

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 2023**

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

TRUSTEES REPORT

Year ended 31 December 2023

The trustees present their report and accounts for the year ended 31 December 2023. 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 three 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)
David Harmsworth (from May 2023)
Jo Haynes (to May 2023)
Andy Parker
Richard Scott (Deputy Churchwarden)
Claire Suttling (to May 2023)
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: Currently vacant

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. Across the year, this had an average attendance of approximately 45 adults and 15 children and it was particularly encouraging to see the numbers increasing towards the end of 2023. Most Sundays our Sunday School, Ignite, runs alongside the service but on the fourth Sunday of each month we worship together as a full church family in our 'all-age' service. We started 2023 with additional services each month as follows:

1 st Sunday	6pm service with a repeat of the 10.30am sermon
2 nd Sunday	4pm Messy Church service aimed at families
3 rd Sunday	6pm service with a repeat of the 10.30am sermon
4 th Sunday	8am traditional BCP service

However, the PCC decided in the summer of 2023 that the Messy Church service was no longer viable due to a consistent drop in numbers attending and the volunteer time needed to run it. We now have a 6pm service on the first three Sundays of the month.

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 continues to be encouraging to see so many members of the church family participating.

We also have a small, informal, spoken service that takes place once a week called Time with God.

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 three funerals, one wedding and one baptism.

Discipleship and fellowship

The incumbent and PCC have continued to implement the annual plan put in place in 2022 (to be reviewed and updated during 2024), with a focus on building up the church through formal and informal discipleship. We have four fellowship groups which meet regularly to study the bible, encourage one another and to support each other in prayer. Three of these are groups open to all with one being particularly welcoming to those who wish to bring young children with them; the fourth group (known as 24/7) is aimed at young adults. In addition, we have a men's group which meets for bible studies and social gatherings and a women's social group, and we hold ad-hoc lunches for the whole church family to meet and eat together after a Sunday service.

We retain strong links with the Chelmsford Diocesan Evangelical Fellowship (CDEN) which brings together Church of England evangelical churches in the Chelmsford Diocese.

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. The PCC are keen to see this fund used and welcome ideas in that regard.

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. The PCC regularly considers the viability of our existing community outreach activities and what additional activities might be possible; our main constraint is volunteer resources.

At the time of writing, we have a weekly group, Green Pastures, which provides activities and fellowship for elders in our community and a monthly group, Trinity Dads, for dads and carers of young children. 2023 also saw the return of our holiday club for primary aged children, held during the October half term. The Secret Agents academy was enjoyed by a group of enthusiastic children and we hope to build on its success in October 2024.

The church hall is regularly hired by community groups including Gamblers Anonymous, 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 2023 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. Both our giving income and our hall hire remained relatively steady in 2023.

Total receipts for 2023 across unrestricted funds were £93,893 (including the gift day income described below).

As part of our stated aim to be active in our partnership with the world church, we support various mission partners, prayerfully and financially. We hold regular "Mission Sundays" where the congregation can choose to support a specific mission partner and this is supplemented by giving from our general income. Overall giving to our mission partners in 2023 was £7,162.

In 2023, the general fund had a surplus of £4,596 (2022: surplus of £1,114) and the hall fund had a deficit of £361 (2022: surplus of £61). As with previous years, the charity did not meet its required parish share in full (we paid £43,000 of a required £71,572). 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 2023, the amount put aside was £1,500.

The most recent quinquennial survey took place in November 2022 and identified various areas of work to be undertaken. 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 to our buildings and (2) repairs to certain areas of the church roof. Following extensive discussions with Essex County Council, the trustees reached an agreement for a number of trees in the churchyard to be removed which are responsible for subsidence to both the church building and the church hall. A church family gift day was held towards the cost of the works to the trees and the roof in April 2023 which raised £10,265 (with an additional £1,598 in gift aid). We were also successful in applying for a grant towards the roof works of £3,000 from the Friends of Essex Churches Trust, to be paid following completion of the works and we expect to be eligible for a grant to cover the VAT payable on the roof works from the government funded Listed Places of Worship Grant Scheme. Both the tree works and the roof works are scheduled to take place during the spring of 2024. With a view to potential future expenditure, the trustees have also sought and obtained initial legal advice relating to the extent of the closed churchyard and the Council's responsibility for maintaining it. Internal and external discussions regarding this are ongoing.

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 2024.

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) increased in 2023 from £9,633 to £19,420, mainly due to the additional income to 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: 28 April 2024

**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 2023, 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: 18 April 2024
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 2023 to 31 December 2023

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Receipts					
Donations and legacies	73,574.24	12,418.50	5,742.27	91,735.01	75,649.40
Income from charitable activities	249.00	37.96	—	286.96	1,275.12
Other trading activities	—	7,430.00	—	7,430.00	7,715.00
Investments	—	183.10	—	183.10	172.79
Total receipts	73,823.24	20,069.56	5,742.27	99,635.07	84,812.31
Payments					
Expenditure on charitable activities	69,227.02	14,879.16	10,913.52	95,019.70	86,793.43
Total payments	69,227.02	14,879.16	10,913.52	95,019.70	86,793.43
Excess of receipts over payments before transfer	4,596.22	5,190.40	-5,171.25	4,615.37	-1,981.12
Transfers					
Gross transfers between funds - in	—	1,799.80	—	1,799.80	1,500.00
Gross transfers between funds - out	-1,799.80	—	—	-1,799.80	-1,500.00
Excess of receipts over payments before other gair	2,796.42	6,990.20	-5,171.25	4,615.37	-1,981.12
Net movement in funds	2,796.42	6,990.20	-5,171.25	4,615.37	-1,981.12
Reconciliation of funds					
All assets at 01 January 2023	2,828.19	566,804.86	7,314.68	576,947.73	578,928.85
All assets at 31 December 2023	5,624.61	573,795.06	2,143.43	581,563.10	576,947.73

Holy Trinity Springfield
Fund movement by type
Selected period: 01 January 2023 to 31 December 2023

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances carried forward
Unrestricted							
General	2,828.19	73,823.24	69,227.02	-1,799.80	—	—	5,624.61
Sub-totals	2,828.19	73,823.24	69,227.02	-1,799.80	—	—	5,624.61
Designated							
Care	1,534.02	—	—	—	—	—	1,534.02
Hall capital value	560,000.00	—	—	—	—	—	560,000.00
Ladies' Group	—	62.50	26.31	—	—	—	36.19
Men's Group	21.52	493.50	396.53	—	—	—	118.49
Sandra O'Sullivan bequest	184.64	—	184.64	—	—	—	—
Hall cash	61.47	7,430.00	7,791.27	299.80	—	—	—
Bookshop	268.78	37.96	108.41	—	—	—	198.33
Quinquennial	4,734.43	12,045.60	6,372.00	1,500.00	—	—	11,908.03
Sub-totals	566,804.86	20,069.56	14,879.16	1,799.80	—	—	573,795.06
Restricted							
Garden of Remembrance	—	1,400.00	560.00	—	—	—	840.00
Green Pastures	165.00	256.25	—	—	—	—	421.25
Outreach and Evangelism	—	500.00	—	—	—	—	500.00
Special Project	—	300.00	—	—	—	—	300.00
Mission/charities	211.00	3,118.02	3,321.52	—	—	—	7.50
Youth	—	48.00	120.00	—	—	—	-72.00
Church hall and grounds improvement fund	6,938.68	120.00	6,912.00	—	—	—	146.68
Sub-totals	7,314.68	5,742.27	10,913.52	—	—	—	2,143.43
Totals	576,947.73	99,635.07	95,019.70	—	—	—	581,563.10

Holy Trinity Springfield

Analysis of receipts and payments 01 January 2023 to 31 December 2023

	Unrestricted	Designated	Restricted	This year	Total Last year
Receipts					
Donations and legacies					
Gift Aid eligible planned giving - bank	44,963.50	—	—	44,963.50	46,309.50
Gift Aid eligible planned giving - envelopes	3,500.00	—	—	3,500.00	2,580.00
Other planned giving - bank	8,215.00	—	120.00	8,335.00	7,682.50
Other planned giving - envelopes	875.00	—	—	875.00	768.30
Loose plate collections	834.73	—	—	834.73	797.99
Mission/charities appeals	—	—	2,527.57	2,527.57	3,701.94
One-off Gift Aid eligible donations	327.00	6,350.00	518.00	7,195.00	237.81
Other one-off donations	594.97	4,353.00	1,915.00	6,862.97	2,195.38
Tax recovered (Gift Aid and GASDS)	13,389.17	1,715.50	661.70	15,766.37	11,342.64
Non-recurring one-off grants	855.00	—	—	855.00	—
General fundraising	19.87	—	—	19.87	33.34
Donations and legacies totals	73,574.24	12,418.50	5,742.27	91,735.01	75,649.40
Income from charitable activities					
Fees for weddings and funerals	173.00	—	—	173.00	1,039.00
Trinity Dads fees	31.00	—	—	31.00	—
Holiday club subscriptions	45.00	—	—	45.00	—
Bookstall sales (bible notes)	—	37.96	—	37.96	236.12
Income from charitable activities totals	249.00	37.96	—	286.96	1,275.12
Other trading activities					
Church hall lettings (regular)	—	4,890.00	—	4,890.00	5,775.00
Church hall lettings (one-off)	—	2,540.00	—	2,540.00	1,940.00
Other trading activities totals	—	7,430.00	—	7,430.00	7,715.00
Investments					
Bank and building society interest	—	183.10	—	183.10	172.79
Investments Totals	—	183.10	—	183.10	172.79
Receipts grand totals	73,823.24	20,069.56	5,742.27	99,635.07	84,812.31
Payments					
Expenditure on charitable activities					
Mission giving from general income	3,840.00	—	—	3,840.00	4,380.00
Mission giving (specific appeals)	—	—	3,321.52	3,321.52	4,175.30
Parish share	43,000.00	—	—	43,000.00	46,000.00
Salary of parish administrator	7,965.60	—	—	7,965.60	7,339.92
Clergy expenses	485.65	—	—	485.65	934.89
Clergy books and training	522.04	—	—	522.04	348.94
General parish mission and evangelism	606.10	422.84	120.00	1,148.94	1,449.04
Trinity Dads	73.61	—	—	73.61	—
Messy Church	6.00	5.90	—	11.90	60.64
Holiday Club	452.03	—	—	452.03	—
Church insurance	2,130.50	—	—	2,130.50	2,079.43
Church office - phone/internet	773.56	—	—	773.56	736.67

Organ tuning	—	—	—	—	300.00
Church maintenance	1,542.00	—	—	1,542.00	3,587.80
Cleaning	—	3,210.00	—	3,210.00	2,984.00
Upkeep of services	664.49	—	—	664.49	734.33
Ignite	191.61	—	—	191.61	298.43
Upkeep of churchyard	29.25	—	560.00	589.25	445.74
Church office/admin expenses	1,514.88	—	—	1,514.88	1,963.92
Visiting speakers/locums	81.70	—	—	81.70	—
Church running - equipment/sundries	433.81	178.74	—	612.55	4.99
Church running - electricity	1,251.81	—	—	1,251.81	551.07
Church running - gas	3,662.38	—	—	3,662.38	1,110.15
Bookstall costs (bible notes)	—	108.41	—	108.41	148.64
Hall running - electricity	—	2,252.34	—	2,252.34	1,807.38
Hall running - insurance	—	1,547.64	—	1,547.64	1,818.20
Hall running - maintenance	—	213.18	—	213.18	272.63
Hall running - equipment/sundries	—	202.28	—	202.28	301.14
Hall running - water and sewage	—	365.83	—	365.83	470.18
Church major repairs - structure	—	—	—	—	2,490.00
Hall major repairs - structure	—	6,372.00	6,912.00	13,284.00	—
Expenditure on charitable activities	69,227.02	14,879.16	10,913.52	95,019.70	86,793.43
Payments grand totals	69,227.02	14,879.16	10,913.52	95,019.70	86,793.43

Holy Trinity Springfield

Balance sheet As at: 31 December 2023

	As at 31/12/2023	As at 31/12/2022
	£	£
Cash at bank and in hand		
CCLA Deposit Account	4,917.53	13,309.73
Co-operative Bank Current Account	16,864.57	4,281.00
	<u>21,782.10</u>	<u>17,590.73</u>
Other assets		
Church hall building	560,000.00	560,000.00
Total assets	<u>581,782.10</u>	<u>577,590.73</u>
Represented by		
Unrestricted		
General fund	5,624.61	2,828.19
Designated		
Care fund	1,534.02	1,534.02
Hall capital value fund	560,000.00	560,000.00
Ladies' Group	36.19	—
Men's Group	118.49	21.52
Sandra O'Sullivan bequest	—	184.64
Hall cash fund	—	61.47
Bookshop fund	198.33	268.78
Quinquennial fund	11,908.03	4,734.43
Restricted		
Garden of Remembrance	840.00	—
Green Pastures	421.25	165.00
Outreach and Evangelism	500.00	—
Special Project	300.00	—
Mission/charities	7.50	211.00
Youth fund	-72.00	—
Church hall and grounds improvement fund	146.68	6,938.68
Funds of the church	<u>581,563.10</u>	<u>576,947.73</u>
Funds held on behalf of others	<u>219.00</u>	<u>643.00</u>
TOTAL FUNDS	<u>581,782.10</u>	<u>577,590.73</u>

Signed on behalf of the trustees:



28 April 2024

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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	£219.00
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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 amount transferred in 2023 was £1,500.

