

Charity Registration Number: 1135072

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY, SPRINGFIELD, DIOCESE OF
CHELMSFORD**

**ANNUAL ACCOUNTS AND TRUSTEES REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, SPRINGFIELD,
DIOCESE OF CHELMSFORD**

TRUSTEES REPORT

Year ended 31 December 2021

The trustees present their report and accounts for the year ended 31 December 2021. For the rest of the report and accounts the name of the charity has been shortened to Holy Trinity, Springfield.

Administrative information

Holy Trinity, Springfield is situated on Trinity Road, Chelmsford, Essex, CM2 6HS. It is part of the Diocese of Chelmsford within the Church of England.

Structure, governance and management

The charity is subject to the following governing documents: Parochial Church Council Powers Measure (1956) as amended and Church Representation Rules. Holy Trinity, Springfield was obliged to register as a charity in its own right as its income was over £100,000 per annum.

The trustees are the members of the Parochial Church Council (PCC), who are elected from members of the electoral role of the church at the annual parochial church meeting (APCM). They are elected for a term of three years, so there is a rolling number of around four-five trustee vacancies that need filling each year.

Trustees can leave the PCC at any point during their term, usually due to moving away from Chelmsford. These temporary vacancies are not usually filled until the next APCM as there are sufficient trustees to continue with the business of the charity.

The Trustees who served during the year were:

Ex-Officio members:

Keith Roddy (Incumbent)
Ian Fuller (Non-Stipendiary Minister)
Martin Charlesworth (Churchwarden)
David Suttling (Churchwarden)

Elected members:

Pam Buckingham
John Dawson (Deputy Churchwarden)
Alex Evans (Deputy Churchwarden)
Eleanor Evans (Treasurer)
Jo Haynes
Fran Pattie (to November 2021)
Richard Scott
Claire Suttling (PCC secretary)
Helen Turner
James Turner
Mary Want
Chris Whiddon (to November 2021)

The trustees are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the charity are to be spent. The full PCC met six times during the year. All members of the church family are welcome to attend PCC meetings.

A standing committee made up of the Vicar, Churchwardens, Deputy Churchwardens and any additional co-opted members meets once a month. The standing committee can transact PCC business but may not make decisions which require the approval of the full PCC.

In addition, the PCC has appointed various officers to assist in specific functions as follows:

Stewardship and Gift Aid Officer: Jo Roddy

Safeguarding Officer: Helen Vass to July 2021, Eleanor Evans from September 2021

Objectives and activities

The object of the charity is promoting in the ecclesiastical parish the whole mission of the church. As a parish church, we are committed to developing effective and appropriate ways of communicating the gospel of Jesus to those in our community. We seek to see God's kingdom grow in our parish, and to live as witnesses to Jesus in all we do.

The mission statement of the charity is as follows:

Holy Trinity, Springfield, is the Anglican Parish Church serving the Springfield Park and Parklands Drive communities in Chelmsford.

We aim to be:-

A biblically based church with a faithful witness to Jesus Christ in the 21st Century.

and

Active in our partnership with the world Church

We endeavour to make:-

Our welcome warm,

Our worship meaningful,

and

Our fellowship a beacon of hope in the community.

In making decisions about how to meet our objectives and live up to our mission statement, the trustees have had due regard to the public benefit guidance published by the Charities Commission when exercising any powers or duties to which the guidance is relevant.

Achievements and performance

Worship and prayer

All are welcome to attend our regular services. Our 10.30am service runs every Sunday and restarted in March 2021 (with an average attendance of 30 adults and 6 children, from then until the end of the year). The 8am and 6pm services did not run in 2021. Our once a month 4pm Messy Church service ran outdoors for much of the year and restarted in the church building from September 2021.

2021 was again dominated by the Covid-19 pandemic and emergence therefrom, with the additional burden of our vicar, Keith, being on sick leave from April to July and on sabbatical from July to October. Church was closed to all activities from January to March. From our reopening until Keith's return to work in October, the services and other parts of church life were run by our churchwardens together with our associate minister. We followed public health guidance as regards social distancing, mask wearing, cleaning etc. Church activities were able to reopen in earnest from September onwards and

there has been a need to assess resources (financial and people) in order to determine which activities should continue and in what format. Following Keith's sabbatical, he has been sharing ideas and learning from that time, and there has been helpful discussion within the church as to our future direction. It is intended that the church family will be consulted on a formal vision plan as the output from these discussions.

Some of our fellowship groups have struggled to restart following the pandemic so it has been decided to reset in 2022 with the formation of new groups.

We meet once a month as a church to pray for the church and our community: these continued on Zoom throughout 2021 but have restarted in person in 2022.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. This year we celebrated one wedding and no baptisms. We held no funerals in our church but our ministers presided over eleven funerals, in each case following the relevant government guidance applicable at the time.

Pastoral care

Ian Fuller heads up our pastoral team, caring for our community in whatever way we can. This includes visiting the sick, elderly and bereaved. Both Keith Roddy and Ian Fuller will celebrate the Lord's Supper in homes or hospital with those who request it.

Physical pastoral care continued to be limited due to government restrictions and Church of England guidelines. However, we continued online streaming of services until the summer with corresponding recordings distributed to those unable to access it through other means. Most of the contact during the pandemic has been via telephone, with main responsibility for various groups being undertaken by their respective leaders, including Green Pastures, Messy Church families and Fellowship Groups. Independently the clergy have sought to keep in touch with members of the congregation by telephone. It has been encouraging to see the impact on relationship building of face-to-face meetings now that things have opened up.

Activities of the church (mission and evangelism)

We seek to promote the whole mission of the Church and use our facilities for the public benefit through the provision of activities in the church hall for various groups. During the final months of the year thought was given to what activities we could sustainably restart at this time. Messy Church moved back into the church building and it is encouraging to see some families returning. Who Let the Dads Out held a final few sessions but has stopped for the time being due to leaders having moved away from the church. Little Rockets has not restarted, again due to volunteer constraints.

Green Pastures is back to meeting once a week providing activities and fellowship for elders in our community.

We restarted a Sunday morning group for secondary age children in early summer 2021, and reopened all of our groups in September. Currently we offer this teaching for children on every Sunday except the fourth Sunday in the month when the entire congregation meets to worship together in an all-age service.

We continue to have a good relationship with Trinity Road School, and are beginning to welcome them back to our building in 2022, as well as conducting assemblies at the school.

Mission and Ministry Units

As part of the Diocese's "Transforming Presence" initiative, Holy Trinity Church continues in prayerful discussion with other local churches to form a Mission and Ministry Unit. This seeks to use Stipendiary Clergy more effectively whilst encouraging a more collaborative approach to Mission.

Financial review

The primary source of funds is the giving of the church members which, together with tax recovered through the Gift Aid and GASD schemes, accounts for the majority of income. This is received either through planned giving, collections in church or other donations. Additional regular sources of income are fees for weddings and funerals, hall rentals and interest on monies held. Our income held up well in the early part of 2021 but towards the end of the year, a reduction in numbers in the congregation became apparent as giving became less. However, the hall hire continues to increase, with four groups now regularly using it and one-off hire is also expanding. The hall was used as a polling station for the first time in 2021.

Total receipts for 2021 across unrestricted funds were £86,573.

As part of our stated aim to be active in our partnership with the world church, the voluntary giving to our mission partners was £6,050. We also held regular "Mission Sundays" where the congregation could give specifically to one of our mission partners. Overall giving to our mission partners was £11,330.

In 2021, the general fund had a surplus of £3,681 (2020: surplus of £2,071) and the hall fund had a deficit of £2,508 (2020: deficit of £4,619). As with previous years, the charity did not meet its required parish share in full (we paid £60,000 of a required £70,051, which was the same amount as in 2020). The trustees continue to focus on how to ensure the charity reaches and maintains a stable financial footing.

Church hall and grounds improvement fund (formerly the extension fund)

Following the extensive work undertaken in 2020, a further £6,600 was spent from this fund in 2021 on extending and resurfacing the car park and building a small paved area/patio at the back of the church hall which allows for outdoor socialising in good weather. There was £6,672 remaining in the fund as at 31 December 2021 and the trustees anticipate that this will be used in any major hall maintenance items, particularly with an eye to the roof over the kitchen/small hall which needs some attention.

Reserves policy

To provide for any big expenditure required as a result of the statutory quinquennial survey of the church buildings and property, the trustees seek to put aside up to £2,000 at the end of each financial year (giving £10,000 over each five year 'quinquennial' period). In 2021, the amount put aside was £1,500. More generally, the trustees are working towards having three months' expenditure available in our current account to deal with any unexpected drop in income. The church's reserves policy is due for annual review by the trustees in May 2022.

The unrestricted reserves of the charity (not including the value of the church hall which is accounted for at its 2013 insurance valuation of £560,000) decreased slightly in 2021 from £12,657 to £12,041.

Format of the accounts

These accounts have been prepared on a receipts and payments basis.

Volunteers

Finally, we would like to thank all the volunteers who work so hard to make our church the friendly, caring and vibrant community it is.

The trustees declare that they have approved the Trustees' Report above.

A handwritten signature in black ink, appearing to read 'M. Charlesworth', written over a dotted line.

Martin Charlesworth

Church Warden

Date: 22/05/22

Independent examiner's report to the Trustees of THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, SPRINGFIELD, DIOCESE OF CHELMSFORD

I report on the accounts of the PCC for the year ended 31 December 2021, which are set out on the following sheets: Receipts and Payments Account, Fund movement by type, Analysis of receipts and payments, Balance Sheet and Notes to the Accounts.

Respective responsibilities of the PCC and the examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the "Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Act;
- to follow the applicable directions given by the Charity Commission (under section 145(5)(b) of the Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether these accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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Date: 11 May 2022
Name: Keith Jones, FCA
Address: 4 Lister Tye, Chelmsford, Essex, CM2 9LS

Holy Trinity Springfield

Receipts and Payments Account

For the period from 01 January 2021 to 31 December 2021

	Unrestricted funds	Designated funds	Restricted funds		Total funds	Prior year total funds
Receipts						
Donations and legacies	86,140.14	865.01	8,992.44	—	95,997.59	116,020.87
Income from charitable activities	433.00	159.00	—	—	592.00	879.76
Other trading activities	—	4,580.00	—	—	4,580.00	1,922.50
Investments	—	—	6.84	—	6.84	127.10
Other income	—	3,860.00	—	—	3,860.00	1,312.58
Total receipts	86,573.14	9,464.01	8,999.28	—	105,036.43	120,262.81
Payments						
Raising funds	—	—	—	—	—	—
Expenditure on charitable activities	82,891.77	13,798.15	13,436.71	—	110,126.63	152,628.71
Total payments	82,891.77	13,798.15	13,436.71	—	110,126.63	152,628.71
Excess of receipts over payments before transfer	3,681.37	(4,334.14)	(4,437.43)	—	(5,090.20)	(32,365.90)
Transfers						
Gross transfers between funds - in	283.15	4,149.20	106.43	—	4,538.78	562,988.91
Gross transfers between funds - out	(4,255.63)	(140.34)	(142.81)	—	(4,538.78)	(562,988.91)
Excess of receipts over payments before other gains	(291.11)	(325.28)	(4,473.81)	—	(5,090.20)	(32,365.90)
Net movement in funds	(291.11)	(325.28)	(4,473.81)	—	(5,090.20)	(32,365.90)
Reconciliation of funds						
All assets at 01 January 2021	3,505.03	569,152.63	11,361.39	—	584,019.05	616,384.95
All assets at 31 December 2021	3,213.92	568,827.35	6,887.58	—	578,928.85	584,019.05

Holy Trinity Springfield
Fund movement by type
Selected period: 01 January 2021 to 31 December 2021

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances carried forward
Unrestricted							
General fund	3,505.03	86,573.14	82,891.77	(3,972.48)	—	—	3,213.92
Sub-totals	3,505.03	86,573.14	82,891.77	(3,972.48)	—	—	3,213.92
Designated							
Care fund	1,535.00	865.01	198.99	—	—	—	2,201.02
Hall capital value fund	560,000.00	—	—	—	—	—	560,000.00
Sandra O'Sullivan	1,049.60	—	329.00	—	—	—	720.60
Hall cash fund	—	8,440.00	10,948.86	2,508.86	—	—	—
Bookshop fund	323.60	159.00	301.30	—	—	—	181.30
Quinquennial fund	6,244.43	—	2,020.00	1,500.00	—	—	5,724.43
Sub-totals	569,152.63	9,464.01	13,798.15	4,008.86	—	—	568,827.35
Restricted							
Gift collections	—	865.00	866.33	1.33	—	—	—
Green Pastures	—	100.00	—	—	—	—	100.00
Messy Church	—	—	—	—	—	—	—
Stained glass window	750.00	—	850.00	100.00	—	—	—
Mission/charities	—	4,867.59	4,834.69	5.10	—	—	38.00
Youth fund	—	47.00	27.00	—	—	—	20.00
Church hall and grounds improvement fund	10,446.49	2,825.59	6,600.00	—	—	—	6,672.08
First Wednesday Group	—	294.10	151.29	(142.81)	—	—	—
NISA fund	164.90	—	107.40	—	—	—	57.50
Sub-totals	11,361.39	8,999.28	13,436.71	(36.38)	—	—	6,887.58
Totals	584,019.05	105,036.43	110,126.63	—	—	—	578,928.85

Holy Trinity Springfield

Analysis of receipts and payments Selected period: 01 January 2021 to 31 December 2021

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Receipts						
<i>Donations and legacies</i>						
Gift Aid eligible planned giving - bank	58,531.08	—	1,100.00	—	59,631.08	63,836.00
Gift Aid eligible planned giving - envelopes	4,015.00	—	—	—	4,015.00	2,585.00
Other planned giving - bank	6,665.00	—	120.00	—	6,785.00	7,220.00
Other planned giving - envelopes	575.00	—	—	—	575.00	1,922.00
Loose plate collections	687.59	—	—	—	687.59	596.19
Loose plate collection - Messy Church	—	—	—	—	—	30.38
Mission/charities appeals	—	—	4,326.99	—	4,326.99	1,754.34
One-off Gift Aid eligible donations	408.58	692.01	80.00	—	1,180.59	18,363.00
Other one-off donations	832.38	—	946.10	—	1,778.48	518.52
Tax recovered (Gift Aid and GASDS)	14,347.09	173.00	1,382.35	—	15,902.44	19,158.52
General fundraising	78.42	—	1,037.00	—	1,115.42	36.92
<i>Donations and legacies Totals</i>	86,140.14	865.01	8,992.44	—	95,997.59	116,020.87
<i>Income from charitable activities</i>						
Fees for weddings and funerals	363.00	—	—	—	363.00	528.00
Who Let The Dads Out fees	70.00	—	—	—	70.00	114.20
Bookstall sales (bible notes)	—	159.00	—	—	159.00	237.56
<i>Income from charitable activities Totals</i>	433.00	159.00	—	—	592.00	879.76
<i>Other trading activities</i>						
Mission/charity specific fundraising	—	—	—	—	—	250.00
Church hall lettings (regular)	—	3,560.00	—	—	3,560.00	1,055.00
Church hall lettings (one-off)	—	1,020.00	—	—	1,020.00	617.50
<i>Other trading activities Totals</i>	—	4,580.00	—	—	4,580.00	1,922.50
<i>Investments</i>						
Bank interest	—	—	6.84	—	6.84	127.10
<i>Investments Totals</i>	—	—	6.84	—	6.84	127.10
<i>Other income</i>						
Insurance claims	—	3,860.00	—	—	3,860.00	1,312.58
<i>Other income Totals</i>	—	3,860.00	—	—	3,860.00	1,312.58
Receipts Grand totals	86,573.14	9,464.01	8,999.28	—	105,036.43	120,262.81

Payments

<i>Expenditure on charitable activities</i>						
Mission giving from general income	6,050.00	—	—	—	6,050.00	6,550.00
Mission giving (specific appeals)	—	—	5,279.77	—	5,279.77	1,972.27
Parish share	60,000.00	—	—	—	60,000.00	60,000.00
Salary of parish administrator	7,339.93	—	—	—	7,339.93	7,230.60
Clergy expenses	291.69	—	—	—	291.69	903.06
Vicar's telephone	276.00	—	—	—	276.00	259.97
Clergy books and training	347.93	—	—	—	347.93	356.52
General parish mission and evangelism	392.54	198.99	572.54	—	1,164.07	499.76
Who Let The Dads Out	83.25	—	—	—	83.25	45.62
Messy Church	62.09	62.62	107.40	—	232.11	282.83
Church insurance	2,054.40	—	—	—	2,054.40	2,031.31
Church office - phone/internet	687.59	—	—	—	687.59	546.55
Organ tuning	—	—	—	—	—	1,069.37
Church maintenance	324.23	1,440.00	—	—	1,764.23	828.08
Cleaning	—	2,032.63	—	—	2,032.63	3,363.42

Upkeep of services	1,234.15	329.00	—	—	1,563.15	8,753.99
Ignite	161.59	—	27.00	—	188.59	131.47
Upkeep of churchyard	—	—	—	—	—	3,776.96
Church office/admin expenses	1,854.27	—	—	—	1,854.27	1,969.07
Church running - equipment/sundries	230.54	—	—	—	230.54	500.77
Church running - electricity	503.75	—	—	—	503.75	520.59
Church running - gas	997.82	—	—	—	997.82	7.50
Bookstall costs (bible notes)	—	238.68	—	—	238.68	254.22
Hall running - electricity	—	1,810.75	—	—	1,810.75	1,486.42
Hall running - insurance	—	1,712.07	—	—	1,712.07	2,889.22
Hall running - maintenance	—	1,091.39	—	—	1,091.39	1,402.57
Hall running - water and sewage	—	342.02	—	—	342.02	422.24
Church major repairs - structure	—	580.00	850.00	—	1,430.00	356.96
Hall + major repairs - structure	—	—	4,850.00	—	4,850.00	43,335.71
Hall + major repairs - installation	—	3,960.00	940.00	—	4,900.00	881.66
New building church	—	—	810.00	—	810.00	—
<i>Expenditure on charitable activities Totals</i>	82,891.77	13,798.15	13,436.71	—	110,126.63	152,628.71
Payments Grand totals	82,891.77	13,798.15	13,436.71	—	110,126.63	152,628.71

Holy Trinity Springfield

Balance sheet As at: 31 December 2021

	As at 31/12/2021 £	As at 31/12/2020 £
Cash at bank and in hand		
CBF Deposit Account	13,136.94	13,130.10
Co-operative Bank Current Account	6,090.91	11,039.45
Cash in hand (Bookstall - Bible Notes)	-	40.62
Cash in hand (WLTD0)	-	50.20
	<u>19,227.85</u>	<u>24,260.37</u>
Other assets		
Church hall building	560,000.00	560,000.00
Good Book Company credit note	20.00	82.62
Total assets	<u><u>579,247.85</u></u>	<u><u>584,342.99</u></u>
Represented by		
Unrestricted		
General fund	3,213.92	3,505.03
Designated		
Care fund	2,201.02	1,535.00
Hall capital value fund	560,000.00	560,000.00
Sandra O'Sullivan bequest	720.60	1,049.60
Hall cash fund	—	—
Bookshop fund	181.30	323.60
Quinquennial fund	5,724.43	6,244.43
Restricted		
Gift collections	—	—
Green Pastures	100.00	—
Stained glass window	—	750.00
Mission/charities	38.00	—
Youth fund	20.00	—
Church hall and grounds improvement fund	6,672.08	10,446.49
First Wednesday Group	—	—
NISA fund	57.50	164.90
Funds of the church	<u><u>578,928.85</u></u>	<u><u>584,019.05</u></u>
Funds held on behalf of others	<u>319.00</u>	<u>323.94</u>
TOTAL FUNDS	<u><u>579,247.85</u></u>	<u><u>584,342.99</u></u>

M. Chaluvu

22/05/22

NOTES TO THE ACCOUNTS

1. These accounts have been prepared on a receipts and payments basis.
2. PCC policy is to minimise the use of petty cash and during 2021 we have managed to remove our use of petty cash accounts.
3. Funds held on behalf of others

Hall deposits	£100.00
Funeral fees double paid to Holy Trinity	£219.00
	<hr/>
	£319.00
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4. The value of the church hall freehold is held in the accounts at the insurance valuation of 4 December 2013 (£560,000).
5. The PCC reserves policy is for an amount up to £2,000 to be transferred to the Quinquennial Fund each year to cover any required expenditure arising from the quinquennial report. The PCC will review this policy at the time of the next quinquennial report.