

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 <sup>th</sup> March)	141*
10.00 am	64 <sup>†</sup>	62 <sup>†</sup> (from 4 <sup>th</sup> October)	
11.15 am		32 (up to 8 <sup>th</sup> March)	41
6.30 pm	68 <sup>†</sup>	72 (up to 8 <sup>th</sup> March) 60 <sup>†</sup> (from 9 <sup>th</sup> July)	76

\*including 10 children's/youth leaders

<sup>†</sup> 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).



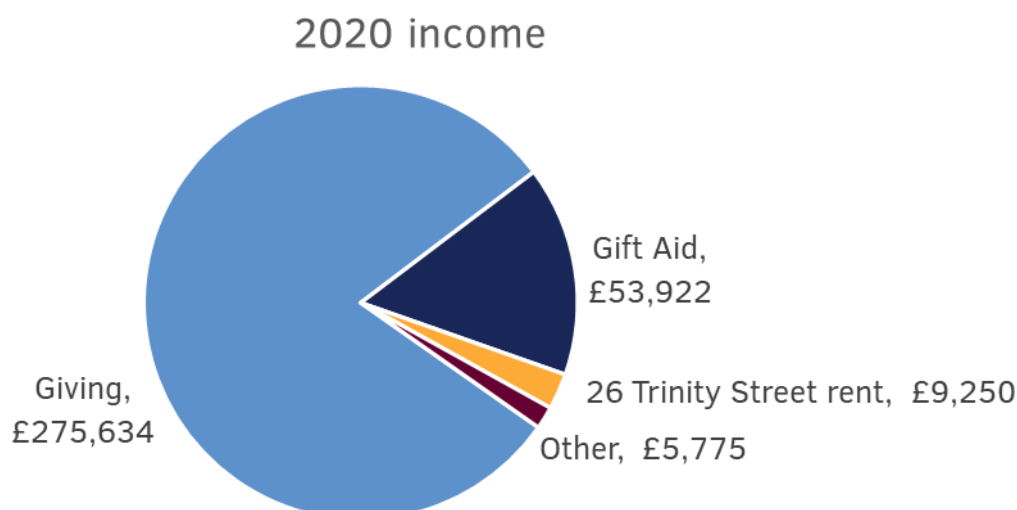
## Financial Review

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:



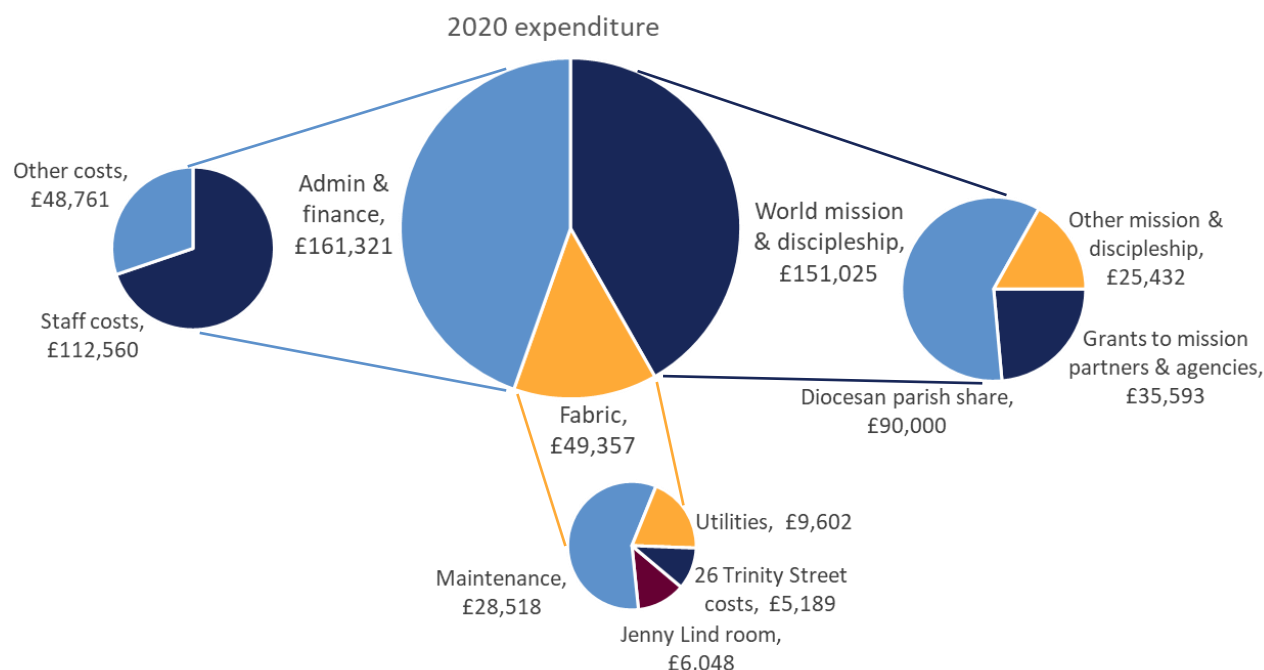
As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. In part due to the Covid-19 pandemic, giving decreased during 2020, however following an appeal in October 2020 it started to rise again. By the end of the year the total amount of 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

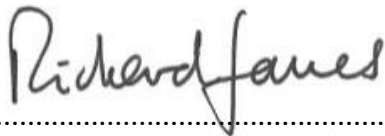
The PCC is aware of the church's activities (and those of its members) and has sought to conform to the highest standards associated with a religious organisation. Whilst there is no formal process of review over the many activities undertaken, the PCC is prepared to investigate any concerns that come 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 15<sup>th</sup> 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**

2<sup>nd</sup> 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
		£	£	£	£	£
<b>Income and endowments from:</b>						
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
<b>Total income and endowments</b>		<b>329,445</b>	<b>14,959</b>	<b>178</b>	<b>344,582</b>	<b>334,051</b>
<b>Expenditure on:</b>						
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
<b>Total expenditure</b>		<b>347,398</b>	<b>14,126</b>	<b>178</b>	<b>361,702</b>	<b>312,432</b>
<b>Net income/(expenditure)</b>		<b>(17,953)</b>	<b>833</b>	<b>-</b>	<b>(17,120)</b>	<b>21,619</b>
<b>Net movement in funds</b>		<b>(17,953)</b>	<b>833</b>	<b>-</b>	<b>(17,120)</b>	<b>21,619</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		735,295	-	31,991	767,286	745,667
<b>Total funds carried forward</b>		<b>717,342</b>	<b>833</b>	<b>31,991</b>	<b>750,166</b>	<b>767,286</b>

*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	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5		34,796		13,935
Investments	6		<u>472,818</u>		<u>472,818</u>
			507,614		486,753
<b>Current assets</b>					
Debtors	7		12,740		18,170
Cash in bank and in hand			<u>237,419</u>		<u>283,276</u>
			250,159		301,446
<b>Creditors</b>					
Amounts falling due within one year	8		<u>(7,609)</u>		<u>(20,913)</u>
<b>Net current assets</b>			242,550		280,533
<b>Net assets</b>			<u>750,164</u>		<u>767,286</u>
<b>Funds</b>	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
<b>Total funds</b>			<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
	£	£	£	£	£
<b>(a) Donations and legacies</b>					
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>(b) Income from investments</b>					
Rental income (26 Trinity Street)	9,250	-	-	9,250	8,214
Interest received	66	-	178	244	326
	9,316	-	178	9,494	8,540
<b>(c) Church activities</b>					
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
<b>Total incoming resources</b>	<b>329,445</b>	<b>14,959</b>	<b>178</b>	<b>344,582</b>	<b>334,051</b>

**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
	£	£	£	£	£
<b>(a) Grants</b>					
Mission grants - individual partners	22,743	-	-	22,743	20,000
Mission grants - agencies	12,850	-	-	12,850	13,048
	<b>35,593</b>	<b>-</b>	<b>-</b>	<b>35,593</b>	<b>33,048</b>
<b>(b) Church activities</b>					
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
	<b>306,616</b>	<b>14,126</b>	<b>178</b>	<b>320,920</b>	<b>269,135</b>
<b>(c) Investment property costs</b>					
Rental property expenses	5,189	-	-	5,189	10,249
	<b>5,189</b>	<b>-</b>	<b>-</b>	<b>5,189</b>	<b>10,249</b>
<b>Total resources expended</b>	<b>347,398</b>	<b>14,126</b>	<b>178</b>	<b>361,702</b>	<b>312,432</b>

**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
	112,381	-	178	112,559	75,593

Further disclosures:

	2020 £	2019 £
Church activities	56,212	22,650
Management and administration	56,348	52,943
	112,560	75,593

The average monthly number of employees during the year was as follows:

	2020	2019
Church activities	4	2
Management and administration	4	4
	8	6

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 £
<b>Cost</b>			
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
<b>Depreciation</b>			
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
<b>Net book value</b>			
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 £
<b>Valuation</b>			
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**

	<b>2020</b>	<b>2019</b>
	£	£
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**

	<b>2020</b>	<b>2019</b>
	£	£
Other creditors and accruals	7,609	20,913
	<u>7,609</u>	<u>20,913</u>

**9. Movements in funds**

	<b>Balance at 1 January 2020</b>	<b>Total income resources</b>	<b>Total resources expended</b>	<b>Other movements</b>	<b>Balance at 31 December 2020</b>
	£	£	£	£	£
<b>Unrestricted funds</b>					
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><b>735,294</b></u>	<u><b>329,445</b></u>	<u><b>(347,397)</b></u>	<u><b>-</b></u>	<u><b>717,341</b></u>
<b>Restricted funds</b>					
Hardship Fund	-	14,959	(14,126)	-	833
	<u>-</u>	<u><b>14,959</b></u>	<u><b>(14,126)</b></u>	<u>-</u>	<u><b>833</b></u>
<b>Endowment funds</b>					
Bransby legacy	31,991	178	(178)	-	31,991
	<u><b>31,991</b></u>	<u><b>178</b></u>	<u><b>(178)</b></u>	<u>-</u>	<u><b>31,991</b></u>
<b>Total funds</b>	<u><b>767,285</b></u>	<u><b>344,583</b></u>	<u><b>(361,701)</b></u>	<u><b>-</b></u>	<u><b>750,164</b></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:

<b>Transfers between funds</b>	£
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**

	<b>Total 2020</b>	<b>Total 2019</b>
	£	£
<b>Individuals:</b>		
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	-
	<hr/> 22,743	<hr/> 20,000
<b>National Agencies:</b>		
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
	<hr/> 3,800	<hr/> 4,000
<b>Local Organisations:</b>		
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
	<hr/> 9,050	<hr/> 8,998
<b>Total</b>	<hr/> <b>35,593</b>	<hr/> <b>32,998</b>

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
		£	£	£	£	£
<b>Income and endowments from:</b>						
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
<b>Total income and endowments</b>		<b>329,445</b>	<b>14,959</b>	<b>178</b>	<b>344,582</b>	<b>334,051</b>
<b>Expenditure on:</b>						
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
<b>Total expenditure</b>		<b>347,398</b>	<b>14,126</b>	<b>178</b>	<b>361,702</b>	<b>312,432</b>
<b>Net income/(expenditure)</b>		<b>(17,953)</b>	<b>833</b>	<b>-</b>	<b>(17,120)</b>	<b>21,619</b>
<b>Net movement in funds</b>		<b>(17,953)</b>	<b>833</b>	<b>-</b>	<b>(17,120)</b>	<b>21,619</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		735,295	-	31,991	767,286	745,667
<b>Total funds carried forward</b>		<b>717,342</b>	<b>833</b>	<b>31,991</b>	<b>750,166</b>	<b>767,286</b>

*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	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5		34,796		13,935
Investments	6		<u>472,818</u>		<u>472,818</u>
			507,614		486,753
<b>Current assets</b>					
Debtors	7		12,740		18,170
Cash in bank and in hand			<u>237,419</u>		<u>283,276</u>
			250,159		301,446
<b>Creditors</b>					
Amounts falling due within one year	8		<u>(7,609)</u>		<u>(20,913)</u>
<b>Net current assets</b>			242,550		280,533
<b>Net assets</b>			<u>750,164</u>		<u>767,286</u>
<b>Funds</b>	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
<b>Total funds</b>			<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
	£	£	£	£	£
<b>(a) Donations and legacies</b>					
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>(b) Income from investments</b>					
Rental income (26 Trinity Street)	9,250	-	-	9,250	8,214
Interest received	66	-	178	244	326
	9,316	-	178	9,494	8,540
<b>(c) Church activities</b>					
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
<b>Total incoming resources</b>	<b>329,445</b>	<b>14,959</b>	<b>178</b>	<b>344,582</b>	<b>334,051</b>

**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
	£	£	£	£	£
<b>(a) Grants</b>					
Mission grants - individual partners	22,743	-	-	22,743	20,000
Mission grants - agencies	12,850	-	-	12,850	13,048
	<b>35,593</b>	<b>-</b>	<b>-</b>	<b>35,593</b>	<b>33,048</b>
<b>(b) Church activities</b>					
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
	<b>306,616</b>	<b>14,126</b>	<b>178</b>	<b>320,920</b>	<b>269,135</b>
<b>(c) Investment property costs</b>					
Rental property expenses	5,189	-	-	5,189	10,249
	<b>5,189</b>	<b>-</b>	<b>-</b>	<b>5,189</b>	<b>10,249</b>
<b>Total resources expended</b>	<b>347,398</b>	<b>14,126</b>	<b>178</b>	<b>361,702</b>	<b>312,432</b>

**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 £
<b>Cost</b>			
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
<b>Depreciation</b>			
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
<b>Net book value</b>			
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 £
<b>Valuation</b>			
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**

	<b>2020</b>	<b>2019</b>
	£	£
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**

	<b>2020</b>	<b>2019</b>
	£	£
Other creditors and accruals	7,609	20,913
	<u>7,609</u>	<u>20,913</u>

**9. Movements in funds**

	<b>Balance at 1 January 2020</b>	<b>Total income resources</b>	<b>Total resources expended</b>	<b>Other movements</b>	<b>Balance at 31 December 2020</b>
	£	£	£	£	£
<b>Unrestricted funds</b>					
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><b>735,294</b></u>	<u><b>329,445</b></u>	<u><b>(347,397)</b></u>	<u><b>-</b></u>	<u><b>717,341</b></u>
<b>Restricted funds</b>					
Hardship Fund	-	14,959	(14,126)	-	833
	<u>-</u>	<u><b>14,959</b></u>	<u><b>(14,126)</b></u>	<u>-</u>	<u><b>833</b></u>
<b>Endowment funds</b>					
Bransby legacy	31,991	178	(178)	-	31,991
	<u><b>31,991</b></u>	<u><b>178</b></u>	<u><b>(178)</b></u>	<u>-</u>	<u><b>31,991</b></u>
<b>Total funds</b>	<u><b>767,285</b></u>	<u><b>344,583</b></u>	<u><b>(361,701)</b></u>	<u><b>-</b></u>	<u><b>750,164</b></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:

<b>Transfers between funds</b>	£
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)
	<hr/> -

**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)
	<hr/> 717,341	833	31,991	<hr/> 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**

	<b>Total 2020</b>	<b>Total 2019</b>
	£	£
<b>Individuals:</b>		
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	-
	<hr/> 22,743	<hr/> 20,000
<b>National Agencies:</b>		
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
	<hr/> 3,800	<hr/> 4,000
<b>Local Organisations:</b>		
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
	<hr/> 9,050	<hr/> 8,998
<b>Total</b>	<hr/> <b>35,593</b>	<hr/> <b>32,998</b>

This page does not form part of the financial statements but is provided for additional information.