

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* <sup>†</sup>	135*
6.30 pm	72	62 <sup>†</sup>	70

\*adults including 10 children's/youth leaders

<sup>†</sup> Limited in-person congregations due to Covid restrictions

In-person services were held for most of 2021 except from 17<sup>th</sup> January to 28<sup>th</sup> 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).



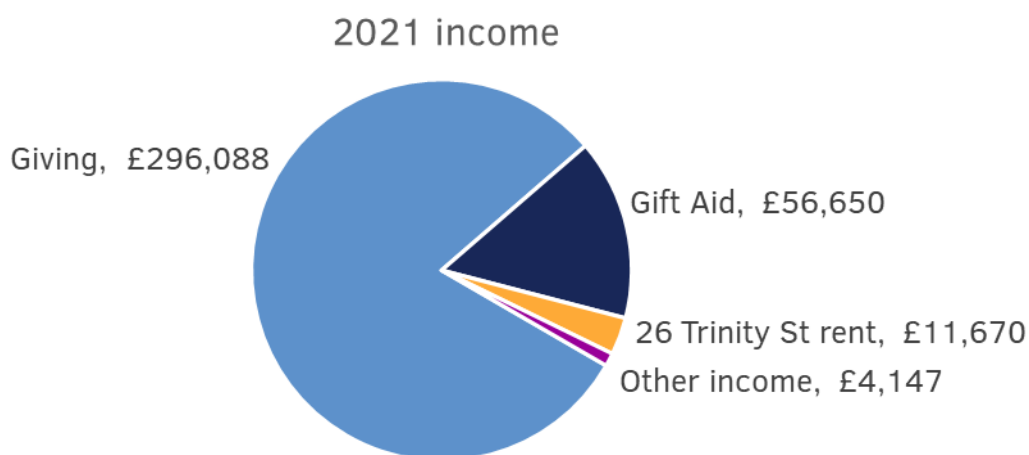
## Financial Review

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:

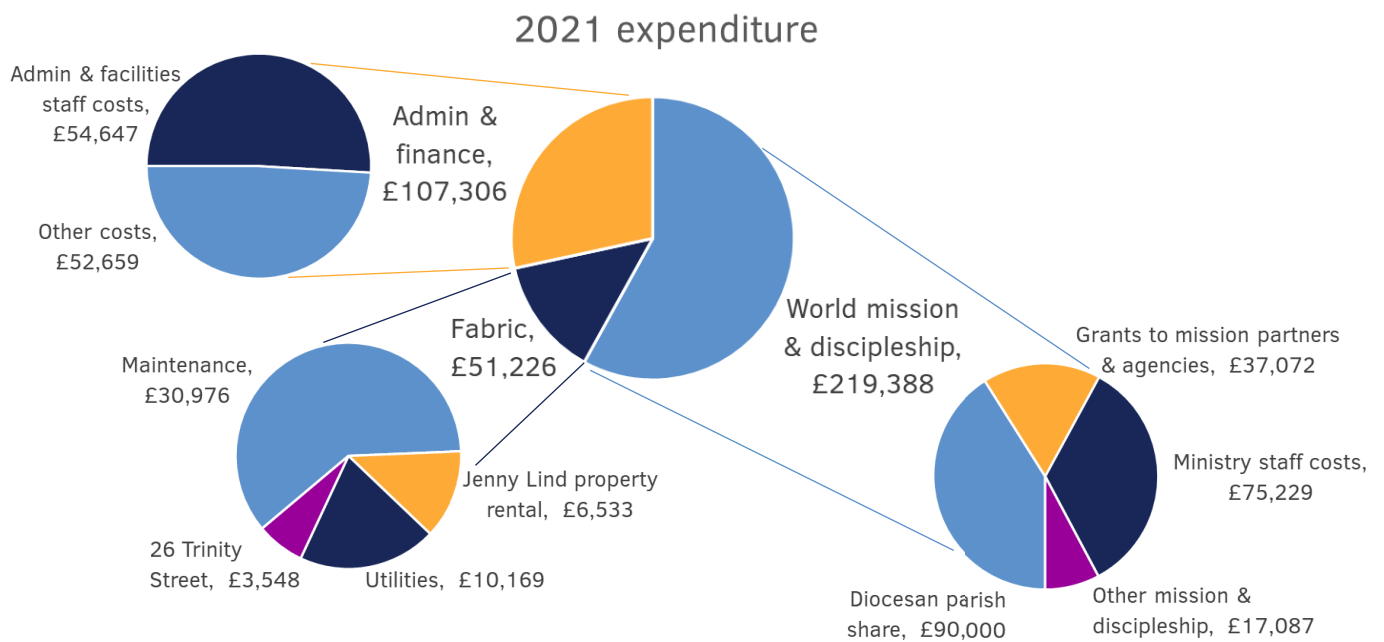


As in other years, the PCC wish to express their gratitude to those who give generously towards the work of the church. During the height of the COVID pandemic in 2020 giving had fallen but in 2021 it increased by 12%, exceeding pre-pandemic levels.

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

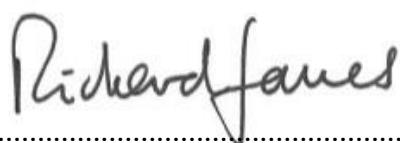
The PCC is aware of the church's activities (and those of its members) and has sought to conform to the highest standards associated with a religious organisation. Whilst there is no formal process of review over the many activities undertaken, the PCC is prepared to investigate any concerns that come 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 4<sup>th</sup> 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](mailto: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](mailto: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**

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**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

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**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**

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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: .....

*6<sup>th</sup> 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 £
<b><u>Income from:</u></b>								
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
<b>Total income and endowments</b>		<b>365,529</b>	<b>2,995</b>	<b>32</b>	<b>368,556</b>	<b>14,959</b>	<b>178</b>	<b>344,582</b>
<b><u>Expenditure on:</u></b>								
Charitable activities	5	373,567	774	32	374,373	14,126	-	356,514
Investment property costs		3,548	-	-	3,548	-	-	5,188
<b>Total resources expended</b>		<b>377,115</b>	<b>774</b>	<b>32</b>	<b>377,921</b>	<b>14,126</b>	<b>-</b>	<b>361,702</b>
Revaluation gain		53,000	-	-	53,000	-	-	-
<b>Net movement in funds</b>		<b>41,414</b>	<b>2,221</b>	<b>-</b>	<b>43,635</b>	<b>833</b>	<b>178</b>	<b>(17,120)</b>
<b>Net movement in funds</b>		<b>41,414</b>	<b>2,221</b>	<b>-</b>	<b>43,635</b>	<b>833</b>	<b>178</b>	<b>(17,120)</b>
Fund balances at 1 January 2021		717,342	832	31,991	750,165	-	31,813	767,285
<b>Fund balances at 31 December 2021</b>		<b>758,756</b>	<b>3,053</b>	<b>31,991</b>	<b>793,800</b>	<b>833</b>	<b>31,991</b>	<b>750,165</b>

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**

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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 £	£
<b>Fixed assets</b>					
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>
<b>Current assets</b>					
Debtors	13	12,000		12,741	
Cash at bank and in hand		239,410		237,419	
		<u>251,410</u>		<u>250,160</u>	
<b>Creditors: amounts falling due within one year</b>	14	(8,313)		(7,609)	
Net current assets			243,097		242,551
<b>Total assets less current liabilities</b>			<u>793,800</u>		<u>750,165</u>
<b>Capital funds</b>					
Endowment funds - general			31,991		31,991
<b>Income funds</b>					
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**

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**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 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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**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**

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**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)
<b>Analysis by fund</b>		
Unrestricted funds	340,043	340,043
Restricted funds	-	774
Endowment funds - general	-	32
	<u>340,043</u>	<u>340,849</u>
	<u><u>340,043</u></u>	<u><u>356,514</u></u>
	<u>774</u>	<u>14,126</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 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**

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**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 £
<b>Cost</b>			
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
<b>Depreciation and impairment</b>			
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
<b>Carrying amount</b>			
At 31 December 2021	3,978	20,907	24,885
At 31 December 2020	5,965	28,831	34,796

**11 Investment property**

	2021 £
<b>Fair value</b>	
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**

<b>11 Investment property</b>	<b>(Continued)</b>	
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Freehold Property	483,000	430,000
	<u>483,000</u>	<u>430,000</u>
<b>12 CBF Church of England Deposit Fund</b>		
		<b>£</b>
At 1 January 2021 and at 31 December 2021		<u>42,818</u>
Funds held on deposit include amounts attributable to the Bransby Legacy.		
<b>13 Debtors</b>	<b>2021</b>	<b>2020</b>
<b>Amounts falling due within one year:</b>	<b>£</b>	<b>£</b>
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>
<b>14 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other creditors	<u>8,313</u>	<u>7,609</u>

15 Analysis of net assets between funds									
	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total 2020 £	
Fund balances at 31 December 2021 are represented by:									
Tangible assets	24,885	-	-	24,885	34,796	-	-	34,796	
Investment properties	483,000	-	-	483,000	430,000	-	-	430,000	
CBF Church of England									
Deposit Fund	10,827	-	31,991	42,818	10,827	-	31,991	42,818	
Current assets/(liabilities)	240,043	3,054	-	243,097	241,718	833	-	242,551	
	<u>758,755</u>	<u>3,054</u>	<u>31,991</u>	<u>793,800</u>	<u>717,341</u>	<u>833</u>	<u>31,991</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
<b>Net Total</b>	<b>0</b>

**17**

**Given to Mission and Social Action  
for the Parochial Church Council of Holy Trinity Church  
for the year ended 31 December 2021**

	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>
<b>Individuals:</b>		
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
	<b>24,272</b>	<b>22,743</b>
<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
Global Leadership Network	200	-
	<b>4,000</b>	<b>3,800</b>
<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	600	850
	<b>8,800</b>	<b>9,050</b>

**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***

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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**

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**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

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**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: .....

*6<sup>th</sup> 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 £
<b><u>Income from:</u></b>								
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
<b>Total income and endowments</b>		<b>365,529</b>	<b>2,995</b>	<b>32</b>	<b>368,556</b>	<b>14,959</b>	<b>178</b>	<b>344,582</b>
<b><u>Expenditure on:</u></b>								
Charitable activities	5	373,567	774	32	374,373	14,126	-	356,514
Investment property costs		3,548	-	-	3,548	-	-	5,188
<b>Total resources expended</b>		<b>377,115</b>	<b>774</b>	<b>32</b>	<b>377,921</b>	<b>14,126</b>	<b>-</b>	<b>361,702</b>
Revaluation gain		53,000	-	-	53,000	-	-	-
<b>Net movement in funds</b>		<b>41,414</b>	<b>2,221</b>	<b>-</b>	<b>43,635</b>	<b>833</b>	<b>178</b>	<b>(17,120)</b>
<b>Net movement in funds</b>		<b>41,414</b>	<b>2,221</b>	<b>-</b>	<b>43,635</b>	<b>833</b>	<b>178</b>	<b>(17,120)</b>
Fund balances at 1 January 2021		717,342	832	31,991	750,165	-	31,813	767,285
<b>Fund balances at 31 December 2021</b>		<b>758,756</b>	<b>3,053</b>	<b>31,991</b>	<b>793,800</b>	<b>833</b>	<b>31,991</b>	<b>750,165</b>

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**

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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 £	£
<b>Fixed assets</b>					
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>
<b>Current assets</b>					
Debtors	13	12,000		12,741	
Cash at bank and in hand		239,410		237,419	
		<u>251,410</u>		<u>250,160</u>	
<b>Creditors: amounts falling due within one year</b>	14	(8,313)		(7,609)	
Net current assets			243,097		242,551
<b>Total assets less current liabilities</b>			<u>793,800</u>		<u>750,165</u>
<b>Capital funds</b>					
Endowment funds - general			31,991		31,991
<b>Income funds</b>					
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**

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**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 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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**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  
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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**  
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**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
	<u>336,495</u>	<u>774</u>	<u>32</u>	<u>337,301</u>	<u>320,920</u>
Rental property expenses	3,548	-	-	3,548	5,189
	<u>340,043</u>	<u>774</u>	<u>32</u>	<u>340,849</u>	<u>326,109</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**

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  
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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  
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

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**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'.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**10 Tangible fixed assets**

	Freehold improvements £	Other office equipment £	Total £
<b>Cost</b>			
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
<b>Depreciation and impairment</b>			
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
<b>Carrying amount</b>			
At 31 December 2021	3,978	20,907	24,885
At 31 December 2020	5,965	28,831	34,796

**11 Investment property**

	2021 £
<b>Fair value</b>	
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  
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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

<b>11</b>	<b>Investment property</b>	<b>(Continued)</b>	
		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	Freehold Property	483,000	430,000
		<u>483,000</u>	<u>430,000</u>
<b>12</b>	<b>CBF Church of England Deposit Fund</b>		
			<b>£</b>
	At 1 January 2021 and at 31 December 2021		<u>42,818</u>
	Funds held on deposit include amounts attributable to the Bransby Legacy.		
<b>13</b>	<b>Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>Amounts falling due within one year:</b>	<b>£</b>	<b>£</b>
	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>
<b>14</b>	<b>Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
	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  
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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
<b>Net Total</b>	<b>0</b>

**17**

**Given to Mission and Social Action  
for the Parochial Church Council of Holy Trinity Church  
for the year ended 31 December 2021**

	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>
<b>Individuals:</b>		
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
	<b>24,272</b>	<b>22,743</b>
<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
Global Leadership Network	200	-
	<b>4,000</b>	<b>3,800</b>
<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	600	850
	<b>8,800</b>	<b>9,050</b>

**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