

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 2022**

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

TRUSTEES REPORT

Year ended 31 December 2022

The trustees present their report and accounts for the year ended 31 December 2022. 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 previously obliged to register as a charity in its own right as its income was over £100,000 per annum. It is registered with the Charities Commission under number 1135072.

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 Holy Trinity, Springfield. 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)
Alexander Evans (Churchwarden)

Elected members:

Elaine Charlesworth (PCC secretary)
John Dawson (Deputy Churchwarden)
Zara Harrison (to September 2022)
Jo Haynes
Andy Parker
Richard Scott (Deputy Churchwarden)
Claire Suttling
Mary Want

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 and minutes are circulated to the church family by email shortly after each meeting.

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

Treasurer: Eleanor Evans

Safeguarding Officer: Eleanor Evans to November 2022

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 an Evangelical Anglican Parish Church serving the Springfield Park, Chelmer Waterside and Parklands Drive communities in Chelmsford. We are a Bible believing church which seeks to glorify God – Father, Son and Holy Spirit – by:

- Teaching the Word of God, to help all ages grow in Jesus Christ and to be released into His service;
- Praying and caring for everyone within our church community;
- Sharing the good news of Jesus Christ with our parish and the wider community;
- Supporting mission partners across the world.

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 (with an average attendance of 38 adults and 8 children). Most Sundays this includes our Sunday School, Ignite, but on the fourth Sunday of each month we worship together as a full church family in our 'all-age' service. We have additional services each month as follows:

1st Sunday 6pm service with a repeat of the 10.30am sermon

2nd Sunday 4pm Messy Church service aimed at families

3rd Sunday 6pm service with a repeat of the 10.30am sermon

4th Sunday 8am traditional BCP service

The annual plan was put together at the beginning of 2022 by the standing committee and then discussed and refined in PCC. The PCC formally adopted the plan, which focused on building up the church through formal and informal discipleship. Amongst other initiatives, this has involved the launch of new fellowship groups in the first half of 2022 as well as a new men's group in October 2022, and more recently a women's group. In addition, the church has become more involved in the

Chelmsford Diocesan Evangelical Fellowship (CDEN) which brings together Church of England evangelical churches in the Chelmsford Diocese.

We meet once a month as a church to pray for the church and our community. These meetings are on a Saturday morning allowing us to share breakfast together before praying. It has been encouraging to see so many members of the church family participating.

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 our ministers officiated at 6 funerals (2 in church and 4 elsewhere) but we held no baptisms or weddings.

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.

Our Care Fund is available to provide funds to those in our community who are in need. Anyone can recommend someone for help from this fund; decisions regarding the disbursement of funds are made by Ian Fuller in conjunction with our Treasurer, Eleanor Evans. In 2022, we helped a local family who were moving into an unfurnished house with the purchase of white goods.

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. At the time, due to volunteer constraints, our only regular group is Green Pastures which meets once a week providing activities and fellowship for elders in our community. We continue to keep under review what other community outreach activities might be possible.

The church hall is regularly hired by community groups including Brownies, Karate and Strollercise and is available for members of the community to hire for parties and other gatherings.

We continue to have a good relationship with Trinity Road School and have been pleased to welcome them to our building during 2022 for Harvest Festival, Christmas and Easter and occasional other visits related to their Religious Education curriculum, as well as conducting assemblies at the school.

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 giving income in 2022 was significantly reduced from 2021 due to people moving on from the church. However, the hall hire continued to increase, both through regular and one-off hires.

Total receipts for 2022 across unrestricted funds were £70,838.

As part of our stated aim to be active in our partnership with the world church, the voluntary giving to our mission partners was £4,380. 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 £8,555.

In 2022, the general fund had a surplus of £1,114 (2021: surplus of £3,681) and the hall fund had a surplus of £61 (2021: deficit of £2,508). As with previous years, the charity did not meet its required parish share in full (we paid £46,000 of a required £74,599). The trustees continue to focus on how best the charity can manage its day-to-day operations while paying as much as possible towards our requested parish share.

Quinquennial fund

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 2022, the amount put aside was £1,500.

During 2022, the trustees decided to use money in the Quinquennial Funds to pay for investigations into certain trees, the roots of which are affecting the church and hall buildings. It was expected that the relevant repair work would be raised in the 2022 quinquennial survey and as such the work was of the type for which this money has been saved.

The 2022 quinquennial survey took place in November 2022 and as expected has identified various areas of work to be undertaken over the next five years. The trustees consider that the two areas of necessary work at costs over the amounts set aside in the Quinquennial Fund are (1) repairs relating to tree damage as described above and (2) repairs to certain areas of the church roof. Discussions are ongoing with Essex County Council regarding the former and the trustees are exploring various avenues of funding for the latter, including a church family gift day and applications for grant funding.

Reserves policy

More generally, the trustees' policy is to have 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 2023.

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 in 2022 from £12,041 to £9,633, mainly due to expenditure from the Quinquennial Fund as described above.

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.



Martin Charlesworth
Church Warden

Date: 09/05/2023

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 2022, 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.

Keith Jones

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Date: 28th April 2023
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 2022 to 31 December 2022

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
<i>Receipts</i>					
Donations and legacies	69,773.10	164.00	5,712.30	75,649.40	95,997.59
Income from charitable activities	1,039.00	236.12	—	1,275.12	592.00
Other trading activities	—	7,715.00	—	7,715.00	4,580.00
Investments	26.19	—	146.60	172.79	6.84
Other income	—	—	—	—	3,860.00
Total receipts	70,838.29	8,115.12	5,858.90	84,812.31	105,036.43
<i>Payments</i>					
Expenditure on charitable activities	69,724.02	11,637.61	5,431.80	86,793.43	110,126.63
Total payments	69,724.02	11,637.61	5,431.80	86,793.43	110,126.63
Excess of receipts over payments before transfer	1,114.27	(3,522.49)	427.10	(1,981.12)	(5,090.20)
<i>Transfers</i>					
Gross transfers between funds - in	—	1,500.00	—	1,500.00	4,538.78
Gross transfers between funds - out	(1,500.00)	—	—	(1,500.00)	(4,538.78)
Excess of receipts over payments before other gains	(385.73)	(2,022.49)	427.10	(1,981.12)	(5,090.20)
Net movement in funds	(385.73)	(2,022.49)	427.10	(1,981.12)	(5,090.20)
<i>Reconciliation of funds</i>					
All assets at 01 January 2022	3,213.92	568,827.35	6,887.58	578,928.85	584,019.05
All assets at 31 December 2022	2,828.19	566,804.86	7,314.68	576,947.73	578,928.85

Holy Trinity Springfield
Fund movement by type
Selected period: 01 January 2022 to 31 December 2022

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances carried forward
Unrestricted							
General	3,213.92	70,838.29	69,724.02	(1,500.00)	—		2,828.19
Sub-totals	3,213.92	70,838.29	69,724.02	(1,500.00)	—		2,828.19
Designated							
Care	2,201.02	90.00	757.00	—	—		1,534.02
Hall capital value	560,000.00	—	—	—	—		560,000.00
Men's Group	—	74.00	52.48	—	—		21.52
Sandra O'Sullivan bequest	720.60	—	535.96	—	—		184.64
Hall cash	—	7,715.00	7,653.53	—	—		61.47
Bookshop	181.30	236.12	148.64	—	—		268.78
Quinquennial	5,724.43	—	2,490.00	1,500.00	—		4,734.43
Sub-totals	568,827.35	8,115.12	11,637.61	1,500.00	—		566,804.86
Restricted							
Gift collections	—	974.00	974.00	—	—		—
Green Pastures	100.00	225.00	160.00	—	—		165.00
Mission/charities	38.00	4,348.30	4,175.30	—	—		211.00
Youth	20.00	45.00	65.00	—	—		—
Church hall and grounds improvement fund	6,672.08	266.60	—	—	—		6,938.68
NISA	57.50	—	57.50	—	—		—
Sub-totals	6,887.58	5,858.90	5,431.80	—	—		7,314.68
Totals	578,928.85	84,812.31	86,793.43	—	—		576,947.73

Holy Trinity Springfield

Analysis of receipts and payments

01 January 2022 to 31 December 2022

	Unrestricted	Designated	Restricted	This year	Total Last year
Receipts					
<i>Donations and legacies</i>					
Gift Aid eligible planned giving - bank	46,309.50	—	—	46,309.50	59,631.08
Gift Aid eligible planned giving - envelopes	2,580.00	—	—	2,580.00	4,015.00
Other planned giving - bank	7,562.50	—	120.00	7,682.50	6,785.00
Other planned giving - envelopes	768.30	—	—	768.30	575.00
Loose plate collections	797.99	—	—	797.99	687.59
Mission/charities appeals	—	—	3,701.94	3,701.94	4,326.99
One-off Gift Aid eligible donations	187.81	—	50.00	237.81	1,180.59
Other one-off donations	887.38	164.00	1,144.00	2,195.38	1,778.48
Tax recovered (Gift Aid and GASDS)	10,646.28	—	696.36	11,342.64	15,902.44
General fundraising	33.34	—	—	33.34	1,115.42
<i>Donations and legacies totals</i>	69,773.10	164.00	5,712.30	75,649.40	95,997.59
<i>Income from charitable activities</i>					
Fees for weddings and funerals	1,039.00	—	—	1,039.00	363.00
Who Let The Dads Out fees	—	—	—	—	70.00
Bookstall sales (bible notes)	—	236.12	—	236.12	159.00
<i>Income from charitable activities totals</i>	1,039.00	236.12	—	1,275.12	592.00
<i>Other trading activities</i>					
Church hall lettings (regular)	—	5,775.00	—	5,775.00	3,560.00
Church hall lettings (one-off)	—	1,940.00	—	1,940.00	1,020.00
<i>Other trading activities totals</i>	—	7,715.00	—	7,715.00	4,580.00
<i>Investments</i>					
Bank and building society interest	26.19	—	146.60	172.79	6.84
<i>Investments Totals</i>	26.19	—	146.60	172.79	6.84
<i>Other income</i>					
Insurance claims	—	—	—	—	3,860.00
<i>Other income totals</i>	—	—	—	—	3,860.00
Receipts grand totals	70,838.29	8,115.12	5,858.90	84,812.31	105,036.43

Payments

<i>Expenditure on charitable activities</i>					
Mission giving from general income	4,380.00	—	—	4,380.00	6,050.00
Mission giving (specific appeals)	—	—	4,175.30	4,175.30	5,279.77
Parish share	46,000.00	—	—	46,000.00	60,000.00
Salary of parish administrator	7,339.92	—	—	7,339.92	7,339.93
Clergy expenses	398.93	535.96	—	934.89	567.69
Clergy books and training	348.94	—	—	348.94	347.93
General parish mission and evangelism	299.31	809.48	340.25	1,449.04	1,164.07
Who Let The Dads Out	—	—	—	—	83.25
Messy Church	14.39	—	46.25	60.64	232.11
Church insurance	2,079.43	—	—	2,079.43	2,054.40

Church office - phone/internet	736.67	—	—	736.67	687.59
Organ tuning	300.00	—	—	300.00	—
Church maintenance	2,782.80	—	805.00	3,587.80	1,764.23
Cleaning	—	2,984.00	—	2,984.00	2,032.63
Upkeep of services	734.33	—	—	734.33	1,563.15
Ignite	233.43	—	65.00	298.43	188.59
Upkeep of churchyard	445.74	—	—	445.74	—
Church office/admin expenses	1,963.92	—	—	1,963.92	1,854.27
Church running - equipment/sundries	4.99	—	—	4.99	230.54
Church running - electricity	551.07	—	—	551.07	503.75
Church running - gas	1,110.15	—	—	1,110.15	997.82
Bookstall costs (bible notes)	—	148.64	—	148.64	238.68
Hall running - electricity	—	1,807.38	—	1,807.38	1,810.75
Hall running - insurance	—	1,818.20	—	1,818.20	1,712.07
Hall running - maintenance	—	272.63	—	272.63	1,091.39
Hall running - equipment/sundries	—	301.14	—	301.14	—
Hall running - water and sewage	—	470.18	—	470.18	342.02
Church major repairs - structure	—	2,490.00	—	2,490.00	1,430.00
Hall major repairs - structure	—	—	—	—	4,850.00
Hall major repairs - installation	—	—	—	—	4,900.00
New building Church	—	—	—	—	810.00
<i>Expenditure on charitable activities</i>	69,724.02	11,637.61	5,431.80	86,793.43	110,126.63
Payments grand totals	69,724.02	11,637.61	5,431.80	86,793.43	110,126.63

Holy Trinity Springfield

Balance sheet As at: 31 December 2022

	As at 31/12/2022	As at 31/12/2021
	£	£
Cash at bank and in hand		
CCLA Deposit Account	13,309.73	13,136.94
Co-operative Bank Current Account	4,281.00	6,090.91
	<u>17,590.73</u>	<u>19,227.85</u>
Other assets		
Church hall building	560,000.00	560,000.00
Good Book Company credit note	—	20.00
Total assets	<u><u>577,590.73</u></u>	<u><u>579,247.85</u></u>
Represented by		
Unrestricted		
General fund	2,828.19	3,213.92
Designated		
Care fund	1,534.02	2,201.02
Hall capital value fund	560,000.00	560,000.00
Men's Group	21.52	—
Sandra O'Sullivan bequest	184.64	720.60
Hall cash fund	61.47	—
Bookshop fund	268.78	181.30
Quinquennial fund	4,734.43	5,724.43
Restricted		
Green Pastures	165.00	100.00
Mission/charities	211.00	38.00
Youth fund	—	20.00
Church hall and grounds improvement fund	6,938.68	6,672.08
NISA fund	—	57.50
Funds of the church	<u><u>576,947.73</u></u>	<u><u>578,928.85</u></u>
Funds held on behalf of others	<u>643.00</u>	<u>319.00</u>
TOTAL FUNDS	<u><u>577,590.73</u></u>	<u><u>579,247.85</u></u>

Signed on behalf of the trustees:



NOTES TO THE ACCOUNTS

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

2. Funds held on behalf of others

Funeral fees double paid to Holy Trinity	£219.00
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Wedding fees (CDBF portion) paid in advance	£218.00
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Funeral fees (CDBF) received close to year end, to be paid out in 2023	£206.00
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	<hr/> <hr/> £643.00 <hr/> <hr/>
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3. The value of the church hall freehold is held in the accounts at the insurance valuation of 4 December 2013 (£560,000).

4. 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 during 2023, having considered the 2022 quinquennial report.