

**The Parish of  
Holy Sepulchre with St Andrew and St Lawrence  
Northampton  
PART OF THE ST CRISPIN GROUP OF CHURCHES  
NN1 3NL  
Diocese of Peterborough**

**Charity No: 1145945**

**FINANCIAL STATEMENTS AND REPORT  
FOR THE YEAR ENDING  
31<sup>ST</sup> DECEMBER 2021**

**The Parish Office  
Perry Street  
Northampton  
NN1 4HL**

**Tel. 01604-230316**

**HOLY SEPULCHRE WITH ST ANDREWS AND ST LAWRENCE NORTHAMPTON**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2021**

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<b>Registered Charity Number:</b>	1145945
<b>Address:</b>	Parish of Holy Sepulchre with St Andrew and St Lawrence of Northampton The Parish Office Church Street Northampton NN1 3NL
<b>Ministry Team:</b>	The Revd Michael Hills (Vicar) The Revd Alan March (Hon. Assistant Priest) The Revd Greg Shaw (Hon. Assistant Priest)
<b>Group Clergy:</b>	Canon Amanda Cuthbertson (Christ Church) The Revd Anthony McGowan (Holy Trinity)
<b>Churchwardens:</b>	John Willis Edmund Gibbs
<b>Hall Manager:</b>	Paula Worsley
<b>Musician:</b>	Johan de Boer (Organ)
<b>Parochial Church Council:</b>	
<b>Chair of Trustees:</b>	The Vicar The Revd. Michael Hills
<b>Hon. Assistant Priests</b>	The Revd Greg Shaw
<b>Wardens:</b>	Rachel Cooley (Trustee)
<b>Members:</b>	Emma Cross Michael Letts Kevin Pinks Anne Thorley
<b>Treasurer:</b>	Peter Cross (Trustee)
<b>Deanery Synod Rep:</b>	John Willis
<b>Electoral Roll Officer:</b>	John Willis

**HOLY SEPULCHRE WITH ST ANDREWS AND ST LAWRENCE NORTHAMPTON**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2021**

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**Bankers:** HSBC Bank plc. 22 Abington Street Northampton NN1 2AN  
  
Nationwide Building Society, Wellingborough Road  
  
CCLA Investment Management  
Senator House  
85 Queen Victoria Street  
London EC4V 4ET

**Independent Examiners:** CVS Northamptonshire  
32-36 Hazelwood Road  
Northampton  
NN1 1LN

**THE PCC OF HOLY SEPULCHRE WITH ST ANDREW AND ST LAWRENCE**  
**FINANCIAL STATEMENTS AND ANNUAL REPORT**  
**FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2021**

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# **HOLY SEPULCHRE WITH ST ANDREWS AND ST LAWRENCE NORTHAMPTON**

## **TRUSTEES ANNUAL REPORT**

**FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2021**

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### **Legal and Administrative Information**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **STATEMENT OF THE AIMS OF THE PAROCHIAL CHURCH COUNCIL:**

The PCC co-operates with the Incumbent of the Parish in promoting in the parish the whole mission of the church, pastoral, evangelistic, social, and ecumenical. With these aims in mind, the PCC meets bi-monthly throughout the year to discuss the business of the parish; outreach, the historic church building, its upkeep and maintenance, organising services, and the maintenance and running of the church rooms.

##### **MISSION STATEMENT**

we are a Christian Church who seek to serve God, the community and one another strengthened by faith, worship, and prayer.

##### **Appointment of Churchwardens, PCC Members and Trustees**

Churchwardens are elected at the Annual Parochial Meeting and usually stay in office for 3 years. PCC Members and Trustees are elected annually. All elected members must be on the electoral roll of the church.

##### **Sub Committees of the PCC:**

Standing Committee – Vicar, Churchwardens and Treasurer.

Safeguarding – Vacant

Health and Safety – The Church Warden.

##### **HOLY SEPULCHRE RESTORATION TRUST CHARITY - NUMBER 284282**

**This is an Independent Charity which raises money for the fabric of the building.**

Chair: Mr David Williams JP MBE

Hon. Secretary: Mr John Kightley MBE

ELECTORAL ROLL 30

SUNDAY ATTENDANCE 12 – 20

INSURANCE – Ecclesiastical Insurance Office, Gloucester

**HOLY SEPULCHRE WITH ST ANDREWS AND ST LAWRENCE NORTHAMPTON**  
**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2021**

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**ACHIEVEMENTS AND PERFORMANCE**

**Public Benefit**

The church and its' premises are managed by the Parochial Church Council for the exclusive benefit of the public. There is an open invitation for anyone to attend public worship or to spend time in the church and to hire the community rooms.

**Reserves and Investment Policies**

The current reserve policy is to maintain sufficient cash flow to meet known commitments.

**HOLY SEPULCHRE/ ST LAWRENCE TRUST**

A Trust founded at the time of the closure of St Lawrence Church. It meets twice a year to consider applications for funds for particular projects at Holy Sepulchre. The trustees are made up of The Archdeacon, the clerk, the Area Dean, the Lay Chair of the Deanery Synod and the Vicar and Churchwardens of Holy Sepulchre.

**Bell Ringing Team**

The bell ringers are part of a town centre team. The town captain is Colin Sampson.

**The Over Sixties Club** – usually meets on a Monday afternoon for social activities.

**Plans for the Future.**

As we start to return to normal life after the pandemic, so church life and activity can also re-establish itself in our lives. We are still bound by social distancing rules when in church, however we hope that these will relax as the coming year unfolds and we are seeing an increased use of the church rooms, notably with the AFMIM church holding regular Sunday services in the main hall.


We have two new churchwardens who will take a considerable share of the running of the church once Rev'd Michael Hills retires in February, as there are no plans for a new Incumbent.

**HOLY SEPULCHRE WITH ST ANDREWS AND ST LAWRENCE NORTHAMPTON  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2021**

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Presented and approved at the PCC meeting held on 25<sup>th</sup> October 2023, and signed on their behalf.

  
\_\_\_\_\_  
Edmund Gibbs                      Trustee

To the Trustees:

**HOLY SEPULCHRE WITH ST. ANDREWS AND ST. LAWRENCE NORTHAMPTON**

**Registered Charity Number: 1145945**

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## **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

### **Responsibilities and basis of report.**

I have Independently Examined the Financial Statements on Pages 5 -11, for the financial year ending 31<sup>st</sup> December 2021.

### **Respective responsibilities of Trustees and Examiner**

As the charity's trustees, you are responsible for the preparations of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The charity's Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report on my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with section 145 of the Charities Act 2011. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you the trustees concerning 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 the accounts present a 'true and fair view', and the report is limited to those matters set out in the next statement.

### **Independent Examiner's Statement**

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 material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act: or
- the accounts did not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Brenda Peers-Ross*

Brenda Peers-Ross FMAAT ACIE  
27<sup>th</sup> November 2023



THE PCC OF HOLY SEPULCHRE WITH ST ANDREW AND ST LAWRENCE  
REGISTERED CHARITY NUMBER 1145945  
RECEIPTS AND PAYMENTS ACCOUNT

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For the Period 31st December 2021

	Notes	Unrestricted	Restricted	Endowment	2021	2020
		£	£	£	£	£
<b>Income from</b>						
Donations and Legacies	1	44,807	-	-	44,807	9,035
Charitable activities	2	28,054	-	-	28,054	23,714
Other income	3	5,314	-	-	5,314	16,439
Investment income		6,894	-	-	6,894	1,827
<b>Total income</b>		<b>85,069</b>	<b>-</b>	<b>-</b>	<b>85,069</b>	<b>51,015</b>
<b>Expenditure</b>						
<b>Charitable activities</b>						
Raising funds		-	-	-	-	-
Charitable activities	4	46,942	-	-	46,942	43,150
Other Costs		-	-	-	-	-
<b>Total Expenditure</b>		<b>46,942</b>	<b>-</b>	<b>-</b>	<b>46,942</b>	<b>43,150</b>
Net Gains/(losses) on investments		-	34,968	-	34,968	4,081
<b>Net income/(expenditure)</b>		<b>38,127</b>	<b>-</b>	<b>-</b>	<b>38,127</b>	<b>7,866</b>
Transfer between funds		-	-	-	-	-
<b>Other recognised gains/(losses):</b>						
Gains/(losses) on sale of shares		-	-	-	-	-
<b>Net movement in funds</b>		<b>38,127</b>	<b>34,968</b>	<b>-</b>	<b>73,095</b>	<b>11,946</b>
Total funds brought forward		14,483	242,301	-	256,764	244,818
<b>Total funds carried forward</b>		<b>52,590</b>	<b>277,269</b>	<b>-</b>	<b>329,859</b>	<b>256,764</b>
<b>CASH FUNDS</b>						
		Unrestricted	Restricted	Endowment	2021	2020
		£	£	£	£	£
Unrestricted Funds	15	52,222	-	-	52,222	14,095
Designated Funds	16	368	-	-	368	368
Restricted Funds	17	-	277,269	-	277,269	242,301
Endowment Funds	18	-	-	-	-	-
		<b>52,590</b>	<b>277,269</b>	<b>-</b>	<b>329,859</b>	<b>256,764</b>

**THE PCC OF HOLY SEPULCHRE WITH ST ANDREW AND ST LAWRENCE**  
**REGISTERED CHARITY NUMBER 1145945**  
**STATEMENT OF ASSETS AND LIABILITIES**

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**For the Period 31st December 2021**

	Notes	Unrestricted £	Restricted £	Endowment £	2021 £	2020 £
<b>Assets:</b>						
Tangible Fixed Assets	6	-	-	-	-	-
Investment Shares - Holy Sepulchre	7	43,730	46,316	-	90,046	42,122
Investment Shares - St Andrew Alternative Church Fund	8	-	170,390	-	170,390	149,065
Investment Shares - Vera Cleaver Trust	9	-	22,011	-	22,011	19,256
Investment Shares - Vera Cleaver Trust Securities Fund	10	-	3,159	-	3,159	3,384
Investment Shares - Thornton Trust	11	-	19,648	-	19,648	17,189
Investment Shares - St Sepulchre Asset	12	-	9,836	-	9,836	8,605
Bank Current Accounts		8,378	-	-	8,378	3,735
Discretionary Fund Cash Held		11	-	-	11	11
Bank & Building Society Deposit Accounts		358	-	-	358	358
HSBC Deposit Account		113	-	-	113	9,126
CCLA Deposit Accounts		-	5,909	-	5,909	3,913
Debtors	13	333	-	-	333	908
		<b>52,923</b>	<b>277,269</b>	<b>-</b>	<b>330,192</b>	<b>257,672</b>
<b>Liabilities</b>						
Creditors	14	(6,150)	-	-	(6,150)	(6,150)
		<b>(6,150)</b>	<b>-</b>	<b>-</b>	<b>(6,150)</b>	<b>(6,150)</b>
<b>Net Assets</b>		<b>46,773</b>	<b>277,269</b>	<b>-</b>	<b>324,042</b>	<b>251,522</b>

Presented and approved by the Trustees at a PCC meeting held on 25th October 2023 and signed on their behalf.



Edmund Gibbs

Trustee

## **Notes to the Accounts**

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### **Basis of preparation**

The Accounts have been prepared on a Receipts and Payment basis using historical cost conventions, applicable to UK Accounting Standards and Charities Act 2011.

### **Funds**

General funds unrestricted funds which are available for use at the discretion of the PCC, in furtherance of the general objectives of the church.

Designated funds comprise unrestricted funds that have been set aside by the PCC, for particular purposes. The aim and use of each designated fund is set out in the notes to the Accounts.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the PCC, for particular purposes.

The Accounts include all transactions, assets and liabilities for which the PCC is responsible for in law. They do not include the accounts of church groups that owe their main affiliation to another body nor that of informal gatherings of Church members.

### **Fixed Assets**

No purchase under £1,000 is capitalised. If capitalised the asset will be depreciated over its useful life.

Short life assets will be depreciated over two years.

Freehold Property 2% straight line method

Long life assets 25% straight line method.

### **Income**

Income is brought into account on receivable basis in the year in which it is received.

### **Intangible Income**

Intangible income in the form of donated facilities and voluntary help etc, is not included in the Accounts since it is not considered practicable to quantify such income.

### **Expenditure**

Expenditure is stated inclusive of value added tax, and is brought into account in the period in which it is paid. Costs are allocated to functional headings on the basis of direct costs on a fair and reasonable basis.

### **Reserve Policy**

The PCC, aim to have adequate reserves to meet known commitments and designated funds for identified specific purposes.

**THE PCC OF HOLY SEPULCHRE WITH ST ANDREW AND ST LAWRENCE**  
**REGISTERED CHARITY NUMBER 1145945**  
**For the Period 31st December 2021**  
**Notes to the Accounts**

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	Unrestricted £	Restricted £	Endowment £	2021 £	2020 £
<b>Note 1</b>					
<b>Donations and Legacies</b>					
Planned Giving	2,540	-	-	2,540	3,041
Collections and Sundry Giving	742	-	-	742	615
St Andrew and St Lawrence Trust fund	-	-	-	-	4,417
Other Donations	41,525	-	-	41,525	962
	<b>44,807</b>	-	-	<b>44,807</b>	<b>9,035</b>
<b>Note 2</b>					
<b>Charitable Activities</b>					
Fees for Weddings, Funerals etc	2,880	-	-	2,880	1,319
Hall Hire	11,319	-	-	11,319	7,680
Church Hire	-	-	-	-	750
Other	13,855	-	-	13,855	13,965
	<b>28,054</b>	-	-	<b>28,054</b>	<b>23,714</b>
<b>Note 3</b>					
<b>Other Income</b>					
CCLA Shares sold	-	-	-	-	10,000
QS4 Ltd/Virgin Masts	5,314	-	-	5,314	6,439
	<b>5,314</b>	-	-	<b>5,314</b>	<b>16,439</b>
<b>Note 4</b>					
<b>Charitable Activities</b>					
Employment Costs	5 11,649	-	-	11,649	11,715
Parish Share	10,000	-	-	10,000	-
Church Supplies	116	-	-	116	42
Equip R&M	3,888	-	-	3,888	865
Subscriptions	244	-	-	244	1,799
Photocopier, Stationery, Postage, IT	38	-	-	38	-
Charities donations	309	-	-	309	20
St Crispin Group	-	-	-	-	650
Clergy & Vicarage expenses	300	-	-	300	630
Telephone and Broadband	837	-	-	837	973
Refreshments	-	-	-	-	-
Discretionary Fund	-	-	-	-	2,003
Independent Examination 2 years	1,539	-	-	1,539	837
Other costs	1,092	-	-	1,092	2,599
<b>Premises Costs</b>					
Repairs and maintenance	1,854	-	-	1,854	4,620
Insurance	6,704	-	-	6,704	6,696
Heat and Light	5,195	-	-	5,195	7,230
Cleaning etc.	1,601	-	-	1,601	1,598
Water, council, rates	1,576	-	-	1,576	873
	<b>46,942</b>	-	-	<b>46,942</b>	<b>43,150</b>

Notes to the Accounts

	Unrestricted £	Restricted £	Endowment £	2021 £	2020 £
<b>Note 5</b>					
<b>Employment Costs</b>					
Gross Salaries	10,681	-	-	10,681	10,883
Employer NI	-	-	-	-	-
Employer Pension	133	-	-	133	124
Payroll, Pension admin and JRS Charges	835	-	-	835	708
	<b>11,649</b>	<b>-</b>	<b>-</b>	<b>11,649</b>	<b>11,715</b>

No employee earned in excess of £60,000 during the year.

The average number of employees during the year was: 1 (2021: 1)

During the year, the trustees received no remuneration. The total expenses reimbursed to the trustees amounts to nil (2021:£nil)

**Note 6**

**Tangible Fixed Assets**

There are no fixed assets at present

**Note 7**

**CBF Investment - Holy Sepulchre PCC**

**Cost or Valuation**

At 1 January 2021  
 Purchase of 1789.1 shares August 2021  
 Unrealised gains/(losses) on valuation  
 Realised gains/(losses) during the year  
 Realised gains/(losses) during the year investment sold 586 shares

At Cost £	At Market Value 2021 £	2020 £
40,999	43,640	43,640
40,500	40,500	-
-	(1,518)	(975)
-	7,424	2,932
-	-	(3,475)
<b>81,499</b>	<b>90,046</b>	<b>42,122</b>

Cost valuation figure @ 31.12.11

**Note 8**

**CBF Investment Fund - St Andrew Alternative Church Fund**

**Cost or Valuation**

At 1 January 2021  
 Unrealised gains/(losses) on valuation  
 Realised gains/(losses) during the year  
 At 31 December 2021

At Cost £	At Market Value 2021 £	2020 £
75,132	119,286	119,286
-	29,779	(1,790)
-	21,325	31,569
<b>75,132</b>	<b>170,390</b>	<b>149,065</b>

Cost valuation figure @ 31.12.11

**Note 9**

**CBF Investment - Vera Cleaver Trust**

**Cost or Valuation**

At 1 January 2021  
 Unrealised gains/(losses) on valuation  
 Realised gains/(losses) during the year  
 At 31 December 2021

At Cost £	At Market Value 2021 £	2020 £
12,551	15,409	15,409
-	3,847	(231)
-	2,755	4,078
<b>12,551</b>	<b>22,011</b>	<b>19,256</b>

Cost valuation figure @ 31.12.14

Notes to the Accounts

Note 10

CBF Investment - Vera Cleaver Trust Securitas Fund

Cost or Valuation

At 1 January 2021

Unrealised gains/(losses) on valuation

Realised gains/(losses) during the year

At 31 December 2021

At Cost	At Market Value	
£	2021 £	2020 £
3,322	3,349	3,349
-	35	(152)
-	(225)	187
<b>3,322</b>	<b>3,159</b>	<b>3,384</b>

Cost Valuation figure @ 31.12.14

Note 11

CBF Investment Fund - Thornton Trust

Cost or Valuation

At 1 January 2021

Unrealised gains/(losses) on valuation

Realised gains/(losses) during the year

At 31 December 2021

At Cost	At Market Value	
£	2021 £	2020 £
9,524	13,755	13,755
-	3,434	(206)
-	2,459	3,640
<b>9,524</b>	<b>19,648</b>	<b>17,189</b>

Cost valuation figure @ 31.12.12

Note 12

CBF Investment Fund - St Sepulchre Asst Curates Stipend Fund

Cost or Valuation

At 1 January 2021

Unrealised gains/(losses) on valuation

Realised gains/(losses) during the year

At 31 December 2021

At Cost	At Market Value	
£	2021 £	2020 £
4,337	6,886	6,886
-	1,719	(104)
-	1,231	1,823
<b>4,337</b>	<b>9,836</b>	<b>8,605</b>

Cost valuation figure @ 31.12.11

Realised gains and losses are recognised when the investments are sold. Unrealised gains/losses are accounted for on revaluation of investments at 31st December 2021

Note 13

Debtors

Pre-Paid

Unrestricted	Restricted	Endowment	2021	2020
£	£	£	£	£
333	-	-	333	908
<b>333</b>	<b>-</b>	<b>-</b>	<b>333</b>	<b>908</b>

Note 14

Creditors

Other - Parish Share

Other

Other - St Michael & All Angels

Accruals -Independent Examiner

Unrestricted	Restricted	Endowment	2021	2020
£	£	£	£	£
-	-	-	-	-
(260)	-	-	(260)	(315)
-	-	-	-	-
(700)	-	-	(700)	(800)
<b>(960)</b>	<b>-</b>	<b>-</b>	<b>(960)</b>	<b>(1,115)</b>

Notes to the Accounts

Note 15

Unrestricted Funds

	Balance 01.01.21	Movement In £	Movement Out £	Transfers £	Balance 31.12.21 £
General Reserve	14,095	85,069	(46,942)	-	52,222
	<b>14,095</b>	<b>85,069</b>	<b>(46,942)</b>	<b>-</b>	<b>52,222</b>

Note 16

Designated fund

	Balance 01.01.21	Movement In £	Movement Out £	Transfers £	Balance 31.12.21 £
Vera Cleaver Fund	368	-	-	-	368
	<b>368</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>368</b>

Vera Cleaver Fund - Income to be used at the Vicars discretion

Note 17

Restricted Funds

	Balance 01.01.21	Movement In £	Movement Out £	Transfers £	Balance 31.12.21 £
CBF Investment - Holy Sepulchre	42,122	7,424	-	-	49,546
CBF Investment - St Andrew Alternative Church	149,066	21,324	-	-	170,390
CBF Investment Fund - Vera Cleaver Trust	17,418	940	(182)	-	18,176
CBF Securities Fund - Vera Cleaver Trust	3,384	-	(225)	-	3,159
CBF Investment -Thornton Trust	17,189	2,459	-	-	19,648
CBF Investment - Asst Curate's Stipend Fund	8,605	1,231	-	-	9,836
Thornton Trust Fund	1,994	500	-	-	2,494
Thornycroft Trust	1,918	1,497	-	-	3,415
National Heritage Lottery	605	-	-	-	605
	<b>242,301</b>	<b>35,375</b>	<b>(407)</b>	<b>-</b>	<b>277,269</b>

CBF Investment - Holy Sepulchre - These shares comprise the Thornycroft shares to provide income for the Parish Share

CBF Investment - St Andrew Alternative Church - Capital Invested - Income for general Parish use

CBF Investment Fund - Vera Cleaver Trust - Capital Invested - Income to be used at the Vicars discretion

CBF Securities Fund - Vera Cleaver Trust - Capital Invested - Income to be used at the Vicars discretion

CBF Investment - Thornton Trust - Capital Invested - Income to be used for Clergy expenses

CBF Investment - Asst Curate's Stipend Fund - Capital Invested - Income to be used to pay Curates Expenses

Thornton Trust Fund - For Clergy expenses

Thornycroft Trust - To provide for the Parish Share

National Heritage Lottery - monies are to unlock the potential of the Holy Sepulchre 12th Century Church, which is one of four round churches remaining in England.