494
Staff/clergy expenses	5,015	-	-	5,015	5,828
Training	4,329	-	-	4,329	9,742
Other expenditure	3,667	-	-	3,667	3,980
Music	1,535	-	-	1,535	1,463
Insurance	4,627	-	-	4,627	4,522
Office costs, advertising, IT and telephone	12,985	-	-	12,985	9,781
Accountancy assurance fees	1,716	-	-	1,716	1,560
Payroll and HR support	2,515	-	-	2,515	2,623
Other groups activities	2,135	-	-	2,135	2,263
	<u>359,224</u>	<u>1,364</u>	<u>213</u>	<u>360,801</u>	<u>337,301</u>
Rental property expenses	<u>4,474</u>	<u>-</u>	<u>-</u>	<u>4,474</u>	<u>3,548</u>
	<u>363,698</u>	<u>1,364</u>	<u>213</u>	<u>365,275</u>	<u>340,849</u>

Analysis by fund

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022

5	Charitable activities	(Continued)				
	Unrestricted funds	363,698		-	363,698	340,043
	Restricted funds	-	1,364	-	1,364	774
	Endowment funds - general	-	-	213	213	32
		<u>363,698</u>	<u>1,364</u>	<u>-</u>	<u>365,275</u>	<u>340,849</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

6 Grants payable

	2022 £	2021 £
Mission grants - individual partners	25,272	24,272
Mission grants - agencies	11,600	12,800
	<u>36,872</u>	<u>37,072</u>

7 Other

	Unrestricted funds	Total
	2022	£ 2021
Net loss on disposal of tangible fixed assets	115	-
	<u>115</u>	<u>-</u>

8 Diocesan Parish Share

The parish share allocated to the PCC for 2022 was £90,000 (2021 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2022 the PCC paid its full £90,000 parish share (2021 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2022 (£90,000) for the year ending 31 December 2023.

9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Church activities	5	5
Management and administration	2	4
	<u>7</u>	<u>9</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

9 Employees		(Continued)	
Employment costs	2022 £	2021 £	
Wages and salaries	130,227	125,266	
Other pension costs	5,062	4,611	
	<u>135,289</u>	<u>129,877</u>	

During the year the PCC employed the following staff: two ministry assistants (one appointed August), two youth and children's workers, a caretaker (left April), a part-time cleaner (appointed September), a church administrator (appointed February), a part-time administrator, a part-time organist and a part-time parish mission enabler.

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2022 nor for the year ended 31st December 2021.

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

- A salary was paid to two PCC members or related parties during the year to 31st December 2022:
 - Mr D Appleton (PCC treasurer), administrator: £8,221 (2021 £7,860)
 - Miss A Hillman (PCC member from May 2022), ministry assistant: £20,372 (2021 N/A)
 - Mrs C James (wife of PCC chair), parish mission enabler: £9,514 (2021 £2,902)
- In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

There were no employees whose annual remuneration was more than £60,000.

10 Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,716 (2021 - £1,560) and payroll services of £996 (2021 - £1,062), the latter of which are included within 'Payroll and HR Support'.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

11 Tangible fixed assets

	Freehold improvements £	Other office equipment £	Total £
Cost			
At 1 January 2022	61,125	84,591	145,716
Additions	-	12,652	12,652
Disposals	-	(466)	(466)
At 31 December 2022	61,125	96,777	157,902
Depreciation and impairment			
At 1 January 2022	57,147	63,684	120,831
Depreciation charged in the year	1,987	14,063	16,050
Eliminated in respect of disposals	-	(352)	(352)
At 31 December 2022	59,134	77,395	136,529
Carrying amount			
At 31 December 2022	1,991	19,382	21,373
At 31 December 2021	3,978	20,907	24,885

12 Investment property

	2022 £
Fair value	
At 1 January 2022	483,000
Net gains or losses through fair value adjustments	29,500
At 31 December 2022	512,500

In December 2022, the investment property, being the house at 26 Trinity Street, was formally valued by a local agency to be approximately £500,000 - £525,000. With this in mind, members of the PCC approved a valuation for this property of £512,500 as at December 2022. The net book value of the investment property is attributable to the investment fund.

	2022 £	2021 £
Freehold Property	512,500	483,000
	512,500	483,000

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

13 CBF Church of England Deposit Fund

£

At 1 January 2022 and at 31 December 2022 42,818

Funds held on deposit include amounts attributable to the Bransby Legacy.

14 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Income tax recoverable on Gift Aid donations	5,721	4,512
Other debtors	205	1,928
Prepayments and accrued income	6,770	5,560
	<u>12,696</u>	<u>12,000</u>

15 Creditors: amounts falling due within one year

	2022	2021
	£	£
Other creditors	<u>18,865</u>	<u>8,313</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

16 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £
Fund balances at 31 December 2022 are represented by:								
Tangible assets	21,373	-	-	21,373	24,885	-	-	24,885
Investment properties	512,500	-	-	512,500	483,000	-	-	483,000
CBF Church of England Deposit Fund	10,827	-	31,991	42,818	10,827	-	31,991	42,818
Current assets/(liabilities)	166,421	1,929	-	168,350	240,043	3,054	-	243,097
	<u>711,121</u>	<u>1,929</u>	<u>31,991</u>	<u>745,041</u>	<u>758,755</u>	<u>3,054</u>	<u>31,991</u>	<u>793,800</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

17 Movement in unrestricted funds

Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	2,986
Fabric Fund (Chairs and screen)	(6,384)
Training Fund (de-designation approved by PCC)	(2,833)
General funds	6,231

Net Total 0

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**Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2022**

	Total 2022	Total 2021
	£	£
Individuals:		
SIM - Penny Bakewell	4,349	4,182
WBT - Tony and Carol Smith	-	3,049
WEC - Colin Bearup	8,673	8,339
Stewardship - Rachel Spencer	5,475	4,111
UCCF - Rosie O'Donnell	4,195	2,591
MAF - Nathanael Smith	2,080	2,000
UCCF - Charmyn Ng	500	-
	25,272	24,272
National Agencies:		
CPAS	1,100	1,100
Friends International	1,100	1,100
UCCF	600	600
Church of England Evangelical Council	-	1,000
Global Leadership Network	-	200
	2,800	4,000
Local Organisations:		
English +	6,000	6,000
Magdalen Project	1,100	1,100
Norwich Youth for Christ	1,100	1,100
UEA Christian Union	600	600
	8,800	8,800
Total	36,872	37,072

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
*FOR THE YEAR ENDED 31 DECEMBER 2022***

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(Continued)

Accounts

Holy Trinity Church, Heigham, Norwich

Annual Report
of the
Parochial Church Council

for the year ended 31st December **2021**

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The Financial Statements of the Parochial Church Council for 2021 appear in a separate document. They may be downloaded from our website or ask at the Church Office for a copy.

HOLY TRINITY CHURCH

HEIGHAM, NORWICH

110A Trinity Street, Norwich NR2 2BJ

Annual Report of the Parochial Church Council for 2021

PCC Membership

Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC to fill vacancies in accordance with the provision of the Constitution of the church. During the year the following served as members of the PCC:

Ex Officio:

Revd Dr Richard James	Rector
Revd James Pinto	Curate

Officers:

Mr Dave Appleton	Treasurer
Mrs Louise Cumberland	Secretary

Elected:

Mr Andy Gray	Churchwarden Re-elected at APCM 2021 (resigned November 2021)
Mr Bill Myall	Churchwarden Re-elected at APCM 2021
Mr Paul Henery	Churchwarden Elected January 2022
Mr Jonathan Mason	Lay Reader Elected November 2021
Mr Tom Gray	Elected at APCM 2021
Dr Tony Smith	Elected at APCM 2021
Mrs Barbara Drake	Re-elected at APCM 2021
Ms Rebekah de Lacy	Elected at APCM 2021 (resigned May 2021)
Mr Roger Hibbins	Deanery Synod Elected April 2021
Mr Phil Courtier	Elected at APCM 2020
Mrs Sumudu Edwards	Elected at APCM 2020 (resigned September 2021)
Ms Rosamund O'Donnell	Elected at APCM 2020, Deanery Synod elected APCM 2020
Mrs Sandra Isaac	Deanery Synod – re-elected at APCM 2020
Mr Jason Wilson	Deanery Synod – re-elected at APCM 2020

Mrs Margaret Gray	Lay Reader Elected November 2020 (Deanery Synod Elected January 2021) (resigned August 2021)
Mr Alex Russell	Elected at APCM 2019
Mr Rob Canniffe	Elected at APCM 2019 (resigned July 2021)
Ms Michele Curtis	Elected at APCM 2019
Mr Peter Gosling	Elected at APCM 2019 (resigned March 2021)
Mr Simon Elphick	Term expired at APCM 2021
Mrs Catherine Spokes	Term expired at APCM 2021
Mrs Vicki Hibbins	Term expired at APCM 2021

Electoral Roll

Membership at APCM May 2021: 248.

This represented a net increase of 6 since October 2020. The Roll was re-created from scratch in 2019 and will be re-created from scratch again in 2025.

Average Sunday Attendance (Adults only)

Service	Average attendance in October 2021 (adults)	Average attendance in 2021 (full year: adults)	Average attendance in October 2020 (adults)
10.00 am	141*	106* [†]	135*
6.30 pm	72	62 [†]	70

*adults including 10 children's/youth leaders

[†] Limited in-person congregations due to Covid restrictions

In-person services were held for most of 2021 except from 17th January to 28th February when services were held online only. Services were livestreamed throughout and many church members attended online as a result of Covid safety. The numbers shown above represent in-person attendance only; online views are recorded separately for the use of the Church of England nationally.

Public Benefit Aims of the PCC

The PCC (Powers) Measures 1956 states that the aims of the PCC ‘shall include cooperation with the clergy in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical’. Our mission as a church is to enable as many as possible to be drawn into the community of the parish church as worshippers of the Lord Jesus Christ. Our cooperation in this endeavour can be summarised in two objectives:

- To confer on all matters relating to the life, ministry, worship, service, evangelism and buildings of the church.
- To collaborate with the Rector in taking forward the strategy and mission of the Church (within the PCC’s statutory powers).

At the beginning of 2021 the PCC reviewed and affirmed our vision to “Refresh our Welcome”, “Raise and Resource Discipleship” and “Reach our community and city with the good news of Christ”.

Review of progress and achievements

Our vision

In support of our threefold vision, during the year the PCC has in 2021:

- Encouraged the continuation of the termly Welcome Course to help newcomers joining in person and online to become familiar with and committed to the church gospel vision and ministry
- Recognised the value of small groups for pastoring members of the church as the pandemic has continued
- Reviewed our outreach to our parish and supported the launch of a team undertaking door-to-door visiting and a fortnightly Parish Outreach Prayer Meeting
- Supported the recruitment of staff to encourage and undertake discipling ministry as part of our vision, including appointing Alex Hillman as Ministry Assistant to succeed Rob Canniffe, and Carole James as (part-time) Parish Mission Enabler for an initial six-month period, and advertising for a new Church Administrator (subsequently appointing Rosalyn Anderson)
- Reviewed the pros and cons of online church services and other activities in the pandemic, and potentially in the future for those exploring faith or unable to attend in person
- Reviewed the value of retaining the pattern of one united morning service established during the pandemic and decided that it should continue
- Continued to seek to ensure that pastoral care is given to those made isolated by the pandemic or for other reasons
- Maintained a “hardship fund” to support individuals and families in need owing to the pandemic

- Continued to oversee our Holy Trinity YouTube Channel which carries our online services and many other videos
- Supported the launch of a Leaders Day in September providing encouragement and training for those who lead and teach the Bible in many roles at Holy Trinity
- Continued to encourage all to attend Prayer Focus alongside our other opportunities to pray together on Sundays and midweek
- Given support to the vision for a church graft led by James and Anna Pinto
- Supported the delivery of pastoral gifts and cards at Christmas to all members who are isolated or facing especial losses or trials for any reason
- Supported the promotion of a “book of the term” in each season as resources for personal discipleship and equipping for evangelism
- Discussed our growing culture of personal evangelism, and given support to Holy Trinity taking part in the “Life 22” national initiative in partnership with other local churches
- Continued the vision for making disciples through 1:1 Bible reading and committed to leading by example in this and in personal evangelism
- Noted the key role of the Discover Course (online in lockdown) in giving seekers and new members a place to hear the gospel, ask questions, and be integrated into the church family
- Noted the importance of Easter and Christmas as seasons in which we can invite our parishioners and other guests to services, with many guests attending online and increasingly once again in person
- Welcomed eight new members in baptism
- Supported the August Holiday Club which was held in person in reaching out to local children
- Continued to build links with Bignold School
- Experienced the benefit of our new chairs in making the church building genuinely multi-purpose
- Continued to support work discipling asylum seekers and internationals as a ministry of the church
- Installed a handrail to improve safe access to the raised platform at the front of the nave in the church building
- Held termly “Guest Events” to provide members with events to which guests can be easily invited during the pandemic, online or combined in-person/online:
 - “Known and Loved: why we need and fear real community”
 - “Why does the church need to talk about race?”
 - “Hope for anxious hearts”

Our staff

During the year the PCC has:

- Continued to employ Lucy Cross and Gareth Evans as Youth and Children’s Workers

- Continued to employ Margarete Cuffley as Church Manager, with Dave Appleton part-time Administrator
- Continued to employ Nic Carver as part-time Maintenance Worker and Hesam Safari as part-time Caretaker/Cleaner
- Deferred review of a paid music director/coordinator role, and continued to employ Richard Cockaday as part-time Organist
- Appointed Alex Hillman as Ministry Assistant to replace Rob Canniffe
- Appointed Carole James as part-time Parish Mission Enabled on an initial six-month basis
- Continued to review and update the pay, contracts and employment policies for all employed staff

Finance

During the year the PCC:

- Monitored our cash flow, income and expenditure regularly through the year.
- Approved the financial statements for 2020.
- Considered and agreed the budget for 2021.
- Held a Commitment Sunday in November to invite and inspire giving in support of our fresh vision.

Other matters

During the year the PCC has:

- Updated the Safe Haven Safeguarding Policy in line with recommendations from the Diocese and took steps to bring our own procedures for the safeguarding of children and young people in line with that policy.
- Received reports from our Fabric Group, Administration and Finance Action Group and Mission Action Group. Each group usually comprises an appropriate mixture of PCC and non-PCC members, to be responsible to the PCC for its relevant sphere of activity.
- Given time to pray about and consider our strategic direction.

Vision for 2022

We aim to know Christ and make Him known to our community and city. To that end we continue to focus upon three priorities with a small number of key goals within each:

REINFORCE OUR WELCOME

- Continue to improve our Sunday welcome to all, in person and online
- Develop fellowship uniting diverse backgrounds, ages & cultures

RAISE AND RESOURCE DISCIPLES

- Help each other to trust in Christ in daily life and in the pandemic
- Continue to encourage one another to read the Bible and pray with someone 1:1 as well as in personal devotions
- Strengthen and grow more Small Groups through training leaders and creating new groups

REACH OUR COMMUNITY AND CITY

- Engage those in our diverse parish, Jenny Lind area and the local communities in which we live, building relationships in which we can share the good news about Jesus
- Pray about and explore the opportunity of sending a church plant with the Pinto family
- Build conviction and confidence in personal evangelism by prayer, training, and involvement up to and beyond “A Passion for Life” at Easter 2022
- Continue to encourage each of our ministries to share the good news of Christ in word as well as action
- Offer courses and events to which we can invite friends to come and hear the good news

Communication

During the year the PCC has sought to communicate our work to the wider church. This can be by speaking to the congregation at services or by regular reports via our church email newsletter. Approved minutes are available to view in our church building.

PCC is grateful to our secretary Louise Cumberland and our treasurer Dave Appleton for all the work they do to make much of the above possible. Also to Andy Gray and Bill Myall (Churchwardens from APCM 2020), and Phil Courtier (Deputy Chair from APCM 2020).

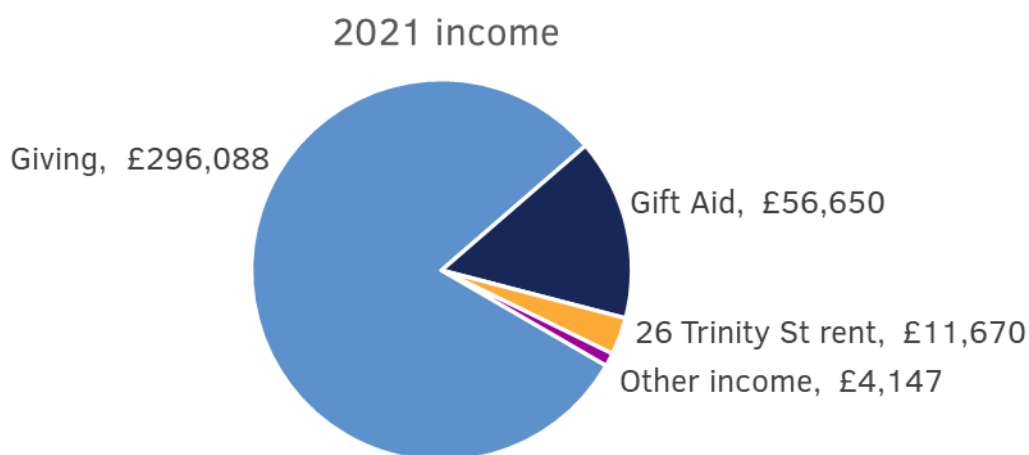
Financial Review

The PCC is a charity and has been registered with the Charity Commission since 2009. This is in compliance with the Charities Act 2011, which specifies that a PCC with an annual income in excess of £100,000 must register. Our charity number is 1132477.

Volunteers who give their time and resources enable a large number of activities to be run by the church. It is not possible to quantify the extent of this help, but without it the church could not continue its work.

Income in 2021

The majority of the church's income (96%) comprised gifts received from its members and attendees and associated Gift Aid (recoverable tax). Other income comprised of rental of 26 Trinity Street and other sundry income. The total income for the year was £368,555, the breakdown of which is shown in the following pie-chart:

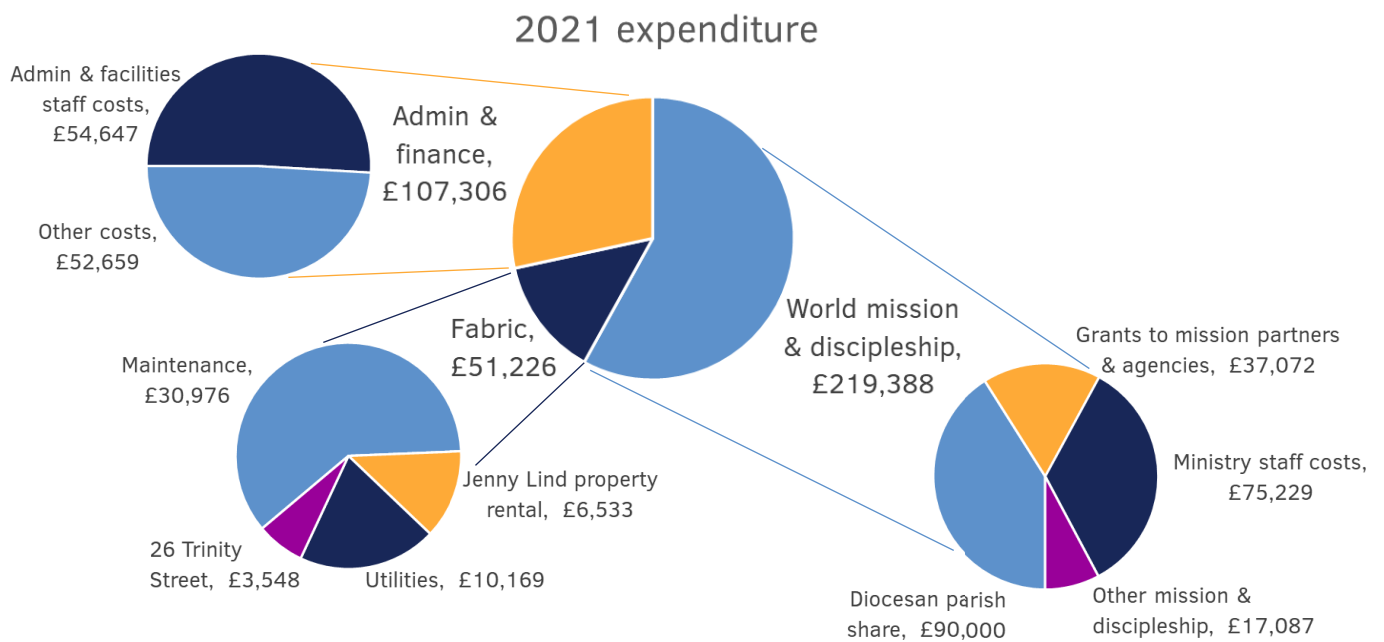


As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. During the height of the COVID pandemic in 2020 giving had fallen but in 2021 it increased by 12%, exceeding pre-pandemic levels.

Other income, including rent from our investment property at 26 Trinity Street, remained similar to that in 2020, at £15,817.

Expenditure in 2021

The church's expenditure was £377,919, a 4.5% increase compared to 2020 (£361,702). The increase was mostly attributable to increased staffing costs including the employment of two Youth and Children Workers for the whole year (only part of the year in 2020). The church's expenditure reflects responsibilities in the parish, the diocese, and both nationally and internationally, and breaks down as follows:



Although there is no legal liability on the PCC to pay the Diocesan Parish Share, the PCC is aware of its responsibilities in relation to the financial position within the diocese. Our staff costs do not include the cost of our Rector or Curate. Both have their stipends paid by the diocese and therefore their costs should be set against the Parish Share. The diocese also owns and maintains The Rectory and the Curate's house, and owns the church building. The Parish Share also supports mission and evangelism across the wider diocese covering Norfolk and Waveney. In 2021 the PCC paid £90,000 for the year, the amount set by the diocese at the start of the year (the same as in 2020).

Funds and Reserves

The church has the following restricted fund (that is, fund that the PCC is not free to spend however it pleases): the Bransby legacy endowment fund (£31,991).

Unrestricted funds include the value of our property as well as money in the bank. The church owns 26 Trinity Street, which provides a potential mixture of rental income and capital growth. The valuation of this property as at December 2021 was reviewed by the PCC in January 2022 and increased to £483,000 (from £430,000).

At the end of 2020, the church had unrestricted funds of £758,756 including the £483,000 attributed to 26 Trinity Street. Other unrestricted funds included a fabric fund (£117,651), a training fund (£3,560) and tangible fixed assets reserve (essentially property that could be sold to release finances) of £11,888.

The remainder of our funds, our general reserves, are essentially the money the PCC has that is free to spend. Each year the PCC reviews its Reserves Policy and in January 2022 it reviewed it keeping the levels the same but adjusting the wording to:

'Reserves' are the financial resources the PCC has available to spend for the church's purposes once it has met its commitments and covered its planned expenditure. They are those funds that are free to be spent – i.e. they are not restricted or designated for specific purposes, nor held in an endowment fund, nor invested in fixed assets.

We need reserves because not all our income comes in at the same rate as we spend it, and to enable us to continue meeting our commitments if our income is lower than we expect or if our expenditure is higher than we expect.

The PCC's policy is to maintain reserves of £60,000 which takes account of the following:

- Three months' budgeted expenditure in 2021 amounted to nearly £110,000;
- Delaying paying three months' Parish Share would temporarily free up £22,500;
- PCC holds a Fabric Fund (expected to be £118,000 at the start of 2022) and this fund will help to absorb any major fluctuations in buildings expenditure.

In addition to its reserves and the Fabric Fund, the PCC holds a Training Fund designated to cover the costs over 3 years of training a Children's Worker (expected to be used up in 2022).

The PCC recognises that its current level of reserves significantly exceeds the level set in this policy. This is as a result of the de-designation of the Jenny Lind fund in 2021 and a lower spend on salaries than planned in 2021.

The PCC undertakes to review this reserves policy on an annual basis.

At the end of 2021 our General Reserves stood at £142,657, considerably higher than the level set in this reserves policy. This is because during 2021 the PCC took the decision to de-designate one of its unrestricted funds, the Jenny Lind Fund, thus moving this money into the General Reserves.

The Jenny Lind Fund had been set up following receipt of a significant donation at the time that the PCC was looking to take over the previously independent Jenny Lind project, including the lease of the Jenny Lind Room and the employment of its young person's co-ordinator. The donation came with no restrictions but the PCC chose to set aside a large part of it to cover costs relating to Holy Trinity taking on the project.

This fund has been a real blessing, helping to give the PCC the confidence that it could meet the financial commitment of taking on the project and, more recently, to employ a Parish Mission Enabler and start up a number of new outreach activities. However, this parish outreach activity is core to our church's mission, so the justification for retaining a fund for this work separate from our general funds has become rather weak. Moreover, the amount of money remaining in this fund was disproportionate to the cost of activities planned. In November 2021 the PCC therefore agreed unanimously to de-designate this

fund, making the money available for our wider church mission and outreach. The donor who had provided the funds was consulted and confirmed that they fully support this decision.

Outlook for 2022 and beyond

In 2021 we held our annual appeal for giving and we are hugely grateful to God and to our church members for responding positively to this appeal so that our regular income has increased.

Our outgoings are also increasing at pace. As well as rising prices for many of our regular purchases, fuel prices have sky-rocketed so the cost of heating the church, the church hall and the Jenny Lind room have gone up dramatically. The Government recently increased the National Insurance rate meaning our staff costs have inflated. But we also plan to do more, and this carries an additional cost. We have recently employed a part-time Parish Mission Enabler; also we did not replace our second Ministry Assistant when Issy left in 2020 but we hope to do so in 2022.

Our budget for 2022 shows a planned expenditure from our General Reserves of over £387,000, and this excludes significant maintenance work that will be funded from our Fabric Fund. The PCC has also expressed a desire to employ additional resource in future, but our current levels of regular giving fall short of the expenditure we are already planning. In the short term our excess reserves enable us to run with a deficit budget for 2022, but looking ahead we need to see further increases in giving to be able to continue our existing operations and to take on new initiatives.

Risk

Safeguarding - Child Protection and Vulnerable Adults

The PCC has a formal policy statement and an appointed Safeguarding Officer. The policy is reviewed annually by the PCC. A copy of the policy is displayed in the Church and the Safeguarding Officer provides a copy to all those involved in youth and children's work and is responsible for monitoring compliance with that policy. A full safeguarding report appears later in this document.

Financial

At the end of 2021, the PCC's free reserves had risen to £142,657, well above the level set in its Reserves Policy (see above). However its designated funds have reduced, totalling £121,211 at the end of 2021 (from £210,170 at the start of the year). Although set aside for particular purposes, these funds are not legally restricted.

However, whilst this may appear to be a healthy financial situation, the current level of income is insufficient to sustain the level of expenditure that is required to deliver our

vision in the longer term. PCC set an ambitious deficit budget for 2022 in order to be able to deliver our existing activities, but we cannot operate on a deficit budget indefinitely.

Our PCC is committed to supporting a church graft in the coming year which may include the transfer of a number of families from Holy Trinity to the graft church. Inevitably this will impact our finances as those families are expected to transfer their giving to the graft church. At this early stage we do not have a picture of how much this will affect our finances but as a relatively small number of our families contribute a large proportion of our overall giving, there is the potential for the impact to be significant.

The church accounts are reconciled monthly and any significant variance from the budget is investigated. The accounts are subject to an annual assurance review in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, together with the Charities Statement of Recommended Practice 2005.

Legislative

These include health and safety, disability and other discrimination and data protection. The PCC has reviewed the legislative requirements in these areas. It is aware of a number of health and safety issues that need to be resolved, and is taking steps to address these.

Reputational

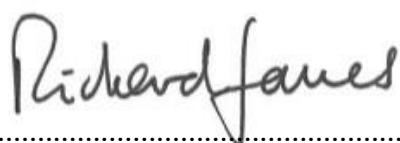
The PCC is aware of the church's activities (and those of its members) and has sought to conform to the highest standards associated with a religious organisation. Whilst there is no formal process of review over the many activities undertaken, the PCC is prepared to investigate any concerns that come to its attention or are reported to it by members of the congregation or by outside parties.

Bankers and Accountants

Bankers: Barclays Bank plc of 5/7 Red Lion Street, Norwich and The Cooperative Bank plc of 69 London St, Norwich.

Accountants: Aston Shaw, Chartered Certified Accountants, Union Building, 51-59 Rose Lane, Norwich, Norfolk, NR1 1BY

Approved by The Parochial Church Council on 4th May 2022 and signed on its behalf by:



Richard James, Chairman

Holy Trinity Church, Norwich - Fabric Report for 2021

The Church

The Church building, which is a Grade II listed building, was built in 1859-1861 is owned by the Diocese but the PCC are responsible for its care and maintenance. The Diocese requires a professional inspection of the Church building to be carried out every 5 years (a Quinquennial Review) and is due next year 2022. At the last review in 2017 it was noted that the property is well cared for and maintained and the shrubs and trees within the churchyard are well kept.

During 2021 the following work has been carried out on the Church building.

1. Decaying plasterwork on the Church interior wall of the North West transept has been replaced (£10,637).
2. The Church doors, which were in a bad condition, have been repaired and repainted to a high standard (£6,148).
3. A new handrail for improved safety when accessing the lectern has been installed (£154).
4. Routine maintenance of the Church building incurred a cost of £9,600.

Several future projects are currently being considered by the Fabric Group and include the following.

1. Upgrade of the Church notice boards.
2. Refurbishment of the Church Office.
3. Upgrade of the Church kitchen and toilets.
4. Refurbishment and upgrading of the Church lighting, vision and sound systems.

The Church Hall, Cambridge Street

No major works were undertaken on the Church Hall.

The ongoing maintenance work incurred a cost of £1,637.

26 Trinity Street

Routine maintenance during the year incurred a cost of £136.

We are indebted to Nigel Chapman for managing this property and thank him for undertaking this task.

The Jenny Lind Room

We are grateful for the work which Carole James has undertaken in making the Jenny Lind Room more attractive and welcoming for our Parish outreach ministry.

During the year the cost of routine maintenance of this property amounted to £64.

Consideration is currently being given to upgrading the kitchen equipment.

Thanks

The Fabric Group record their thanks and appreciation for the high standard of work undertaken by Nic Carver, our maintenance worker, who retired this year. We are also grateful and appreciative of the work carried out by Hesam Safari who after several years of dedicated service will be leaving us on 1st April. We also record our grateful thanks for the many members of the Church Family who help with the general upkeep and cleaning of the Church, and the other properties.

Bill Myall

Churchwarden

Safeguarding Report for 2021

This is the Safeguarding report for the fourteen months to February 28th 2022.

Andy Gray continued to perform the Safeguarding role at Holy Trinity Church until the end of September 2021, when he handed over the responsibility to me. Initially, there were a number of issues over data and system access, most of which have now been resolved. However, until yesterday (08/03/2022), I was still waiting to be given access to the ThirtyOneEight website, in order to check new DBS certificates. After completing the required DBS training, I will now be in a position to complete the outstanding DBS checks.

Going forward, we need to identify more backup for the Safeguarding Officer and the DBS Administer roles, to avoid single points of failure and to establish a resilient succession for the roles.

A new HT email address, david.fairbourn@trinitynorwich.org has been set up for me, in order to keep HT Safeguarding related admin emails separate from personal correspondence and the email address for reporting safeguarding issues safeguarding@trinitynorwich.org.

Holy Trinity has adopted the Parish Safeguarding Handbook 2018 with some minor amendments as agreed by the PCC in 2020.

The online Parish Safeguarding Dashboard introduced by the Diocese continues to be monitored and kept up to date. It is visible to the Diocese as a check on compliance with safeguarding issues.

The dashboard shows the following outstanding items, many of which have only just changed status and are being addressed: -

- **Safeguarding Action Plan** – needs to be reviewed and approved by the PCC (Last reviewed 05/10/2020)

- **Responding to Concerns or Allegations** – PCC needs to review and approve our procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse). This procedure is to be reviewed annually. (Last reviewed 23/11/2020)
- **Known Offenders** - Known offenders, and others who may pose a risk to children or vulnerable adults, must be effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser. The incumbent and Parish Safeguarding Officer to confirm that they are aware of the above requirement, and will comply when applicable? (Last reviewed 05/10/2020)
- **Use of Social Media** - The PCC to confirm that the church is following national guidance regarding the use of social media.
 - The PCC has to approve all uses of social media for its activities.
 - The PCC has to ensure that there is a named person to whom all workers are accountable.
 - All church officers who use social media on behalf of the church to be made aware of the guidance in Section 12 of the Parish Safeguarding Handbook.
- **Learning and Development** - The PCC has to plan for the full implementation of the Safeguarding Learning and Development Framework from January 2022. This is actively underway.
 - Foundation Pathway - This learning pathway must be completed by churchwardens, PCC members, vergers and anyone in a role which involves work with children, young people or vulnerable adults.
 - Leadership Pathway - This learning pathway must be completed by Parish Safeguarding Officers and anyone who significantly influences the culture of the church.
- **Training for Key Roles** - Everyone who plays a key safeguarding role must complete the relevant training.
 - Parish Safeguarding Officer - The PCC must ensure that the Parish Safeguarding Officer undertakes the required safeguarding training. Active.
 - DBS Administrator - The PCC must ensure that DBS Administrators undertake the required safeguarding training. Active.
 - PCC Members - The PCC must ensure that all their members undertake the required safeguarding training. Active.
- **Church Activities** - Reviews and risk assessments were completed for Creche, Steppers, Easter Egg Hunt, Holiday Club, Jenny Lind After School Club and Open the Book activities. Risk assessments on the remaining children and young people's activities are being reviewed having last been undertaken in October 2020.
- **Safer Recruitment Survey and People Management** – Need to complete the survey, which relates to the new Safer Recruitment and People Management Guidance and confirm that the PCC is compliant.
 - Procedures, as contained in the Parish Safeguarding Handbook 2018, are now in force. The additional safeguards (application form, interview and two references) in place does mean that recruitment of volunteers takes

longer. It is not possible to recruit new, unchecked, or untrained, volunteers at short notice. I can confirm that this procedure continues to be followed, and that DBS checks and training are being undertaken, where we have been informed of new leaders and helpers.

The PCC has confirmed that it takes “due regard” of the House of Bishops’ Safeguarding Policy and Practice Guidance.

25 DBS checks, both new and at renewal, have been completed in 2021. 1 check for a PCC member remains outstanding. There are 8 new volunteer DBS checks awaiting my access to the ThirtyOneEight system.

40 Confidential Declaration forms, either new or updated, have been completed in 2021.

Leaders and helpers are unable to work with groups, or carry out their roles, either face to face or via Zoom, until current DBS checks and up-to-date Confidential Declaration forms have been completed. The Youth Workers have been informed.

Lay Ministers and Authorised Worship Assistants checks and training are the responsibility of the Diocese. Checks and training for anybody with any of these roles are not monitored by the Holy Trinity Safeguarding Officer. It is assumed that anybody in these roles is fully compliant. Individuals in any of these roles are responsible for ensuring that they are up to date with all requirements including training.

47 volunteers have completed Safeguarding training in 2021. It has previously been agreed by PCC that relevant training must be completed within 3 months of commencing in any role.

During 2021 we have been informed of six possible Safeguarding concerns. In addition, various procedural queries were raised by staff and volunteers. The Diocesan Safeguarding Office was contacted where necessary for advice and confirmation that actions taken were sufficient. After the initial responses, no further action was required, although staff and volunteers will continue to remain supportive and vigilant for those involved.



David Fairbourn

Safeguarding Officer

09.03.2022

Norwich South Deanery Synod Report for 2021

As churches emerged from the pandemic, discussions were ongoing about continuing streaming for its increased reach and helping those nervous about returning. Discussions around the eco church agenda continued – whilst it was recognised this could not supplant the great commission, environmental care was a part of care for God's creation and a way of loving our neighbours. Cost issues for churches' unnecessary upgrades on old buildings would be significant.

The clergy wellbeing covenant was also of current importance with relevant lay roles discussed.

Questions about communion had been escalated with regards to safely continuing communion in two kinds with individual cups.

Questions regarding Living in Love and Faith were ongoing; it is important to be orthodox on questions of marriage without being alienating or unwelcoming.

We are pleased to now have full lay representation as these important questions are progressed.

Jason Wilson

Minutes of the Annual Vestry Meeting and Annual Parochial Church Meeting held over Zoom on Wednesday 5 May 2021 at 7.30 pm

The meeting was held as a Zoom online meeting (there were 83 Zoom participants, although some "participants" included more than one individual).

Richard James welcomed everyone to the APCM on Zoom and gave an overview of the agenda.

Richard opened the meeting with a prayer.

Sumudu Edwards read from Acts 15:1-21

Richard reminded the meeting of our Church vision - to make disciples who make disciples, bringing good news to all and glory to Christ.

He looked back at 2020 – year of zoom and year of miracles in which God helped his Church not just to survive but to grow and thrive; and highlighted the opportunities there had been to use new ways to evangelise and see the Kingdom grow. Moving into 2021, Richard highlighted the verse of the year "Let us hold unwaveringly to the hope we profess, for he who promised is faithful." Hebrews 10:23, and reflected that we have seen God's faithfulness as our Services and groups continued online through the most recent lockdown. Richard took the meeting through the key events and activities that have taken place already this year, highlighting many things to give thanks for.

Looking to the future, Richard highlighted three key areas of planned work:

- **Listen and persuade – Biblical inclusion** Work to grow our welcome to all regardless of age, ethnicity and culture – learning how we can be better at Gospel inclusion for all who God is calling.
- **Return and retain: Ministry post-COVID** – Work to encourage our groups to find safe ways to navigate off Zoom and back in person, while recognising what we have learnt about the value of livestream and Zoom for those unable to come in person, exploring faith or looking for a Church.
- **Pray and launch** – Work to develop the new Parish outreach strategy, being mindful of helpful input from experienced practitioners in urban ministry and of the make-up of our Parish community. Initially there will be two main areas of focus – Church members are encouraged to join in a weekly prayer meeting through June, and later in June we will start knocking on our neighbours' doors and let them know that the Church is here for them. This work will necessarily be slow and small to start with – like planting seeds - but in kingdom terms potentially fruitful and glorious. Church Members are encouraged to join as they are able, to pray, to participate, to give and to share ideas

There was a break-out session, where small groups each chaired by a PCC member shared ideas about "What have we learnt as a Church from the pandemic that we would want to keep once it is over?"

Bill Myall led prayers of thanksgiving and for the coming year

Appointment of Churchwardens (or 'Meeting of Parishioners')

Richard summarised the role and duties of Church Wardens and expressed gratitude to Andy Gray and Bill Myall for their faithfulness, wisdom and prayerfulness during the last term.

Richard announced that nominations had been received for Andy Gray and Bill Myall to serve a further term as Wardens, and as no other nominations were received, he announced their election to serve for 2021/2022.

Richard then thanked Andy and Bill for their willingness to serve as Churchwardens and encouraged the Church to pray for them.

Election of Four Parochial Church Council Members

Richard summarised the role of a PCC Member and thanked retiring PCC members: Barbara Drake, Simon Elphick, Catherine Spokes and Vicki Hibbins.

He announced there were 3 vacancies on the PCC for three-term positions and one for one year to fill a casual vacancy; nomination had been received for 4 candidates.

Richard introduced the candidates:

- Rebekah De Lacy
- Barbara Drake
- Tom Gray
- Tony Smith

Richard thanked the candidates and announced their election.

Richard has asked the candidates to express a preference for the 3-term or 1-term position to him by email. If there was no preference, he proposed that he and the Wardens will hold a prayerful drawing of lots. There was no dissent to this suggestion.

James Pinto led prayers to thank God for all of those who have completed their terms of service in leadership roles and prayed for the newly elected leaders (Wardens and PCC Members).

2020 Finance Report (Dave Appleton, Treasurer)

At the previous APCM the Treasurer had reported that giving was down and costs were up, mainly as a result of the pandemic and the appointment of new staff. It had been anticipated that with the reduced giving and increased staff costs, if all other things remaining as budgeted for 2020, we would face a deficit of £83,000 in 2021.

Thanks to a fantastic response to the finance appeal, at the end of the year giving was up on the previous year. Increases following that appeal amounted to around £50,000 a year including Gift Aid.

However, balancing a budget for this year remained a challenge for the Church Council. For this year we are anticipating income of £360k and spend of £376k. A shortfall of £16k.

The Treasurer outlined the key areas of spend for the General Fund across World Mission and Discipleship, Fabric and Administration. He highlighted other funds held for designated purposes,

including Training, the Fabric Fund (for major projects), the Jenny Lind Fund (being used for outreach in the Jenny Lind area), and the Hardship fund (which in the last year this has enabled us to help many in need in the community).

The Treasurer thanked Church Members for their generosity and asked that they continue to pray and to consider further ways their could support God's work here financially and in other ways. He asked Church Members to contact him if they would like to discuss this further.

Richard thanked Dave Appleton for his clear presentation and for his work as Treasurer this year.

In response to questions, the Treasurer noted that:

- The ACPM is not required to formally approve the accounts as submitted, as this is a responsibility of the PCC and has already been done
- It is the case that this year's budget is a deficit budget, and that we will need to see increased giving to meet the gap.
- The Jenny Lind fund began with a donation. Decisions regarding how it will continue to be spent will be informed by the development of the Parish Outreach Strategy. It can be spent on staffing and in fact some of it has already funded the previous Jenny Lind children's worker.

PCC report, Deanery Synod and Fabric Reports

The PCC report, Deanery and Fabric reports had been made available in advance of the meeting

There were no questions from Church Members.

Richard encouraged Church Members to pray for Deanery Synod members noting that Sandra Isaac is now Chair, and that Roger Hibbins has recently been appointed by the PCC as a member for Holy Trinity.

Richard offered grateful thanks for the service of Mike Bach who has been Chair of the Fabric Committee for the last 3 years and has now stepped down.

New Members since APCM 2020

Andy Gray prayed for new members who have joined since the last Annual Meeting

Richard reported that the Electoral Roll total was 248. Since the last APCM (October 2020) 10 new people had joined and 11 had left; an overall net decrease of 1 person.

Approval of Minutes of APCM 2020

Minutes of the APCM 21st October 2020 were accepted and signed as an accurate record.

Reappointment of Accountants and Independent Examiners

The Treasurer proposed that the firm of Ashton Shaw was reappointed as Independent Examiners. As there were no dissenting views, this was agreed.

Expressions of thanks

Richard thanked everyone for coming to this meeting and to the whole Church family.

Richard went on to express particular thanks to:

- PCC
- Church Wardens
- Mike Bach for his work as Chair of fabric group
- Staff Team – Margarete Cuffley, Dave Appleton, Rob Canniffe, Nic Carver, Richard Cockaday, Lucy Cross, Gareth Evans and Hesam Safari
- James and Anna Pinto
- Carole James

Finally, James Pinto expressed thanks on behalf of the Church to Richard and Carole for their leadership of the Church particularly during the challenges of the last year.

Richard concluded the meeting by leading the Grace as a closing prayer

Date of Next APCM

To be advised.

Charity Registration No. 1132477

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH**

HOLY TRINITY CHURCH

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Mr Philip Courtier
Ms Michele Curtis
Dr Thomas Gray (Appointed 5 May 2021)
Ms Barbara Drake
Dr Antony Smith (Appointed 5 May 2021)
Ms Sandra Isaac
Mr Jason Wilson
Mr Jonathan Mason (Appointed 27 September 2021)
Mr Roger Hibbins (Appointed 28 April 2021)
Mr Alex Russell
Mr William Myall
Ms Rosamund O'Donnell
Mr Paul Henery (Appointed 1 January 2022)
Revd Dr Richard James

Charity number

1132477

Principal address

110A Trinity Street
Norwich
Norfolk
NR2 2BJ

Independent examiner

Dominic Shaw FCCA
Aston Shaw Limited
The Union Building
51-59 Rose Lane
Norwich
Norfolk
England
NR1 1BY

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich (the Charity) for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Aston Shaw

Dominic Shaw FCCA

Aston Shaw Limited
The Union Building
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY
England

Dated:

6th May 2022

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total Unrestricted funds 2021 £	Restricted funds 2020 £	Endowment funds 2020 £	Total 2020 £
<u>Income from:</u>								
Donations and legacies	2	349,968	2,995	-	352,963	14,959	-	330,675
Church activities	3	3,854	-	-	3,854	-	-	4,413
Income from investments	4	11,707	-	32	11,739	-	178	9,494
Total income and endowments		365,529	2,995	32	368,556	14,959	178	344,582
<u>Expenditure on:</u>								
Charitable activities	5	373,567	774	32	374,373	14,126	-	356,514
Investment property costs		3,548	-	-	3,548	-	-	5,188
Total resources expended		377,115	774	32	377,921	14,126	-	361,702
Revaluation gain		53,000	-	-	53,000	-	-	-
Net movement in funds		41,414	2,221	-	43,635	833	178	(17,120)
Net movement in funds		41,414	2,221	-	43,635	833	178	(17,120)
Fund balances at 1 January 2021		717,342	832	31,991	750,165	-	31,813	767,285
Fund balances at 31 December 2021		758,756	3,053	31,991	793,800	833	31,991	750,165

The statement of financial activities includes all gains and losses recognised in the year.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

All income and expenditure derive from continuing activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
BALANCE SHEET**

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	10		24,885		34,796
Investment properties	11		483,000		430,000
CBF Church of England Deposit Account	12		42,818		42,818
			<u>550,703</u>		<u>507,614</u>
Current assets					
Debtors	13	12,000		12,741	
Cash at bank and in hand		239,410		237,419	
		<u>251,410</u>		<u>250,160</u>	
Creditors: amounts falling due within one year	14	(8,313)		(7,609)	
Net current assets			243,097		242,551
Total assets less current liabilities			<u>793,800</u>		<u>750,165</u>
Capital funds					
Endowment funds - general			31,991		31,991
Income funds					
Restricted funds			3,053		833
Unrestricted funds			758,756		717,341
			<u>793,800</u>		<u>750,165</u>

The financial statements were approved by the Trustees on 14/3/22

Mr William Myall
Trustee

Paul Henery
Mr Paul Henery
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich is a unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

(Continued)

General funds Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.

Tangible fixed assets reserve Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets.

Investment property reserve Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property.

Training fund Funds set-aside by decision of the PCC in 2018 to cover the costs over 3 years of training a Children's Worker.

Fabric fund Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019). PCC approved an additional transfer into this fund during 2021.

Jenny Lind project fund Funds set-aside by decision of the PCC in 2018 to cover the costs of progressing our ministry in the North East of the parish (Jenny Lind and Vauxhall Street area), including the employment of staff who will support this ministry (designation clarified by PCC in 2019). In 2021 the PCC's strategy for progressing this ministry was developed: this is now integral to the church's overall parish outreach which is funded from the general funds and no clear plan had emerged from the strategy for how the Jenny Lind fund would be used within its existing designation. The PCC therefore approved the de-designation of the Jenny Lind fund and the remaining funds were transferred to the general funds in 2021. Ongoing ministry in the North East of the parish will be funded from general funds. The donor who had initially provided the funds was consulted and supported this decision.

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must 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 individual funds on an average balance basis. Restricted "income" funds comprise:

Hardship Fund Donations for the Hardship Fund were collected during 2020 and 2021 for the support of individuals and families within our congregation or community who are in severe hardship.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

(Continued)

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. Endowment funds comprise:

Bransby	An endowment with interest earmarked for costs of youth work. The assets
Legacy	of the legacy are held on deposit within the CBF Church of England Deposit Fund.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold improvements	10% Straight Line
Other office equipment	25% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

(Continued)

1.7 Investment properties

Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies (Continued)

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Giving - standing orders	254,103	-	254,103	226,614	-	226,614
Giving - Sunday collections	1,345	-	1,345	1,077	-	1,077
Giving - other planned	15,717	-	15,717	14,796	-	14,796
Giving - other	18,791	2,470	21,261	20,436	12,711	33,147
Income tax recoverable (Gift Aid)	56,125	525	56,650	51,675	2,248	53,923
Grants	225	-	225	1,118	-	1,118
Legacies received	3,662	-	3,662	-	-	-
	<u>349,968</u>	<u>2,995</u>	<u>352,963</u>	<u>315,716</u>	<u>14,959</u>	<u>330,675</u>

3 Charitable activities

	Charitable Income 2021 £	Charitable Income 2020 £
Wedding & funeral fees	885	707
Church & hall hire	1,050	701
Other receipts	1,919	3,005
	<u>3,854</u>	<u>4,413</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

4 Other trading activities

	Unrestricted funds	Endowment funds general	Total	Unrestricted funds	Endowment funds general	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Rental income (26 Trinity Street)	11,670	-	11,670	9,250	-	9,250
Interest received	37	32	69	66	178	244
Other trading activities	11,707	32	11,739	9,316	178	9,494

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

5 Charitable activities	2021 £	Restricted Funds 2021 £	Endowment funds 2021 £	Total 2021 £	2020 £
Staff costs	125,234	-	32	125,265	108,812
Depreciation and impairment	13,160	-	-	13,160	12,699
Mission - Local outreach	3,530	774	-	4,304	16,328
Pension costs	4,611	-	-	4,611	3,746
Maintenance of buildings and equipment	30,976	-	-	30,976	28,518
Events & hospitality	1,475	-	-	1,475	1,672
Books	7,551	-	-	7,551	4,569
Jenny Lind property rental	6,533	-	-	6,533	6,047
Diocesan parish share	90,000	-	-	90,000	90,000
Utilities (light, heat and water)	10,169	-	-	10,169	9,603
Young people's activities	1,494	-	-	1,494	1,455
Staff/clergy expenses	5,828	-	-	5,828	3,199
Training	9,742	-	-	9,742	9,879
Other expenditure	3,980	-	-	3,980	2,672
Music	1,463	-	-	1,463	1,231
Insurance	4,522	-	-	4,522	4,648
Office costs, advertising, IT and telephone	9,781	-	-	9,781	9,813
Accountancy assurance fees	1,560	-	-	1,560	1,560
Payroll and HR support	2,623	-	-	2,623	3,062
Other groups activities	2,263	-	-	2,263	1,407
	336,495	774	32	337,301	320,920
Rental property expenses	3,548	-	-	3,548	5,189
	340,043	774	32	340,849	326,109

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

5	Charitable activities	(Continued)
Analysis by fund		
Unrestricted funds	340,043	340,043
Restricted funds	-	-
Endowment funds - general	-	32
	774	774
	-	32
	<u>774</u>	<u>32</u>
	<u>340,043</u>	<u>340,849</u>
		<u>342,388</u>
		<u>14,126</u>
		<u>-</u>
		<u>356,514</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

6 Grants payable

	2021 £	2020 £
Mission grants - individual partners	24,272	22,743
Mission grants - agencies	12,800	12,850
	<u>37,072</u>	<u>35,593</u>

7 Diocesan Parish Share

The parish share allocated to the PCC for 2021 was £90,000 (2020 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2021 the PCC paid its full £90,000 parish share (2020 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2021 (£90,000) for the year ending 31 December 2022.

8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Church activities	5	4
Management and administration	4	4
Total	<u>9</u>	<u>8</u>

Employment costs

	2021 £	2020 £
Wages and salaries	125,266	108,812
Other pension costs	4,611	3,747
	<u>129,877</u>	<u>112,559</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

8 Employees

(Continued)

During the year the PCC employed the following staff: a church manager (left September), two ministry assistants (one left August, one appointed September), two youth and children's workers, a part-time young people's coordinator (Jenny Lind) (left March), a caretaker, a part-time maintenance operative (left September), a part-time administrator, a part-time organist, a part-time parish mission enabler (appointed September) and a graphics assistant on a casual basis

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2021 nor for the year ended 31st December 2020,

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

A salary was paid to three PCC members or related parties during the year to 31st December 2021:

- Mr D Appleton (PCC member until May 2021 and treasurer), administrator £7,860 (2020: £7,856)
- Mr R Canniffe (PCC member), ministry assistant until August 2021: £12,949 (2020: £17,674)
- Mrs C James (wife of PCC chair), parish mission enabler from September 2021: £2,902 (2020: £0)

A mission grant was paid to one PCC member or related party during the year to 31st December 2021:

- Miss R O'Donnell (PCC member) £2,591 (2020: £2,050)

In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

There were no employees whose annual remuneration was more than £60,000.

9 Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,560 (2020: £1,560) and payroll services of £1,062 (2020: £960), the latter of which are included within 'Payroll and HR Support'.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

10 Tangible fixed assets

	Freehold improvements £	Other office equipment £	Total £
Cost			
At 1 January 2021	61,125	81,341	142,466
Additions	-	3,250	3,250
At 31 December 2021	61,125	84,591	145,716
Depreciation and impairment			
At 1 January 2021	55,160	52,511	107,671
Depreciation charged in the year	1,987	11,173	13,160
At 31 December 2021	57,147	63,684	120,831
Carrying amount			
At 31 December 2021	3,978	20,907	24,885
At 31 December 2020	5,965	28,831	34,796

11 Investment property

	2021 £
Fair value	
At 1 January 2021	430,000
Net gains or losses through fair value adjustments	53,000
At 31 December 2021	483,000

In early 2019, the investment property, being the house at 26 Trinity Street, was informally valued by a local agency to be in the region of £430,000 - £450,000 based on recent sale values of nearby properties and their knowledge of this property. With this in mind, members of the PCC approved a valuation for this property of £430,000 as at 31 December 2018, with the resulting revaluation adjustment reflected in the Accounts for the year ended 31 December 2018. PCC reviews this valuation annually and in January 2022 approved a revised valuation as at the end of 2021 of £483,000 reflecting increased house prices in the area and the estimate on the property pricing website Zoopla. The net book value of the investment property is attributable to the investment fund.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

11 Investment property	(Continued)	
	2021	2020
	£	£
Freehold Property	483,000	430,000
	<u>483,000</u>	<u>430,000</u>
12 CBF Church of England Deposit Fund		
		£
At 1 January 2021 and at 31 December 2021		<u>42,818</u>
Funds held on deposit include amounts attributable to the Bransby Legacy.		
13 Debtors	2021	2020
Amounts falling due within one year:	£	£
Income tax recoverable on Gift Aid donations	4,512	6,176
Other debtors	1,928	1,803
Prepayments and accrued income	5,560	4,762
	<u>12,000</u>	<u>12,741</u>
14 Creditors: amounts falling due within one year	2021	2020
	£	£
Other creditors	<u>8,313</u>	<u>7,609</u>

FOR THE YEAR ENDED 31 DECEMBER 2021

Current assets/(liabilities)

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

16 Movement in unrestricted funds

Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	(4,461)
Fabric Fund (Chairs and screen)	(5,449)
Fabric Fund (transfer from general funds approved by PCC)	40,000
Jenny Lind Fund (de-designation approved by PCC)	(94,599)
General funds	64,509
Net Total	0

17

**Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2021**

	Total 2021	Total 2020
	£	£
Individuals:		
SIM - Penny Bakewell	4,182	4,100
WBT - Tony and Carol Smith	3,049	5,125
WEC - Colin Bearup	8,339	8,175
GEM - Rachel Spencer	4,111	3,050
UCCF - Rosie O'Donnell	2,591	2,050
MAF - Nathanael Smith	2,000	-
Travel Expenses	-	243
	24,272	22,743
National Agencies:		
CPAS	1,100	1,100
Friends International	1,100	1,100
UCCF	600	600
Church of England Evangelical Council	1,000	1,000
Global Leadership Network	200	-
	4,000	3,800
Local Organisations:		
English +	6,000	6,000
Magdalen Project	1,100	1,100
Norwich Youth for Christ	1,100	1,100
UEA Christian Union	600	850
	8,800	9,050

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
 PARISH OF HEIGHAM, NORWICH
 HOLY TRINITY CHURCH
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 FOR THE YEAR ENDED 31 DECEMBER 2021**

17

(Continued)

Total

37,072

35,593

Charity Registration No. 1132477

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH**

HOLY TRINITY CHURCH

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Mr Philip Courtier
Ms Michele Curtis
Dr Thomas Gray (Appointed 5 May 2021)
Ms Barbara Drake
Dr Antony Smith (Appointed 5 May 2021)
Ms Sandra Isaac
Mr Jason Wilson
Mr Jonathan Mason (Appointed 27 September 2021)
Mr Roger Hibbins (Appointed 28 April 2021)
Mr Alex Russell
Mr William Myall
Ms Rosamund O'Donnell
Mr Paul Henery (Appointed 1 January 2022)
Revd Dr Richard James

Charity number

1132477

Principal address

110A Trinity Street
Norwich
Norfolk
NR2 2BJ

Independent examiner

Dominic Shaw FCCA
Aston Shaw Limited
The Union Building
51-59 Rose Lane
Norwich
Norfolk
England
NR1 1BY

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH**

I report to the trustees on my examination of the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich (the Charity) for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.

Aston Shaw

Dominic Shaw FCCA

Aston Shaw Limited
The Union Building
51-59 Rose Lane
Norwich
Norfolk
NR1 1BY
England

Dated:

6th May 2022

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total Unrestricted funds 2021 £	Restricted funds 2020 £	Endowment funds 2020 £	Total 2020 £
<u>Income from:</u>								
Donations and legacies	2	349,968	2,995	-	352,963	14,959	-	330,675
Church activities	3	3,854	-	-	3,854	-	-	4,413
Income from investments	4	11,707	-	32	11,739	-	178	9,494
Total income and endowments		365,529	2,995	32	368,556	14,959	178	344,582
<u>Expenditure on:</u>								
Charitable activities	5	373,567	774	32	374,373	14,126	-	356,514
Investment property costs		3,548	-	-	3,548	-	-	5,188
Total resources expended		377,115	774	32	377,921	14,126	-	361,702
Revaluation gain		53,000	-	-	53,000	-	-	-
Net movement in funds		41,414	2,221	-	43,635	833	178	(17,120)
Net movement in funds		41,414	2,221	-	43,635	833	178	(17,120)
Fund balances at 1 January 2021		717,342	832	31,991	750,165	-	31,813	767,285
Fund balances at 31 December 2021		758,756	3,053	31,991	793,800	833	31,991	750,165

The statement of financial activities includes all gains and losses recognised in the year.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

All income and expenditure derive from continuing activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
BALANCE SHEET**

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Tangible assets	10		24,885		34,796
Investment properties	11		483,000		430,000
CBF Church of England Deposit Account	12		42,818		42,818
			<u>550,703</u>		<u>507,614</u>
Current assets					
Debtors	13	12,000		12,741	
Cash at bank and in hand		239,410		237,419	
		<u>251,410</u>		<u>250,160</u>	
Creditors: amounts falling due within one year	14	(8,313)		(7,609)	
Net current assets			243,097		242,551
Total assets less current liabilities			<u>793,800</u>		<u>750,165</u>
Capital funds					
Endowment funds - general			31,991		31,991
Income funds					
Restricted funds			3,053		833
Unrestricted funds			758,756		717,341
			<u>793,800</u>		<u>750,165</u>

The financial statements were approved by the Trustees on 14/3/22

Mr William Myall
Trustee

Paul Henery
Mr Paul Henery
Trustee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of Heigham, Norwich is a unincorporated charity.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

(Continued)

General funds Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.

Tangible fixed assets reserve Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets.

Investment property reserve Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property.

Training fund Funds set-aside by decision of the PCC in 2018 to cover the costs over 3 years of training a Children's Worker.

Fabric fund Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019). PCC approved an additional transfer into this fund during 2021.

Jenny Lind project fund Funds set-aside by decision of the PCC in 2018 to cover the costs of progressing our ministry in the North East of the parish (Jenny Lind and Vauxhall Street area), including the employment of staff who will support this ministry (designation clarified by PCC in 2019). In 2021 the PCC's strategy for progressing this ministry was developed: this is now integral to the church's overall parish outreach which is funded from the general funds and no clear plan had emerged from the strategy for how the Jenny Lind fund would be used within its existing designation. The PCC therefore approved the de-designation of the Jenny Lind fund and the remaining funds were transferred to the general funds in 2021. Ongoing ministry in the North East of the parish will be funded from general funds. The donor who had initially provided the funds was consulted and supported this decision.

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must 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 individual funds on an average balance basis. Restricted "income" funds comprise:

Hardship Fund Donations for the Hardship Fund were collected during 2020 and 2021 for the support of individuals and families within our congregation or community who are in severe hardship.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

(Continued)

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. Endowment funds comprise:

Bransby	An endowment with interest earmarked for costs of youth work. The assets
Legacy	of the legacy are held on deposit within the CBF Church of England Deposit Fund.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold improvements	10% Straight Line
Other office equipment	25% Straight Line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies

(Continued)

1.7 Investment properties

Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.

1.8 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Accounting policies (Continued)

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Giving - standing orders	254,103	-	254,103	226,614	-	226,614
Giving - Sunday collections	1,345	-	1,345	1,077	-	1,077
Giving - other planned	15,717	-	15,717	14,796	-	14,796
Giving - other	18,791	2,470	21,261	20,436	12,711	33,147
Income tax recoverable (Gift Aid)	56,125	525	56,650	51,675	2,248	53,923
Grants	225	-	225	1,118	-	1,118
Legacies received	3,662	-	3,662	-	-	-
	<u>349,968</u>	<u>2,995</u>	<u>352,963</u>	<u>315,716</u>	<u>14,959</u>	<u>330,675</u>

3 Charitable activities

	Charitable Income 2021 £	Charitable Income 2020 £
Wedding & funeral fees	885	707
Church & hall hire	1,050	701
Other receipts	1,919	3,005
	<u>3,854</u>	<u>4,413</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

4 Other trading activities

	Unrestricted funds	Endowment funds general	Total	Unrestricted funds	Endowment funds general	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Rental income (26 Trinity Street)	11,670	-	11,670	9,250	-	9,250
Interest received	37	32	69	66	178	244
Other trading activities	11,707	32	11,739	9,316	178	9,494

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

5 Charitable activities	2021 £	Restricted Funds 2021 £	Endowment funds 2021 £	Total 2021 £	2020 £
Staff costs	125,234	-	32	125,265	108,812
Depreciation and impairment	13,160	-	-	13,160	12,699
Mission - Local outreach	3,530	774	-	4,304	16,328
Pension costs	4,611	-	-	4,611	3,746
Maintenance of buildings and equipment	30,976	-	-	30,976	28,518
Events & hospitality	1,475	-	-	1,475	1,672
Books	7,551	-	-	7,551	4,569
Jenny Lind property rental	6,533	-	-	6,533	6,047
Diocesan parish share	90,000	-	-	90,000	90,000
Utilities (light, heat and water)	10,169	-	-	10,169	9,603
Young people's activities	1,494	-	-	1,494	1,455
Staff/clergy expenses	5,828	-	-	5,828	3,199
Training	9,742	-	-	9,742	9,879
Other expenditure	3,980	-	-	3,980	2,672
Music	1,463	-	-	1,463	1,231
Insurance	4,522	-	-	4,522	4,648
Office costs, advertising, IT and telephone	9,781	-	-	9,781	9,813
Accountancy assurance fees	1,560	-	-	1,560	1,560
Payroll and HR support	2,623	-	-	2,623	3,062
Other groups activities	2,263	-	-	2,263	1,407
	336,495	774	32	337,301	320,920
Rental property expenses	3,548	-	-	3,548	5,189
	340,043	774	32	340,849	326,109

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

5 Charitable activities				(Continued)
Analysis by fund				
Unrestricted funds	340,043		340,043	342,388
Restricted funds	-	774	-	14,126
Endowment funds - general	-	-	32	-
	<u>340,043</u>	<u>774</u>	<u>32</u>	<u>356,514</u>
	<u><u>340,043</u></u>	<u><u>774</u></u>	<u><u>32</u></u>	<u><u>356,514</u></u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

6 Grants payable

	2021 £	2020 £
Mission grants - individual partners	24,272	22,743
Mission grants - agencies	12,800	12,850
	<u>37,072</u>	<u>35,593</u>

7 Diocesan Parish Share

The parish share allocated to the PCC for 2021 was £90,000 (2020 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2021 the PCC paid its full £90,000 parish share (2020 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2021 (£90,000) for the year ending 31 December 2022.

8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Church activities	5	4
Management and administration	4	4
Total	<u>9</u>	<u>8</u>

Employment costs

	2021 £	2020 £
Wages and salaries	125,266	108,812
Other pension costs	4,611	3,747
	<u>129,877</u>	<u>112,559</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

8 Employees

(Continued)

During the year the PCC employed the following staff: a church manager (left September), two ministry assistants (one left August, one appointed September), two youth and children's workers, a part-time young people's coordinator (Jenny Lind) (left March), a caretaker, a part-time maintenance operative (left September), a part-time administrator, a part-time organist, a part-time parish mission enabler (appointed September) and a graphics assistant on a casual basis

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2021 nor for the year ended 31st December 2020,

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

A salary was paid to three PCC members or related parties during the year to 31st December 2021:

- Mr D Appleton (PCC member until May 2021 and treasurer), administrator £7,860 (2020: £7,856)
- Mr R Canniffe (PCC member), ministry assistant until August 2021: £12,949 (2020: £17,674)
- Mrs C James (wife of PCC chair), parish mission enabler from September 2021: £2,902 (2020: £0)

A mission grant was paid to one PCC member or related party during the year to 31st December 2021:

- Miss R O'Donnell (PCC member) £2,591 (2020: £2,050)

In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

There were no employees whose annual remuneration was more than £60,000.

9 Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,560 (2020: £1,560) and payroll services of £1,062 (2020: £960), the latter of which are included within 'Payroll and HR Support'.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

10 Tangible fixed assets

	Freehold improvements £	Other office equipment £	Total £
Cost			
At 1 January 2021	61,125	81,341	142,466
Additions	-	3,250	3,250
At 31 December 2021	61,125	84,591	145,716
Depreciation and impairment			
At 1 January 2021	55,160	52,511	107,671
Depreciation charged in the year	1,987	11,173	13,160
At 31 December 2021	57,147	63,684	120,831
Carrying amount			
At 31 December 2021	3,978	20,907	24,885
At 31 December 2020	5,965	28,831	34,796

11 Investment property

	2021 £
Fair value	
At 1 January 2021	430,000
Net gains or losses through fair value adjustments	53,000
At 31 December 2021	483,000

In early 2019, the investment property, being the house at 26 Trinity Street, was informally valued by a local agency to be in the region of £430,000 - £450,000 based on recent sale values of nearby properties and their knowledge of this property. With this in mind, members of the PCC approved a valuation for this property of £430,000 as at 31 December 2018, with the resulting revaluation adjustment reflected in the Accounts for the year ended 31 December 2018. PCC reviews this valuation annually and in January 2022 approved a revised valuation as at the end of 2021 of £483,000 reflecting increased house prices in the area and the estimate on the property pricing website Zoopla. The net book value of the investment property is attributable to the investment fund.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

11	Investment property	(Continued)	
		2021	2020
		£	£
	Freehold Property	483,000	430,000
		<u>483,000</u>	<u>430,000</u>
12	CBF Church of England Deposit Fund		
			£
	At 1 January 2021 and at 31 December 2021		<u>42,818</u>
	Funds held on deposit include amounts attributable to the Bransby Legacy.		
13	Debtors	2021	2020
	Amounts falling due within one year:	£	£
	Income tax recoverable on Gift Aid donations	4,512	6,176
	Other debtors	1,928	1,803
	Prepayments and accrued income	5,560	4,762
		<u>12,000</u>	<u>12,741</u>
14	Creditors: amounts falling due within one year	2021	2020
		£	£
	Other creditors	<u>8,313</u>	<u>7,609</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021

15 Analysis of net assets between funds	Unrestricted funds 2021 £	Restricted funds		Endowment funds		Total	
		2021 £	2021 £	2021 £	2021 £	2021 £	2021 £
Fund balances at 31 December 2021 are represented by:							
Tangible assets	24,885	-	-	-	-	24,885	34,796
Investment properties	483,000	-	-	-	-	483,000	430,000
CBF Church of England							
Deposit Fund	10,827	-	31,991	10,827	31,991	42,818	42,818
Current assets/(liabilities)	240,043	3,054	-	241,718	-	243,097	242,551
	<u>758,755</u>	<u>3,054</u>	<u>31,991</u>	<u>717,341</u>	<u>833</u>	<u>793,800</u>	<u>750,165</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HEIGHAM, NORWICH
HOLY TRINITY CHURCH
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2021**

16 Movement in unrestricted funds

Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	(4,461)
Fabric Fund (Chairs and screen)	(5,449)
Fabric Fund (transfer from general funds approved by PCC)	40,000
Jenny Lind Fund (de-designation approved by PCC)	(94,599)
General funds	64,509
Net Total	0

17

**Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2021**

	Total 2021	Total 2020
	£	£
Individuals:		
SIM - Penny Bakewell	4,182	4,100
WBT - Tony and Carol Smith	3,049	5,125
WEC - Colin Bearup	8,339	8,175
GEM - Rachel Spencer	4,111	3,050
UCCF - Rosie O'Donnell	2,591	2,050
MAF - Nathanael Smith	2,000	-
Travel Expenses	-	243
	24,272	22,743
National Agencies:		
CPAS	1,100	1,100
Friends International	1,100	1,100
UCCF	600	600
Church of England Evangelical Council	1,000	1,000
Global Leadership Network	200	-
	4,000	3,800
Local Organisations:		
English +	6,000	6,000
Magdalen Project	1,100	1,100
Norwich Youth for Christ	1,100	1,100
UEA Christian Union	600	850
	8,800	9,050

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
 PARISH OF HEIGHAM, NORWICH
 HOLY TRINITY CHURCH
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 FOR THE YEAR ENDED 31 DECEMBER 2021**

17

(Continued)

Total

37,072

35,593

Accounts

Holy Trinity Church, Heigham, Norwich

Annual Report
of the
Parochial Church Council

for the year ended 31st December **2020**

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The Financial Statements of the Parochial Church Council for 2020 appear in a separate document. They may be downloaded from our website or ask at the Church Office for a copy.

HOLY TRINITY CHURCH

HEIGHAM, NORWICH

110A Trinity Street, Norwich NR2 2BJ

Annual Report of the Parochial Church Council for 2020

PCC Membership

Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted by the PCC to fill vacancies in accordance with the provision of the Constitution of the church. During the year the following served as members of the PCC:

Ex Officio:

Revd Dr Richard James	Rector
Revd James Pinto	Curate

Officers:

Mr Dave Appleton	Treasurer
Mrs Louise Cumberland	Secretary

Elected:

Mr Andy Gray	Churchwarden Elected at APCM 2020 (Elected Member term expired at APCM 2020)
Mr Bill Myall	Churchwarden Elected at APCM 2020
Mrs Sandra Isaac	Churchwarden until APCM 2020, Deanery Synod – re-elected at APCM 2020
Mr Lewis Jarrett	Churchwarden until APCM 2020
Mr Jason Wilson	Deanery Synod – re-elected at APCM 2020
Mr Nigel Parfitt	Lay Reader term expired at November 2020
Mrs Margaret Gray	Lay Reader Elected November 2020 (Deanery Synod Elected January 2021)
Mr Dave Appleton	Term expired at APCM 2020
Mrs Gill Hulme	Term expired at APCM 2020
Ms Alison Vinall	Term expired at APCM 2020
Mrs Barbara Drake	Elected at APCM 2018
Mr Simon Elphick	Elected at APCM 2018
Mrs Catherine Spokes	Elected at APCM 2018
Mrs Vicki Hibbins	Elected at APCM 2018
Mr Peter Gosling	Elected at APCM 2019
Mr Alex Russell	Elected at APCM 2019
Mr Rob Canniffe	Elected at APCM 2019

Ms Michele Curtis	Elected at APCM 2019
Mr Phil Courtier	Elected at APCM 2020
Mrs Sumudu Edwards	Elected at APCM 2020
Ms Rosamund O'Donnell	Elected at APCM 2020, Deanery Synod elected APCM 2020

Electoral Roll

Membership at APCM October 2020: 242.

This represents a net increase of 8 since April 2019. The Roll was re-created from scratch in 2019 and will be re-created from scratch again in 2025.

Average Sunday Attendance (Adults)

Service	Average attendance in October 2020 (adults)	Average attendance in 2020 (full year: adults)	Average attendance in October 2019 (adults)
9.30 am		141* (up to 8 th March)	141*
10.00 am	64 [†]	62 [†] (from 4 th October)	
11.15 am		32 (up to 8 th March)	41
6.30 pm	68 [†]	72 (up to 8 th March) 60 [†] (from 9 th July)	76

*including 10 children's/youth leaders

[†] Limited in-person congregations due to Covid restrictions

In-person services were stopped in March 2020 as a result of the Covid-19 pandemic, however services continued to take place and were livestreamed and broadcast via YouTube. Children's and youth groups alongside services were also stopped in person but continued online. In-person services resumed in July (evening only) and October (morning and evening) but with restricted numbers attending in person. There were no in-person services for four weeks in November during a second national lockdown but the morning and evening services resumed in December for restricted numbers of in-person attendees. Services continued to be livestreamed and participated in via YouTube throughout these periods.

Public Benefit Aims of the PCC

The PCC (Powers) Measures 1956 states that the aims of the PCC 'shall include cooperation with the clergy in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical'. Our mission as a church is to enable as many as possible to be drawn into the community of the parish church as worshippers of the Lord Jesus Christ. Our cooperation in this endeavour can be summarised in two objectives:

- To confer on all matters relating to the life, ministry, worship, service, evangelism and buildings of the church.
- To collaborate with the Rector in taking forward the strategy and mission of the Church (within the PCC's statutory powers).

At the beginning of 2019 the PCC reviewed and affirmed our vision to "Refresh our Welcome", "Raise and Resource Discipleship" and "Release the Gospel across our Community and City".

Review of progress and achievements

Our vision

In support of our threefold vision, during the year the PCC has:

- Encouraged the continuation of the termly Welcome Course (online from March onwards) to help newcomers joining in person and online to become familiar with and committed to the church gospel vision and ministry
- Recognised the value of "Zoom coffee" for church members, or for small groups, to facilitate fellowship after the 10am Service weekly during the pandemic
- Supported the recruitment of staff to encourage and undertake disciplemaking ministry as part of our vision, including appointing Lucy Cross and Gareth Evans to start in September
- Reviewed the challenges of the pandemic and affirmed the value of online church services and other activities to all members in the pandemic, and potentially in the future for those exploring faith or unable to attend in person
- Recognised the initiative and ingenuity shown by many of our groups in adapting to ministry online where possible or other ways to stay in touch where not
- Established a "hardship fund" to support individuals and families in need owing to the pandemic, including providing lunch vouchers for Bignold School
- Overseen the establishment of a Holy Trinity YouTube Channel which carries our online services and many other videos providing encouragement for young people and adults
- Encouraged membership of and (in lockdown) noted the pastoral value of small groups, with a modest increase in numbers in groups: also noted a need to establish more groups and raise up more leaders.

- Noted the good attendance at Prayer Focus which has continued very successfully on “Zoom”. A new midweek prayer meeting was launched in lockdown which continues online alongside a previously existing one.
- Established a network of pastoral support by phone calls during lockdown, along with a weekly mailing to those church members who are not online
- Supported the delivery of pastoral gifts and cards at Christmas to all members who are isolated or facing especial losses or trials for any reason
- Supported the promotion of a “book of the term” in each season as resources for personal discipleship and equipping for evangelism
- Discussed our growing culture of personal evangelism, and to this end continued to encourage our initiative to “pray for 5” contacts, friends or family to come to Christ
- Continued the vision for making disciples through 1:1 Bible reading (although more difficult in lockdown) and committed to leading by example in this and in personal evangelism
- Noted the key role of the Discover Course (online in lockdown) in giving seekers and new members a place to hear the gospel, ask questions, and be integrated into the church family
- Noted the importance of Easter and Christmas as seasons in which we can invite our parishioners and other guests to services, with many guests attending online and in person
- Welcomed new members in baptism and confirmation
- Supported the August Holiday Club online in reaching out to local children
- Continued to build links with Bignold School
- Consulted the congregation and obtained necessary permissions for replacement of our church chairs with newer, lighter and stackable ones funded using our fabric budget and a generous one-off gift (ordered and installed Spring 2020). It was arranged for two other churches to benefit from our old chairs.
- Continued to support work discipling refugees as a ministry of the church
- Explored the installation of a handrail to improve safe access to the raised platform at the front of the nave in the church building (faculty application result awaited)
- Acquired camera and IT equipment for broadcasting services and other activities from the church building online and established a team to operate it
- Introduced termly “Guest Events”, one on “Life After Lockdown” and another on “Where is God in a Messed Up World?” The aim is to provide an opportunity for members to invite friends or family to hear the gospel and ask questions in an informal setting.

Our staff

During the year the PCC has:

- Appointed a second Ministry Assistant to work alongside Issy Bennett – Rob Canniffe appointed January 2020

- Decided not yet to appoint a second Ministry Assistant replacing Issy Bennett, who ended her training role in September, owing to pandemic budgetary restraints
- Appointed Lucy Cross and Gareth Evans to lead in youth and children's discipling
- Continued to employ Margarete Cuffley as Church Manager, with Dave Appleton part-time Administrator
- Continued to employ Gemma Stapleford as Jenny Lind Afterschool Club Worker
- Continued to employ Nic Carver as part-time Maintenance Worker and Hesam Safari as part-time Caretaker/Cleaner
- Deferred review of a paid music director/coordinator role, and continued to employ Richard Cockaday as part-time Organist
- Continued to review and update the pay, contracts and employment policies for all employed staff

Finance

During the year the PCC has:

- Monitored our cash flow, income and expenditure regularly through the year.
- Approved the financial statements for 2019.
- Considered and agreed the budget for 2020.
- Held a Commitment Sunday in November to invite and inspire giving in support of our fresh vision.
- Continued to consider use of a fund set aside largely to support outreach to the parish, especially the Jenny Lind area, with a smaller proportion set aside for theological training of Ministry Assistants and Children's/Youth workers

Other matters

During the year the PCC has:

- Updated the Safe Haven Safeguarding Policy in line with recommendations from the Diocese and took steps to bring our own procedures for the safeguarding of children and young people in line with that policy.
- Received reports from our Fabric Group, Administration and Finance Action Group and set up a Mission Action Group to support mission partners and other gospel work nationally and internationally. Each group comprises an appropriate mixture of PCC and non-PCC members, to be responsible to the PCC for its relevant sphere of activity.
- Given time to pray about and consider our strategic direction.
- Continued reading and discussing the book "The Vine Project" to help our church leadership to allow our ministry priorities to be shaped by our vision for being a discipling church

Vision for 2021

We aim to continue our vision to make disciples who make disciples, based upon the Great Commission of Matthew 28:16-20. To that end we continue to focus upon three priorities with a small number of key goals within each:

REINFORCE OUR WELCOME

- Continue to improve our Sunday welcome to all, online and in person
- Develop relationships across all backgrounds, ages & cultures

RAISE AND RESOURCE DISCIPLES

- Help all to continue to hope in Christ throughout the viral pandemic
- Continue to encourage each of us to read the Bible and pray with someone 1:1 as well as in personal devotions
- Strengthen and grow more Small Groups through training of leaders
- Continue to encourage and enable prayer, both personal and corporate

REACH OUR COMMUNITY AND CITY

- Engage those in our diverse parish, Jenny Lind area and the local communities in which we live, building relationships in which we can share the good news about Jesus
- Continue to encourage each of our ministries to share the good news of Christ in word as well as action
- Build confidence in personal evangelism by prayer, practice and providing resources
- Invite guests to the Christianity Explored Course and other events online and in person

Communication

During the year the PCC has sought to communicate our work to the wider church. This can be by speaking to the congregation at services or by regular reports via our church email newsletter. Approved minutes are available to view in our church building.

PCC is grateful to our secretary Louise Cumberland and our treasurer Dave Appleton for all the work they do to make much of the above possible. Also to Sandra Isaac and Lewis Jarrett, (Churchwardens to APCM 2020), Andy Gray and Bill Myall (Churchwardens from APCM 2020), Alison Vinall (Assistant Warden and Deputy Chair to APCM 2020) and Phil Courtier (Deputy Chair from APCM 2020).

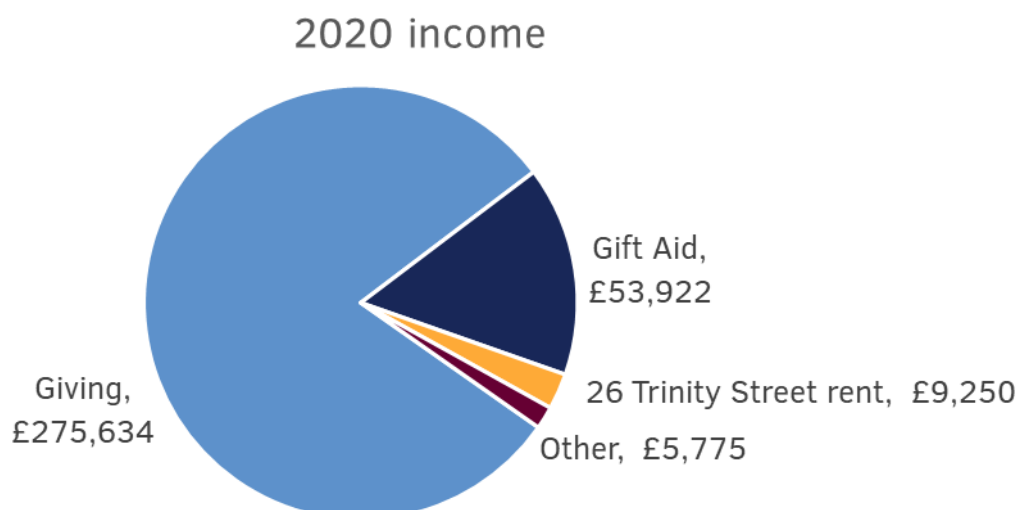
Financial Review

The PCC is a charity and has been registered with the Charity Commission since 2009. This is in compliance with the Charities Act 2011, which specifies that a PCC with an annual income in excess of £100,000 must register. Our charity number is 1132477.

Volunteers who give their time and resources enable a large number of activities to be run by the church. It is not possible to quantify the extent of this help, but without it the church could not continue its work.

Income in 2020

The majority of the church's income (96%) comprised gifts received from its members and attendees and associated Gift Aid (recoverable tax). Other income comprised of rental of 26 Trinity Street and other sundry income. The total income for the year was £344,581, the breakdown of which is shown in the following pie-chart:



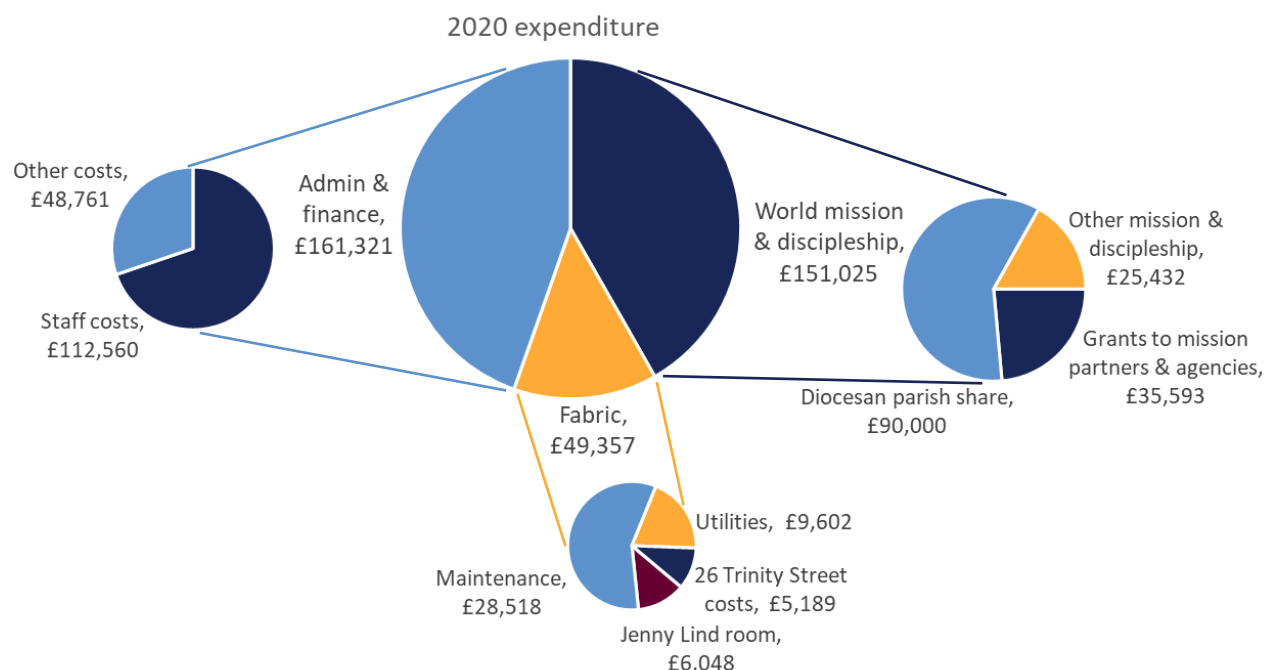
As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. In part due to the Covid-19 pandemic, giving decreased during 2020, however following an appeal in October 2020 it started to rise again. By the end of the year the total amount of regular giving in 2020 remained lower than in 2019 but due to some one-off gifts the total giving figure for 2020 finished 6% higher than in 2019.

Other income fell from £18,290 in 2019 to £15,024 in 2020, for a range of reasons many of which were associated with the pandemic (reduction in hall hire and car park permit usage and fewer weddings and funerals in church).

Expenditure in 2020

The church's expenditure was £361,703, a 16% increase compared to 2019 (£312,434). The increase was mostly attributable to increased staffing costs including the employment of two new Youth and Children Workers. Another factor was the adoption of the Jenny Lind

project including associated room rental costs and the employment of Gemma Stapleford – these begun in August 2019 so 2020 was the first year bearing the full year costs. The church's expenditure reflects responsibilities in the parish, the diocese, and both nationally and internationally, and breaks down as follows:



Although there is no legal liability on the PCC to pay the Diocesan Parish Share, the PCC is aware of its responsibilities in relation to the financial position within the diocese. Our staff costs do not include the cost of our Rector or Curate. Both have their stipends paid by the diocese and therefore their costs should be set against the Parish Share. The diocese also owns and maintains The Rectory and the Curate's house, and owns the church building. The Parish Share also supports mission and evangelism across the wider diocese covering Norfolk and Waveney. In 2020 the PCC paid £90,000 for the year, the amount set by the diocese at the start of the year (the same as in 2019).

Funds and Reserves

The church has the following restricted fund (that is, fund that the PCC is not free to spend however it pleases): the Bransby legacy endowment fund (£31,991).

Unrestricted funds include the value of our property as well as money in the bank. The church owns 26 Trinity Street, which provides a potential mixture of rental income and capital growth. The valuation of this property is currently set at £430,000.

At the end of 2020, the church had unrestricted funds of £717,340 including the £430,000 attributed to 26 Trinity Street. Other unrestricted funds included a Jenny Lind project fund (£98,299), a fabric fund (£101,042), a training fund (£10,828) and tangible fixed assets reserve (essentially property that could be sold to release finances) of £16,348.

The remainder of our funds, our general reserves, are essentially the money the PCC has that is free to spend. Each year the PCC reviews its Reserves Policy and in January 2021 it reviewed it keeping the levels the same but adjusting the wording to:

‘Reserves’ are the financial resources the PCC has available to spend for the church’s purposes once it has met its commitments and covered its planned expenditure. They are those funds that are free to be spent – i.e. they are not restricted or designated for specific purposes, nor held in an endowment fund, nor invested in fixed assets.

We need reserves because not all our income comes in at the same rate as we spend it, and to enable us to continue meeting our commitments if our income is lower than we expect or if our expenditure is higher than we expect.

The PCC’s policy is to maintain reserves of £60,000 which takes account of the following:

- Three months’ budgeted expenditure in 2020 amounts to £114,000;
- Delaying paying three months’ Parish Share would temporarily free up £22,500;
- PCC holds a Fabric Fund (£110,000 at the start of 2020) and this fund could help to absorb any major fluctuations in buildings expenditure.

In addition to its reserves and the Fabric Fund, the PCC holds a Training Fund designated to cover the costs over 3 years of training a Children's Worker and a Jenny Lind project fund to cover the costs of progressing our ministry in the North East of the parish.

The PCC undertakes to review this reserves policy on an annual basis.

At the end of 2020 our General Reserves stood at £60,823, very close to the level in the policy.

Outlook for 2021 and beyond

Prior to October 2020 the financial outlook for 2021 looked concerning. Giving had gone down, partly as a result of the pandemic and especially because we had been unable to hold the usual appeal during the spring. Spend had gone up as a result of the successful recruitment of two Youth and Children Workers. With all other things being equal, the increased salary costs and the decreased income pointed to a deficit of £83,000 – a situation that we could not afford.

We are hugely grateful to God and to our church members for responding positively to this situation. Increases in regular giving amount to over £50,000 a year (after factoring in Gift Aid) which goes a long way towards closing this gap.

That still leaves a gap, and there is more work that we would like to do if funds permit, so we are therefore seeking further increases in regular giving in 2021 in order to continue resourcing our vision throughout this year and beyond.

Risk

Safeguarding - Child Protection and Vulnerable Adults

The PCC has a formal policy statement and an appointed Safeguarding Officer. The policy is reviewed annually by the PCC. A copy of the policy is displayed in the Church and the Safeguarding Officer provides a copy to all those involved in youth and children's work and is responsible for monitoring compliance with that policy. A full safeguarding report appears later in this document.

Financial

At the end of 2020, the PCC's free reserves had risen to £60,823, very close to the level set in its Reserves Policy (see above). There are designated funds totalling £210,170 which, although set aside for particular purposes, are not legally restricted.

However, whilst this may appear to be a healthy financial situation, the balances and the current level of income are insufficient to sustain the level of expenditure that is required to deliver our vision in the longer term. PCC set an ambitious budget for 2021 in order to be able to deliver our existing activities, but without further increases in giving this will leave us with a deficit.

The church accounts are reconciled monthly and any significant variance from the budget is investigated. The accounts are subject to an annual assurance review in accordance with the Charities Act 2011 and the Church Accounting Regulations 2006, together with the Charities Statement of Recommended Practice 2005.

Legislative

These include health and safety, disability and other discrimination and data protection. The PCC has reviewed the legislative requirements in these areas. It is aware of a number of health and safety issues that need to be resolved, and is taking steps to address these.

Reputational

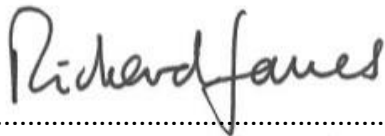
The PCC is aware of the church's activities (and those of its members) and has sought to conform to the highest standards associated with a religious organisation. Whilst there is no formal process of review over the many activities undertaken, the PCC is prepared to investigate any concerns that come to its attention or are reported to it by members of the congregation or by outside parties.

Bankers and Accountants

Bankers: Barclays Bank plc of 5/7 Red Lion Street, Norwich and The Cooperative Bank plc of 69 London St, Norwich.

Accountants: Aston Shaw, Chartered Certified Accountants, Union Building, 51-59 Rose Lane, Norwich, Norfolk, NR1 1BY

Approved by The Parochial Church Council on 15th April 2021 and signed on its behalf by:

A handwritten signature in dark ink, appearing to read 'Richard James', written over a horizontal dotted line.

Richard James, Chairman

Holy Trinity Church, Norwich - Fabric Report for 2020

The Church

The church is Victorian and dates from 1859-61 to the design of William Smith of London to serve the housing developments then being proposed on the outskirts of South Heigham. It is a Grade II listed building which is owned by the Diocese but occupied by the PCC, who are responsible for its care and maintenance.

A 5-yearly professional inspection of the church building (Quinquennial Review) is required by the Diocese, to identify work recommended for the PCC to maintain the structure of the building. The most recent Quinquennial Review was undertaken in July 2017. In summary this noted that the property is well cared for and maintained and the shrubs and trees within the churchyard kept well-trimmed. The report recommended various works costing approximately £20,000 per year over the next four years (2018 – 2021), in addition to routine maintenance works.

During 2020 we have incurred the following expenditure on the church building and equipment:

- New church chairs, capitalised as fixed assets (£24,597)
- Audio-visual equipment for livestreaming events, capitalised as fixed assets (£2,597)
- Other items, capitalised as fixed assets (£3,116)
- Quinquennial work - flint repairs to church and walls (£2,955)
- Upgrade and repair of light fittings in Meeting Place and offices (£8,450)
- Routine maintenance of church building (£7,590)
- Grounds and car park maintenance (£819)
- Cleaning materials and janitorial (£1,561)
- Equipment and fittings (£2,560)
- Heating, water and other utilities (£6,685)

Some residual Quinquennial work previously identified for 2020 has been deferred until 2021. The Fabric Group will be reviewing and prioritising relevant projects so as to reflect the 2021 budget agreed by the PCC.

Throughout the year there are small items of work that crop up and need tackling, so it is not an exact science knowing how much to budget for repairs and maintenance, albeit much of the on-going repair work is carried out in-house. This is a good place to say a huge 'Thank you' to Nic (our Maintenance Worker) and Hesam (our Caretaker/Cleaner), and to also acknowledge the assistance provided by many others during the year.

The Church Hall, Cambridge Street

The church hall was most recently renovated in 2014, providing an accessible fire exit, emergency signage, large walk-in lockable storage cupboards, new children's toilet area and baby changing facilities.

During 2020 we undertook the following projects:

- Routine maintenance of hall building and grounds (£1,921)
- Heating, water and other utilities (£1,663)

Works being considered for future years include renovation of the internal doors and upgrade of the kitchen.

26 Trinity Street

This terraced house has been owned by Holy Trinity for many years. It sits on the left side of the passage that leads through to the church hall. We have space for up to three tenants, intended to provide a good home for Christians moving into the area and which also provides a useful income stream that helps fund the church activities. We are grateful to Nigel Chapman for managing this property for the church.

During 2020 the following work was completed:

- Replacement of carpets (£1,499)
- Routine maintenance (£246)
- Heating, water and other utilities (£3,443)

The next task is to renovate the upstairs bathroom, and we are likely to commence this in summer 2021.

Other properties

The PCC has in recent years also taken forward specific outreach work centred in the Jenny Lind area, and as part of this vision we occupy the Jenny Lind Room which is strategically placed on Vauxhall Street, and a nearby garage that we use for storage. Our expenditure on these properties for 2020 comprises rent (£6,048), maintenance (£313) and utilities (£1,254). We propose to upgrade the kitchen facilities and we are grateful to Peter Gosling for having led on this project over the last year.

As a PCC we are not responsible for the Rectory or the Curate's accommodation. However we are mindful of the needs of the Rector and Curate and their families, and are happy to contribute towards the upkeep and furniture where appropriate. During 2020 we contributed £4,400 towards the refurbishment of these properties.

Fabric Group

The Fabric Group was established by the PCC during 2017 to coordinate and lead the maintenance and development of our properties. This comprises one of the Churchwardens, the Maintenance Worker and 2-3 others, at least one of whom should be a member of the PCC. The Rector is a standing member.

The Fabric Group currently comprises Mike Bach (Chair), Bill Myall (Churchwarden), Nic Carver (Maintenance Worker), Margarete Cuffley (Church Manager), and Carole James. Richard James (Rector) is a standing member – copied in on our papers and welcome to attend Fabric Group meetings. The papers are also copied to Nigel Chapman who is welcome to attend the Fabric Group meetings as required.

Bill Myall – Churchwarden

Mike Bach – Chair of Fabric Group

29 March 2021

Safeguarding Report for 2020

This is the Safeguarding report for the twelve months to December 31st 2020.

Holy Trinity has adopted the Parish Safeguarding Handbook 2018 with some minor amendments as agreed by the PCC primarily regarding training due to the continued lack of available training in some areas.

The Diocese introduced the online Parish Safeguarding Dashboard which is has been completed and is kept up to date. This dashboard is visible to the Diocese as a check on compliance with safeguarding issues.

The dashboard shows the following outstanding items: -

- Recruiter training, S1, not completed by both DBS Administrators. Training not available.
- Safeguarding training, C1, not completed by one PCC member.
- Safeguarding training, C1, not completed by one older member of the Noah's Boat team. This person has no internet access and there is no face-to-face training available.
- Leadership training, C2, not completed by one warden. Training not available.

The Safer Recruitment procedure as contained in the Parish Safeguarding Handbook 2018 is now in force. The additional safeguards (application form, interview has been held and two references) in place means that recruitment of volunteers will take longer. It is not possible to recruit new, unchecked, or trained, volunteers at short notice. I can confirm that this procedure is followed, and that DBS checks and training are undertaken where I have been informed of new leaders or helpers.

The PCC has confirmed that it takes “due regard” of the House of Bishops’ Safeguarding Policy and Practice Guidance.

16 DBS checks, both new and renewal checks have been undertaken in 2020. 1 check for a PCC member remains outstanding.

8 Confidential declaration forms have expired and although at least two requests have been issued to each person no response has been received. These leaders or helpers are unable to work with groups or carry out their roles, either face to face or via Zoom, until a new declaration form has been obtained. The Youth Workers have been informed.

Lay Ministers and Authorised Worship Assistants checks and training are the responsibility of the Diocese. Checks and training for anybody with any of these roles are not monitored by the Holy Trinity Safeguarding Officer. It is assumed that anybody in these roles is fully compliant. Individuals in any of these roles are responsible for ensuring that they are up to date with all requirements including training.

6 people have completed Safeguarding training. It has previously been agreed by PCC that relevant training must be completed within 3 months of commencing in any role.

Risk assessments were completed for working with children and groups online during the pandemic. Diocesan guidance was followed for meeting via video conferencing. Risk assessments have been completed for when children's groups can meet in person taking account of Covid-19 restrictions and guidance.

During the past twelve month's I have had 2 possible issues of Safeguarding concerns raised with me. In addition, various procedural queries were raised by staff and volunteers. The Diocesan Safeguarding Officer was contacted where necessary for advice and confirmation that actions taken were sufficient. After the initial response to the two issues, no further action was required in any of these issues.



Andy Gray

Safeguarding Officer

12.01.2021

Norwich South Deanery Synod Report for 2020

Deanery Synod meetings have continued online during the pandemic period, and we were able to hold an Ash Wednesday online service this year as Anglican churches were unable to do this in person.

We are pleased to have increased our representation in Deanery Synod with Rosie O'Donnell and Margaret Gray joining myself and Sandra Isaac.

The Deanery Synod is engaging with the Church of England's national vision to be Jesus-shaped, simpler, humbler and bolder, and missionary, younger and more diverse, and mixing traditional and fresh expressions of church. The Deanery Synod has also reflected

on the implications, positive and negative, of the clergy redeployment strategy (which aims to in the future prioritise areas of high density and social deprivation where possible) and the Living in Love and Faith report, as well as the eco church strategy. The work on rejuvenating St Mary's is ongoing, pending a business plan.

Jason Wilson

2nd March 2021

Minutes of the Annual Vestry Meeting and Annual Parochial Church Meeting held over Zoom on Wednesday 21 October 2020 at 7.30 pm

The meeting was held as a Zoom online meeting (there were 68 Zoom participants, although some "participants" included more than one individual).

Richard James welcomed everyone to this first APCM on Zoom and gave an overview of the agenda. He welcomed questions during the meeting by raising hands or messaging in the meeting chat.

Richard opened the meeting with a prayer.

Lewis Jarrett read from Matthew 15:10-28

Richard presented on the topic "Your Hand Has Provided", highlighting key phrases from the well-known hymn. He reflected on the year gone by, and the fact that we have seen God work for good in so many ways, his hand has provided.

Speaking on the passage, Richard outlined three ways Jesus provides for his people: meeting affliction with mercy; meeting exclusion with welcome; and meeting prayer with blessing.

Sandra Isaac led prayers of thankfulness for, and faith in, the Lord's great faithfulness.

Appointment of Churchwardens (or 'Meeting of Parishioners')

Richard summarised the role and duties of Church Wardens and expressed gratitude to Lewis Jarrett and Sandra Isaac for all their hard work as churchwardens during the year.

Richard announced that nominations had been received for Andy Gray and Bill Myall to serve as Wardens, and as no other nominations were received, he announced their election to serve for a term of 6 months (or to the next APCM, likely to be next April).

Richard then thanked Andy and Bill for their willingness to serve as churchwardens and encouraged the Church to pray for them.

Election of Five Deanery Synod Members

Richard summarised the role of a Deanery Synod member, and thanked Sandra Isaac and Jason Wilson who have served a three-year term as Deanery Synod Members.

Nominations had been received for 3 candidates. They were:

- Sandra Isaac
- Rosamund O'Donnell
- Jason Wilson

Richard thanked all the candidates and announced their election. There are two additional vacancies, which can be filled by a PCC Member and Richard encouraged PCC Members to consider this opportunity to serve.

Election of Three Parochial Church Council Members

Richard summarised the role of a PCC Member and thanked retiring PCC members: Dave Appleton, Andy Gray, Gill Hulme and Alison Vinall.

He announced there were 3 vacancies on the PCC and nomination had been received for 3 candidates:

- Phil Courtier
- Sumudu Edwards
- Rosamund O'Donnell

Richard thanked the candidates and announced their election.

James Pinto led prayers to thank God for all of those who have completed their terms of service in leadership roles and prayed for the newly elected leaders (Wardens, Members of the Deanery Synod and PCC Members).

Finance Report (Dave Appleton, Treasurer)

Richard thanked Dave Appleton for his work as Treasurer this year.

Dave summarised our financial position for 2019 and our current financial position, outlining income of £334k (of which 95% from giving and gift aid); with expenditure of £312; leaving reserves of £58k (close to our reserves policy of £60k)

He thanked the Church and expressed our thanks to God for the increase in giving in 2018 and 2019, a period during which we had struggled to recruit staff, but were able to use the increased giving to do more, for example taking on the lease of the Jenny Lind room and the finances of the staff associated with the rooms.

We are grateful to God that now in 2020 we have been successful in recruiting two youth and children's workers.

Coronavirus has impacted us all and has also impacted Church's finances. We have needed to spend more on cleaning materials and keeping people safe, as well as on new equipment to allow us to livestream. Our income has reduced both as a consequence of our not being able to hold our usual commitment appeal service and as some peoples' personal circumstances have changed which has prompted them to reduce their giving. We have had additional expenditure, for example the new chairs (for which we thank God as they have made it easier to restart in-person services safely with clear social distancing).

We had set a budget based on an increase in income for this year and future years, but so far we have received less rather than more. The position this year is reasonably secure as we have made some savings, but we are anticipating a much more challenging situation next year with an income gap of £83k for next year (assuming that we do not recruit a second ministry assistant to replace Issy). We will be writing to all Church Members and asked that all Church members give careful and prayerful consideration to our giving.

Dave thanked the Church for the response to the appeal for Food vouchers for Bignold Primary School and other hardships being faced by our community during the Coronavirus pandemic. He reported that 70 donations had been received totalling £13700 (including gift aid). As a result the Church was able to provide 438 food vouchers for Bignold families and other members of the community.

Richard invited questions from the meeting participants regarding the church finances. The following questions were received, and responses given.:

Mike Bach noted that while the financial position is accurately presented, the Church should be aware that there is substantial other money on top of the £58k free reserves that were referred to, which could be released if required. This is money which is currently designated for other items and projects, and assets such as a house that could be sold. Dave agreed that there are things we could

do to if we had too, but this money has been set aside for particular purposes so it would mean stopping these projects.

John Balls asked what difference had been made to overall income as a result of the lack of personal giving during services. Dave responded that the vast majority of our giving comes through standing order. Relative to that, the amount received in the services is small, but with people not coming in for services this has contributed to the reduction in income.

Peter Gosling noted that part of the reserves relates to money designated for work in the Jenny Lind Area. He invited Richard to comment on how we are planning to use this money in the future. Richard reminded the Church members that this money is from a generous donation given to the Church for use as the PCC felt led but perhaps to benefit people in hardship in the community. Richard noted that PCC Members have spent 18 months thinking and praying about this, and that currently the vision is to use it to further outreach especially in the Jenny Lind area of the parish (which is economically the most needy part of the Parish). It is the intention that PCC and the Wardens will develop the vision and bring further clarity to this during this year, and that some of it will be very probably be spent on staffing. Dave noted that some of the money has already been used to employ Gemma whose work is focussed in that area of the Parish.

John Drake thanked Dave for his presentation and commented that it is beneficial that our income is not dependent on external lettings for example, which would have been more affected by the Coronavirus restrictions. He noted that the expected shortfall next year of £83k could be met by 100 people increasing their giving by the equivalent of two bottles of wine a week. Richard encouraged us to pray and to ask God to provide in every way.

There was a show of hands which unanimously received the accounts.

PCC report, Deanery Synod and Fabric Reports

Richard summarised our vision, which is to make disciples who make disciples, bringing good news to all and Glory to Christ. He noted the four stages in making disciples: engaging, evangelising, establishing and equipping

Richard looked back over the work to deliver the vision 2019-today, highlighting the following areas:

- The welcome of newcomers has continued through the pandemic, both online and in person
- Growing disciples continues – on Sundays; in small groups; through 1:1s, personal Bible reading/prayer; through baptisms and through our welcome
- The gospel is not in lockdown – and continues to be shared via our YouTube channel, online guest events, online Christianity Explored, through our links with Bignold School, and through our faithful workers (staff and volunteers)
- The improvements that have been made to our buildings for gospel use and our commitment to taking on the Jenny Lind room lease
- Gratitude particularly through the last six months during lockdown for unity under pressure and also for generosity (in continued giving and in the hardship fund)
- We are looking into 2021 with confidence in God's mercy and provision

Richard invited suggestions for other areas where we might want to give thanks:

In response to a question from Sandra Isaac, Mission Partner with UCCF Rosie O'Donnell shared encouragements from the local Christian Unions. She reported that there are 116 students signed up for small groups of 6, this compares with a Christian Union of about 80 in more normal times. As well as established Christians, the small group members include people who have come to faith as they were prompted to read the bible for the first time during lockdown, people from Christian homes

and people who are still seeking. Rosie asked the Church to pray for this encouraging and exciting work.

Alison Vinall gave thanks for our Small Group leaders, noting that Small Groups have been a great blessing to many Church members during lockdown when we could not get together in person. Small Group Leaders were thanked for all they have done (and continue to do) in keeping groups going right through the summer, and for some groups meeting midweek and also on Sunday.

At this point, Richard split the meeting into small groups for a brief time for people to share what has encouraged them this year and what they would be praying for next year.

Margaret Gray led Prayers for our mission and God's provision.

Approval of Minutes of APCM 2019

Minutes of the APCM 28th April 2019 were accepted by means of an anonymous zoom poll and signed as an accurate record.

Reappointment of Accountants and Independent Examiners

Also by an anonymous zoom poll, the firm of Ashton Shaw was reappointed as Independent Examiners.

Richard prayed for new members who have joined since the last Annual Meeting

Richard reported that the Electoral Roll total was 249. Since the last APCM (April 2019) 17 new people had joined and 18 had left; an overall net decrease of 1 person.

Expressions of thanks

Richard thanked everyone for coming to this first Zoom meeting and to the whole Church family.

Richard went on to express particular thanks to:

- Outgoing wardens – Sandra Isaac and Lewis Jarrett
- Outgoing PCC Members: Dave Appleton, Andy Gray, Gill Hulme and Alison Vinall (who also served as Assistant Warden and PCC Chair)
- PCC Secretary – Louise Cumberland
- Staff Team – Margarete Cuffley, Dave Appleton, Issy Bennett, Rob Canniffe, Nic Carver, Richard Cockaday, Lucy Cross, Gareth Evans, Hesam Safari and Gemma Stapleford
- James and Anna Pinto
- Carole James

Finally, Andy Gray expressed thanks on behalf of the Church to Richard and James for their leadership of the Church particularly during the challenges of the last six months.

Richard concluded the meeting by leading a reading of Psalm 67, the words of the hymn Great is your faithfulness and a blessing.

Date of Next APCM

To be advised.

Holy Trinity Church, Heigham, Norwich

**Financial Statements
of the
Parochial Church Council**

For the Year Ended 31 December 2020

**Independent Examiner's Report
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

I report to the Parochial Church Council on my examination of the Accounts of Holy Trinity Church for the year ended 31 December 2020 which are set out on pages 3 to 13.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies.

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 charity as required by section 130 of the 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.



Ryan Southgate ACCA
For and on behalf of Aston Shaw Limited

Aston Shaw
Chartered Certified Accountants & Registered Auditor
The Union Building
51 - 59 Rose Lane
Norwich
NR1 1BY

12-Apr-21

**Statement of Financial Activities
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

	Notes	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£
Income and endowments from:						
Donations and legacies	2(a)	315,716	14,959	-	330,675	316,627
Income from investments	2(b)	9,316	-	178	9,494	8,540
Church activities	2(c)	4,413	-	-	4,413	8,884
Total income and endowments		329,445	14,959	178	344,582	334,051
Expenditure on:						
Grants	3(a)	35,593	-	-	35,593	33,048
Church activities	3(b)	306,616	14,126	178	320,920	269,135
Investment property costs	3(c)	5,189	-	-	5,189	10,249
Total expenditure		347,398	14,126	178	361,702	312,432
Net income/(expenditure)		(17,953)	833	-	(17,120)	21,619
Net movement in funds		(17,953)	833	-	(17,120)	21,619
Reconciliation of funds:						
Total funds brought forward		735,295	-	31,991	767,286	745,667
Total funds carried forward		717,342	833	31,991	750,166	767,286

All income and expenditure derive from continuing activities.

Balance Sheet
for the Parochial Church Council of Holy Trinity Church
as at 31 December 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5		34,796		13,935
Investments	6		<u>472,818</u>		<u>472,818</u>
			507,614		486,753
Current assets					
Debtors	7		12,740		18,170
Cash in bank and in hand			<u>237,419</u>		<u>283,276</u>
			250,159		301,446
Creditors					
Amounts falling due within one year	8		<u>(7,609)</u>		<u>(20,913)</u>
Net current assets			242,550		280,533
Net assets			<u>750,164</u>		<u>767,286</u>
Funds	9				
General funds			60,824		58,209
Other unrestricted funds			<u>656,517</u>		<u>677,085</u>
Total unrestricted funds			717,341		735,294
Restricted funds			833		-
Endowment funds			31,991		31,991
Total funds			<u>750,164</u>		<u>767,285</u>

The financial statements were approved and authorised for issue by the Parochial Church Council on 8 March 2021.

Signed on behalf of the Parochial Church Council



Andy Gray
Churchwarden



Bill Myall
Churchwarden

The notes on pages 5 to 13 form part of these financial statements.

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

1. Summary of significant accounting policies

- a. **Basis of preparation.** The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

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 or those that are informal gatherings of church members.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items (investment property) at fair value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

- b. **Funds.** Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

<i>General funds</i>	Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.
<i>Tangible fixed assets reserve</i>	Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets (see note 5).
<i>Investment property reserve</i>	Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property (see note 6).
<i>Training fund</i>	Funds set-aside by decision of the PCC in 2018 to cover the costs over 3 years of training a Children's Worker.
<i>Fabric fund</i>	Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019).
<i>Jenny Lind project fund</i>	Funds set-aside by decision of the PCC in 2018 to cover the costs of progressing our ministry in the North East of the parish (Jenny Lind and Vauxhall Street area), including the employment of staff who will support this ministry (designation clarified by PCC in 2019).

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must 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 individual funds on an average balance basis. Restricted "income" funds comprise:

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

1. Summary of significant accounting policies (continued)

Hardship Fund

Donations for the Hardship Fund were collected during 2020. Initially these were designated specifically for hardships occurring as a result of the Covid-19 pandemic (including provision of food vouchers for Bignold School families). Spend from this fund included the purchase of food vouchers, support for English+ contacts and support for other individuals and families in severe hardship. Towards the end of the year, and with permission of the donors who had provided the funds that were still unused at the time, the designation was broadened to cover any hardship (i.e. not necessarily relating to the pandemic).

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. Endowment funds comprise:

Bransby Legacy

An endowment with interest earmarked for costs of youth work. The assets of the legacy are held on deposit within the CBF Church of England Deposit Fund (see note 9).

- c. **Incoming Resources.** Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income to which it relates is received. Collections are recognised when received by or on behalf of the PCC. All other income is recognised when it is receivable. All incoming resources are accounted for gross.
- d. **Resources Expended.** Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.
- e. **Tangible Fixed Assets.** Consecrated and benefice property of any kind is not included in these financial statements in accordance with S.10(2)a) and c) of the Charities Act 2011. Freehold property improvements are depreciated at 10% pa on a straight-line basis. Office equipment is depreciated at 25% pa on a straight-line basis.
- f. **Investment Properties.** Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.
- g. **Volunteer Activities.** A large amount of activities run by the church are staffed by volunteers who give of their time and resources. This help is unquantifiable but without it the church could not continue to pursue its work.
- h. **Employee Benefits.** The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

2. Incoming resources

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	£	£	£	£	£
(a) Donations and legacies					
Giving - standing orders	226,614	-	-	226,614	232,421
Giving - Sunday collections	1,077	-	-	1,077	3,935
Giving - other planned	14,796	-	-	14,796	21,703
Giving - other	20,436	12,711	-	33,147	2,945
	262,923	12,711	-	275,634	261,004
Income tax recoverable (Gift Aid)	51,675	2,248	-	53,922	54,756
Grants	1,118	-	-	1,118	867
	315,716	14,959	-	330,675	316,627
(b) Income from investments					
Rental income (26 Trinity Street)	9,250	-	-	9,250	8,214
Interest received	66	-	178	244	326
	9,316	-	178	9,494	8,540
(c) Church activities					
Wedding & funeral fees	707	-	-	707	1,493
Church & hall hire	701	-	-	701	2,722
Other receipts	3,005	-	-	3,005	4,669
	4,413	-	-	4,413	8,884
Total incoming resources	329,445	14,959	178	344,582	334,051

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

3. Resources expended

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	£	£	£	£	£
(a) Grants					
Mission grants - individual partners	22,743	-	-	22,743	20,000
Mission grants - agencies	12,850	-	-	12,850	13,048
	35,593	-	-	35,593	33,048
(b) Church activities					
Mission - Local outreach	2,203	14,126	-	16,329	3,726
Diocesan parish share (note 3(d))	90,000	-	-	90,000	90,000
Young people's activities	1,455	-	-	1,455	2,476
Other group activities	1,407	-	-	1,407	3,396
Events & hospitality	1,672	-	-	1,672	3,387
Books	4,569	-	-	4,569	4,878
Jenny Lind property rental	6,048	-	-	6,048	2,671
Maintenance of buildings and equipment	28,518	-	-	28,518	34,033
Utilities (light, heat and water)	9,602	-	-	9,602	11,011
Staff salary and pension costs (note 4)	112,381	-	178	112,559	75,593
Staff/clergy expenses	3,199	-	-	3,199	4,201
Training	9,879	-	-	9,879	3,233
Music	1,231	-	-	1,231	2,233
Insurance	4,648	-	-	4,648	4,533
Office costs, advertising, IT and telephony	9,813	-	-	9,813	10,533
Accountancy assurance fees (note 3(e))	1,560	-	-	1,560	1,500
Payroll and HR support (see note 3 (e))	3,062	-	-	3,062	2,346
Other expenditure	2,672	-	-	2,672	5,080
Depreciation	12,697	-	-	12,697	4,305
	306,616	14,126	178	320,920	269,135
(c) Investment property costs					
Rental property expenses	5,189	-	-	5,189	10,249
	5,189	-	-	5,189	10,249
Total resources expended	347,398	14,126	178	361,702	312,432

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

3. Resources expended (continued)

(d) Diocesan Parish Share

The parish share allocated to the PCC for 2020 was £90,000 (2019 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2020 the PCC paid its full £90,000 parish share (2019 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2020 (£90,000) for the year ending 31 December 2021.

(e) Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,560 (2019 - £1,500) and payroll services of £960 (2019 - £790), the latter of which are included within 'Payroll and HR Support'.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

4. Staff costs

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
Salaries	108,634	-	178	108,812	73,248
Social security costs	-	-	-	-	-
Pension costs	3,747	-	-	3,747	2,345
	<u>112,381</u>	<u>-</u>	<u>178</u>	<u>112,559</u>	<u>75,593</u>

Further disclosures:

	2020 £	2019 £
Church activities	56,212	22,650
Management and administration	56,348	52,943
	<u>112,560</u>	<u>75,593</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Church activities	4	2
Management and administration	4	4
	<u>8</u>	<u>6</u>

During the year the PCC employed the following staff: a church manager, two ministry assistants (one left August, one appointed January), two youth and children's workers (both appointed September), a part-time young people's coordinator (Jenny Lind), a caretaker, a part-time maintenance operative, a part-time administrator and a part-time organist.

No employees earned £60,000 per annum or more.

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2020 nor for the year ended 31st December 2019.

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

- A salary was paid to two PCC members during the year to 31st December 2020:
 - Mr D Appleton (PCC member), administrator: £7,856 (2019 £7,911)
 - Mr R Canniffe (PCC member), ministry assistant: £17,674 (2019 £0)
- In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

5. Tangible fixed assets

	Improvements to freehold church hall £	Office equipment £	Total £
Cost			
At 1 January 2020	61,125	48,343	109,468
Additions	-	33,558	33,558
Disposals	-	(560)	(560)
At 31 December 2020	61,125	81,341	142,466
Depreciation			
At 1 January 2020	53,173	42,360	95,533
Charge for the year	1,987	10,710	12,697
Write back on disposals	-	(560)	(560)
At 31 December 2020	55,160	52,510	107,670
Net book value			
At 31 December 2019	7,952	5,983	13,935
At 31 December 2020	5,965	28,831	34,796

6. Fixed asset investments

	Investment Property Freehold House £	CBF Church of England Deposit Fund £	Total £
Valuation			
At 1 January 2020	430,000	42,818	472,818
At 31 December 2020	430,000	42,818	472,818
At 31 December 2019	430,000	42,818	472,818

In early 2019, the investment property, being the house at 26 Trinity Street, was informally valued by a local agency to be in the region of £430,000 - £450,000 based on recent sale values of nearby properties and their knowledge of this property. With this in mind, members of the PCC approved a valuation for this property of £430,000 as at 31 December 2018, with the resulting revaluation adjustment reflected in the Accounts for the year ended 31 December 2018. It is believed that the valuation of the property has not materially altered in the year ended 31 December 2019 or in the year ended 31 December 2020 so the property is carried forward at the same valuation. The net book value of the investment property is attributable to the investment fund (note 10).

Funds held on deposit include amounts attributable to the Bransby Legacy.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

7. Debtors: amounts falling due within one year

	2020	2019
	£	£
Income tax recoverable on Gift Aid donations	6,175	10,032
Other debtors	6,565	8,138
	<u>12,740</u>	<u>18,170</u>

8. Amounts falling due within one year

	2020	2019
	£	£
Other creditors and accruals	7,609	20,913
	<u>7,609</u>	<u>20,913</u>

9. Movements in funds

	Balance at 1 January 2020	Total income resources	Total resources expended	Other movements	Balance at 31 December 2020
	£	£	£	£	£
Unrestricted funds					
General funds	58,209	329,445	-305,969.53	(20,860)	60,824
Other unrestricted funds:					
Tangible fixed assets reserve	13,935	-	-	2,413	16,348
Investment property reserve	430,000	-	-	-	430,000
Designated funds:					
Training fund	18,000	-	(7,172)	-	10,828
Fabric fund	110,417	-	(27,822)	18,447	101,042
Jenny Lind project fund	104,733	-	(6,434)	-	98,299
	<u>677,085</u>	<u>-</u>	<u>(41,428)</u>	<u>20,860</u>	<u>656,517</u>
Total unrestricted funds	<u>735,294</u>	<u>329,445</u>	<u>(347,397)</u>	<u>-</u>	<u>717,341</u>
Restricted funds					
Hardship Fund	-	14,959	(14,126)	-	833
	<u>-</u>	<u>14,959</u>	<u>(14,126)</u>	<u>-</u>	<u>833</u>
Endowment funds					
Bransby legacy	31,991	178	(178)	-	31,991
	<u>31,991</u>	<u>178</u>	<u>(178)</u>	<u>-</u>	<u>31,991</u>
Total funds	<u>767,285</u>	<u>344,583</u>	<u>(361,701)</u>	<u>-</u>	<u>750,164</u>

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

9. Movements in funds (continued)

The "other movements" comprise:

Transfers between funds	£
Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	2,413
Fabric Fund (chairs)	18,447
General funds	(20,860)
	-

10. Analysis of net assets by fund

The net assets within each fund at 31 December 2020 are summarised as follows:

	Unrestricted funds	Restricted funds	Endowment funds	Total
	£	£	£	£
Tangible fixed assets	34,796	-	-	34,796
Investments	440,827	-	31,991	472,818
Current assets	249,327	833	-	250,161
Creditors	(7,609)	-	-	(7,609)
	717,341	833	31,991	750,164

Holy Trinity Church, Heigham, Norwich

**Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

	Total 2020	Total 2019
	£	£
Individuals:		
SIM - Penny Bakewell	4,100	4,000
WBT - Tony and Carol Smith	5,125	5,000
WEC - Colin Bearups	8,175	7,000
Stewardship - Rachel Spencer	3,050	2,000
UCCF - Rosie O'Donnell	2,050	2,000
Travel Expenses	243	-
	22,743	20,000
National Agencies:		
CPAS	1,100	1,100
Friends International	1,100	1,100
UCCF	600	600
Church of England Evangelical Council	1,000	1,000
Church Mission Society	-	200
	3,800	4,000
Local Organisations:		
English +	6,000	6,000
Magdalen Project	1,100	1,100
Norwich Youth for Christ	1,100	1,100
UEA Christian Union	850	600
The Matthew Project (special collection)	-	198
	9,050	8,998
Total	35,593	32,998

This page does not form part of the financial statements but is provided for additional information.

Holy Trinity Church, Heigham, Norwich

**Financial Statements
of the
Parochial Church Council**

For the Year Ended 31 December 2020

**Independent Examiner's Report
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

I report to the Parochial Church Council on my examination of the Accounts of Holy Trinity Church for the year ended 31 December 2020 which are set out on pages 3 to 13.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies.

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 charity as required by section 130 of the 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.



Ryan Southgate ACCA
For and on behalf of Aston Shaw Limited

Aston Shaw
Chartered Certified Accountants & Registered Auditor
The Union Building
51 - 59 Rose Lane
Norwich
NR1 1BY

12-Apr-21

**Statement of Financial Activities
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

	Notes	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£
Income and endowments from:						
Donations and legacies	2(a)	315,716	14,959	-	330,675	316,627
Income from investments	2(b)	9,316	-	178	9,494	8,540
Church activities	2(c)	4,413	-	-	4,413	8,884
Total income and endowments		329,445	14,959	178	344,582	334,051
Expenditure on:						
Grants	3(a)	35,593	-	-	35,593	33,048
Church activities	3(b)	306,616	14,126	178	320,920	269,135
Investment property costs	3(c)	5,189	-	-	5,189	10,249
Total expenditure		347,398	14,126	178	361,702	312,432
Net income/(expenditure)		(17,953)	833	-	(17,120)	21,619
Net movement in funds		(17,953)	833	-	(17,120)	21,619
Reconciliation of funds:						
Total funds brought forward		735,295	-	31,991	767,286	745,667
Total funds carried forward		717,342	833	31,991	750,166	767,286

All income and expenditure derive from continuing activities.

Balance Sheet
for the Parochial Church Council of Holy Trinity Church
as at 31 December 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5		34,796		13,935
Investments	6		<u>472,818</u>		<u>472,818</u>
			507,614		486,753
Current assets					
Debtors	7		12,740		18,170
Cash in bank and in hand			<u>237,419</u>		<u>283,276</u>
			250,159		301,446
Creditors					
Amounts falling due within one year	8		<u>(7,609)</u>		<u>(20,913)</u>
Net current assets			242,550		280,533
Net assets			<u>750,164</u>		<u>767,286</u>
Funds	9				
General funds			60,824		58,209
Other unrestricted funds			<u>656,517</u>		<u>677,085</u>
Total unrestricted funds			717,341		735,294
Restricted funds			833		-
Endowment funds			31,991		31,991
Total funds			<u>750,164</u>		<u>767,285</u>

The financial statements were approved and authorised for issue by the Parochial Church Council on 8 March 2021.

Signed on behalf of the Parochial Church Council



Andy Gray
Churchwarden



Bill Myall
Churchwarden

The notes on pages 5 to 13 form part of these financial statements.

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

1. Summary of significant accounting policies

- a. **Basis of preparation.** The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

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 or those that are informal gatherings of church members.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items (investment property) at fair value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

- b. **Funds.** Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

<i>General funds</i>	Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.
<i>Tangible fixed assets reserve</i>	Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets (see note 5).
<i>Investment property reserve</i>	Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property (see note 6).
<i>Training fund</i>	Funds set-aside by decision of the PCC in 2018 to cover the costs over 3 years of training a Children's Worker.
<i>Fabric fund</i>	Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019).
<i>Jenny Lind project fund</i>	Funds set-aside by decision of the PCC in 2018 to cover the costs of progressing our ministry in the North East of the parish (Jenny Lind and Vauxhall Street area), including the employment of staff who will support this ministry (designation clarified by PCC in 2019).

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must 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 individual funds on an average balance basis. Restricted "income" funds comprise:

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

1. Summary of significant accounting policies (continued)

Hardship Fund

Donations for the Hardship Fund were collected during 2020. Initially these were designated specifically for hardships occurring as a result of the Covid-19 pandemic (including provision of food vouchers for Bignold School families). Spend from this fund included the purchase of food vouchers, support for English+ contacts and support for other individuals and families in severe hardship. Towards the end of the year, and with permission of the donors who had provided the funds that were still unused at the time, the designation was broadened to cover any hardship (i.e. not necessarily relating to the pandemic).

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. Endowment funds comprise:

Bransby Legacy

An endowment with interest earmarked for costs of youth work. The assets of the legacy are held on deposit within the CBF Church of England Deposit Fund (see note 9).

- c. **Incoming Resources.** Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income to which it relates is received. Collections are recognised when received by or on behalf of the PCC. All other income is recognised when it is receivable. All incoming resources are accounted for gross.
- d. **Resources Expended.** Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.
- e. **Tangible Fixed Assets.** Consecrated and benefice property of any kind is not included in these financial statements in accordance with S.10(2)a) and c) of the Charities Act 2011. Freehold property improvements are depreciated at 10% pa on a straight-line basis. Office equipment is depreciated at 25% pa on a straight-line basis.
- f. **Investment Properties.** Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.
- g. **Volunteer Activities.** A large amount of activities run by the church are staffed by volunteers who give of their time and resources. This help is unquantifiable but without it the church could not continue to pursue its work.
- h. **Employee Benefits.** The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

2. Incoming resources

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	£	£	£	£	£
(a) Donations and legacies					
Giving - standing orders	226,614	-	-	226,614	232,421
Giving - Sunday collections	1,077	-	-	1,077	3,935
Giving - other planned	14,796	-	-	14,796	21,703
Giving - other	20,436	12,711	-	33,147	2,945
	262,923	12,711	-	275,634	261,004
Income tax recoverable (Gift Aid)	51,675	2,248	-	53,922	54,756
Grants	1,118	-	-	1,118	867
	315,716	14,959	-	330,675	316,627
(b) Income from investments					
Rental income (26 Trinity Street)	9,250	-	-	9,250	8,214
Interest received	66	-	178	244	326
	9,316	-	178	9,494	8,540
(c) Church activities					
Wedding & funeral fees	707	-	-	707	1,493
Church & hall hire	701	-	-	701	2,722
Other receipts	3,005	-	-	3,005	4,669
	4,413	-	-	4,413	8,884
Total incoming resources	329,445	14,959	178	344,582	334,051

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

3. Resources expended

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	£	£	£	£	£
(a) Grants					
Mission grants - individual partners	22,743	-	-	22,743	20,000
Mission grants - agencies	12,850	-	-	12,850	13,048
	35,593	-	-	35,593	33,048
(b) Church activities					
Mission - Local outreach	2,203	14,126	-	16,329	3,726
Diocesan parish share (note 3(d))	90,000	-	-	90,000	90,000
Young people's activities	1,455	-	-	1,455	2,476
Other group activities	1,407	-	-	1,407	3,396
Events & hospitality	1,672	-	-	1,672	3,387
Books	4,569	-	-	4,569	4,878
Jenny Lind property rental	6,048	-	-	6,048	2,671
Maintenance of buildings and equipment	28,518	-	-	28,518	34,033
Utilities (light, heat and water)	9,602	-	-	9,602	11,011
Staff salary and pension costs (note 4)	112,381	-	178	112,559	75,593
Staff/clergy expenses	3,199	-	-	3,199	4,201
Training	9,879	-	-	9,879	3,233
Music	1,231	-	-	1,231	2,233
Insurance	4,648	-	-	4,648	4,533
Office costs, advertising, IT and telephony	9,813	-	-	9,813	10,533
Accountancy assurance fees (note 3(e))	1,560	-	-	1,560	1,500
Payroll and HR support (see note 3 (e))	3,062	-	-	3,062	2,346
Other expenditure	2,672	-	-	2,672	5,080
Depreciation	12,697	-	-	12,697	4,305
	306,616	14,126	178	320,920	269,135
(c) Investment property costs					
Rental property expenses	5,189	-	-	5,189	10,249
	5,189	-	-	5,189	10,249
Total resources expended	347,398	14,126	178	361,702	312,432

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

3. Resources expended (continued)

(d) Diocesan Parish Share

The parish share allocated to the PCC for 2020 was £90,000 (2019 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2020 the PCC paid its full £90,000 parish share (2019 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2020 (£90,000) for the year ending 31 December 2021.

(e) Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,560 (2019 - £1,500) and payroll services of £960 (2019 - £790), the latter of which are included within 'Payroll and HR Support'.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

4. Staff costs

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
Salaries	108,634	-	178	108,812	73,248
Social security costs	-	-	-	-	-
Pension costs	3,747	-	-	3,747	2,345
	<u>112,381</u>	<u>-</u>	<u>178</u>	<u>112,559</u>	<u>75,593</u>

Further disclosures:

	2020 £	2019 £
Church activities	56,212	22,650
Management and administration	56,348	52,943
	<u>112,560</u>	<u>75,593</u>

The average monthly number of employees during the year was as follows:

	2020	2019
Church activities	4	2
Management and administration	4	4
	<u>8</u>	<u>6</u>

During the year the PCC employed the following staff: a church manager, two ministry assistants (one left August, one appointed January), two youth and children's workers (both appointed September), a part-time young people's coordinator (Jenny Lind), a caretaker, a part-time maintenance operative, a part-time administrator and a part-time organist.

No employees earned £60,000 per annum or more.

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2020 nor for the year ended 31st December 2019.

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

- A salary was paid to two PCC members during the year to 31st December 2020:
 - Mr D Appleton (PCC member), administrator: £7,856 (2019 £7,911)
 - Mr R Canniffe (PCC member), ministry assistant: £17,674 (2019 £0)
- In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

5. Tangible fixed assets

	Improvements to freehold church hall £	Office equipment £	Total £
Cost			
At 1 January 2020	61,125	48,343	109,468
Additions	-	33,558	33,558
Disposals	-	(560)	(560)
At 31 December 2020	61,125	81,341	142,466
Depreciation			
At 1 January 2020	53,173	42,360	95,533
Charge for the year	1,987	10,710	12,697
Write back on disposals	-	(560)	(560)
At 31 December 2020	55,160	52,510	107,670
Net book value			
At 31 December 2019	7,952	5,983	13,935
At 31 December 2020	5,965	28,831	34,796

6. Fixed asset investments

	Investment Property Freehold House £	CBF Church of England Deposit Fund £	Total £
Valuation			
At 1 January 2020	430,000	42,818	472,818
At 31 December 2020	430,000	42,818	472,818
At 31 December 2019	430,000	42,818	472,818

In early 2019, the investment property, being the house at 26 Trinity Street, was informally valued by a local agency to be in the region of £430,000 - £450,000 based on recent sale values of nearby properties and their knowledge of this property. With this in mind, members of the PCC approved a valuation for this property of £430,000 as at 31 December 2018, with the resulting revaluation adjustment reflected in the Accounts for the year ended 31 December 2018. It is believed that the valuation of the property has not materially altered in the year ended 31 December 2019 or in the year ended 31 December 2020 so the property is carried forward at the same valuation. The net book value of the investment property is attributable to the investment fund (note 10).

Funds held on deposit include amounts attributable to the Bransby Legacy.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

7. Debtors: amounts falling due within one year

	2020	2019
	£	£
Income tax recoverable on Gift Aid donations	6,175	10,032
Other debtors	6,565	8,138
	<u>12,740</u>	<u>18,170</u>

8. Amounts falling due within one year

	2020	2019
	£	£
Other creditors and accruals	7,609	20,913
	<u>7,609</u>	<u>20,913</u>

9. Movements in funds

	Balance at 1 January 2020	Total income resources	Total resources expended	Other movements	Balance at 31 December 2020
	£	£	£	£	£
Unrestricted funds					
General funds	58,209	329,445	-305,969.53	(20,860)	60,824
Other unrestricted funds:					
Tangible fixed assets reserve	13,935	-	-	2,413	16,348
Investment property reserve	430,000	-	-	-	430,000
Designated funds:					
Training fund	18,000	-	(7,172)	-	10,828
Fabric fund	110,417	-	(27,822)	18,447	101,042
Jenny Lind project fund	104,733	-	(6,434)	-	98,299
	<u>677,085</u>	<u>-</u>	<u>(41,428)</u>	<u>20,860</u>	<u>656,517</u>
Total unrestricted funds	<u>735,294</u>	<u>329,445</u>	<u>(347,397)</u>	<u>-</u>	<u>717,341</u>
Restricted funds					
Hardship Fund	-	14,959	(14,126)	-	833
	<u>-</u>	<u>14,959</u>	<u>(14,126)</u>	<u>-</u>	<u>833</u>
Endowment funds					
Bransby legacy	31,991	178	(178)	-	31,991
	<u>31,991</u>	<u>178</u>	<u>(178)</u>	<u>-</u>	<u>31,991</u>
Total funds	<u>767,285</u>	<u>344,583</u>	<u>(361,701)</u>	<u>-</u>	<u>750,164</u>

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

9. Movements in funds (continued)

The "other movements" comprise:

Transfers between funds	£
Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	2,413
Fabric Fund (chairs)	18,447
General funds	(20,860)
	<u>-</u>

10. Analysis of net assets by fund

The net assets within each fund at 31 December 2020 are summarised as follows:

	Unrestricted funds	Restricted funds	Endowment funds	Total
	£	£	£	£
Tangible fixed assets	34,796	-	-	34,796
Investments	440,827	-	31,991	472,818
Current assets	249,327	833	-	250,161
Creditors	(7,609)	-	-	(7,609)
	<u>717,341</u>	<u>833</u>	<u>31,991</u>	<u>750,164</u>

Holy Trinity Church, Heigham, Norwich

**Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

	Total 2020	Total 2019
	£	£
Individuals:		
SIM - Penny Bakewell	4,100	4,000
WBT - Tony and Carol Smith	5,125	5,000
WEC - Colin Bearups	8,175	7,000
Stewardship - Rachel Spencer	3,050	2,000
UCCF - Rosie O'Donnell	2,050	2,000
Travel Expenses	243	-
	22,743	20,000
National Agencies:		
CPAS	1,100	1,100
Friends International	1,100	1,100
UCCF	600	600
Church of England Evangelical Council	1,000	1,000
Church Mission Society	-	200
	3,800	4,000
Local Organisations:		
English +	6,000	6,000
Magdalen Project	1,100	1,100
Norwich Youth for Christ	1,100	1,100
UEA Christian Union	850	600
The Matthew Project (special collection)	-	198
	9,050	8,998
Total	35,593	32,998

This page does not form part of the financial statements but is provided for additional information.