



HOLY TRINITY TWICKENHAM



Annual Report 2021

ANNUAL VISION MEETING

Combining the 2 Meetings below:

AGENDA

ANNUAL MEETING OF PARISHIONERS

- 1) Election of Church Wardens 2021-22

ANNUAL PAROCHIAL CHURCH MEETING

- 1) Elections 2021/22
 - a) Deanery Synod
 - b) Parochial Church Council
 - c) Appointment of the Independent Examiner
- 2) Minutes of last Annual Meeting: approval of minutes.
- 3) Reports
- 4) Approval of Annual Report and Accounts.
- 5) Receive the Electoral Roll.
- 6) Chairman's Report

CLOSING PRAYERS

FOLLOWED BY A BRIEF MEETING OF THE NEW PCC

REPORTS

ELECTORAL ROLL AND CHURCH ATTENDANCE

A completely new Electoral Roll was created in 2019 and since then during the Pandemic we have been doing our best to add names where new members have applied - and remove names where there have been clear and obvious reasons to do so. This year there have been:

3 names removed

6 new members added

Total on Roll for 2021: 259

Normally we would report on church attendance at this point in the Annual Report but the church has not been able to open consistently and without restrictions during the most of 2020.

SAFEGUARDING

Overview – Holy Trinity Twickenham continue to follow the guidance set out in the Parish Safeguarding Handbook published by the House of Bishops in 2018. A hard copy of the handbook is available in the parish office. Large posters with details of who to contact with safeguarding concerns can be found in the main church and Green Room.

Covid-19 – We are very grateful to Vicki, Katy and other volunteers with children and young people for all their contributions during lockdown. Whilst our traditional focuses on Safeguarding have been much altered, online safety was of paramount importance in delivering sessions. The presence of parents for younger online users and at least 2 leaders being present online for Youth sessions maintained our commitments to safeguard children and young people to our best ability. We are pleased to be seeing a return to Sunday School, Youth Group and Trinity Toddlers this summer and I will be working closely with the leaders to ensure all volunteers have completed DBS checks and basic online safeguarding training.

Policies – Our Safeguarding Policy can be viewed on the Safeguarding section of our website. I recommend to the PCC that the Policy is re-adopted for 2021/2022.

Safer Recruitment – Everyone who leads or helps with activities for children and young people is required to complete safeguarding checks, comprising an enhanced level DBS check, a self-declaration form and two references. Existing DBS certificates need to be renewed after 5 years but new procedures require any DBS check carried out from now to be renewed every 3 years. DBS checks have been on hold during the pandemic but will now resume with the start of groups for children and young people.

Training – The Church of England has a national safeguarding training scheme of various modules for clergy and laity and gives guidance as to who should do each module. Volunteers will continue to be asked and encouraged to complete online modules appropriate for their level of involvement.

Safeguarding Matters – There have been no incidents or reports which have had to be investigated or referred on within child protection over the last year.

Please remember that safeguarding is everyone's responsibility and if you have any questions or concerns, please do contact me or the clergy.

Lucy James (Parish Safeguarding Officer)

Annual Report and Accounts

For the year ended 31 December 2020

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Incumbent	The Revd Tim Garrett Holy Trinity Vicarage 1 Vicarage Road Twickenham TW2 5TS
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Bank	HSBC plc 2 London Road Twickenham TW1 3RY
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Independent Examiner	Mr D Loftus 72 Nelson Rd Whitton Middlesex TW2 7AU
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ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

Administrative Information

Holy Trinity Church is situated on The Green, in the Strawberry Hill area of Twickenham. It is part of the Diocese of London and the Kensington Episcopal Area within the Church of England. The correspondence address is c/o the Vicarage, 1 Vicarage Rd, Twickenham TW2 5TS.

Members of the PCC are either ex officio, or elected at the Annual Parochial Church Meeting (APCM), in accordance with the Church Representation Rules, or co-opted. At present the APCM has chosen to elect the PCC annually, rather than a 3 year rolling membership.

Churchwardens are elected at the Annual Meeting of Parishioners, which is held immediately before the APCM. During 2020, the following served as members of the PCC:

Incumbent:	Revd. Tim Garrett	(Chair)
Associate Minister	Revd. Natalie Garrett	
Churchwardens:	Robert French	
	Fleur Beeson	(Vice-Chair)
Licenced Reader & Deanery Synod:	Anna McPherson	
Deanery Synod:	Gordon Nockles	
Elected Members:	Jon Beeson	(Treasurer)
	Tim Little	(PCC Secretary)
	Giles Norman	
	Katy Patterson	
	Liz Rogers	
	Vicki Rogers	(Children's Champion)
Regularly in Attendance:	Lucy James	(Safeguarding Officer)

Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is exempted by order from registering with the Charity Commission. All regular church attendees are encouraged to register on the Electoral Roll and to consider election to the PCC.

Objectives and Activities

The PCC of Holy Trinity Church works with the incumbent to promote the mission of the Church within the parish of Holy Trinity, Twickenham (traditionally known as the parish of Twickenham Common). This Mission is outlined in the church's Mission Action Plan. It is also responsible for the maintenance of the church fabric. Close links are maintained with Archdeacon Cambridge's Primary School, situated within the parish. Cooperation with other local churches is actively encouraged.

Parochial Church Council of Holy Trinity Church, Twickenham Green

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

Financial Review

The church now reports its financial results on the same basis as most company accounts - the "accruals" basis. This attempts to reflect the activity that happened in the year, rather than simply what flowed through the bank account between 1st January and 31st December.

In 2020, our income was £59,189 lower than in 2019. This decreased income was mainly due to the restrictions on the church's activities caused by the Covid-19 pandemic, as well as a reduced amount of one off donations received in the year. Encouragingly planned giving income was broadly similar to that of 2019. Income from room hire was £18,028 lower than in 2019.

Expenditure was £895 higher than in 2019. This slight increase was due to the church incurring a full year of curate costs, as opposed to part year costs in 2019. These increased curate costs were offset by lower utilities and building maintenance costs. The overall result of our income and expenditure was that the church made a loss of just under £45,000 in 2020.

The church continues to pay its full parish share to the Diocese of London – the biggest item of expenditure at £91,000. This is the amount we pay to the Diocese of London to cover the cost of a vicar, accommodation, training and support, plus continued investment and training in the wider Anglican church.

At the end of December 2020 we had £45,755 in our bank and investment accounts. This was lower than the £79,376 figure at the same time in 2019. This decrease is due to the loss made throughout 2020.

Many thanks for your continued support to the church.

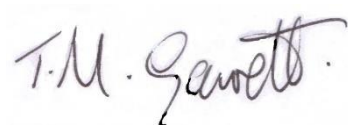
Jon Beeson, Honorary Treasurer.

Reserves Policy

It is PCC policy to maintain a balance on the general fund (if possible) which equates to approximately six months' unrestricted payments, to cover emergency situations that may arise from time to time. The balance of £45,755 exceeds this level.

It is our policy to invest our funds mainly with the Church of England Deposit Fund, with a working level maintained in our current account.

Approved by the PCC on 8th February 2021 and signed on their behalf by Revd Tim Garrett (PCC chairman) and Mr Jon Beeson (PCC Treasurer).



Independent examiner's report to the PCC of Holy Trinity Church, Twickenham

Independent Examiner's Report to the Members/Trustees of Holy Trinity Church, Twickenham, Parochial Church Council.

I report on the accounts of the church for the year ended 31st December 2020, which are set out on pages 1 to 7. (Accruals Accounting Basis; Statement of Assets and Liabilities; Notes to the statements & Receipts and Payments Analysis)

Respective responsibilities of trustees and examiner

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 the 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 matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *David E Loftus*

DAVID EDWARD LOFTUS MBE
72 NELSON ROAD
WHITTON
TWICKENHAM
TW2 7AU

31st MARCH 2021

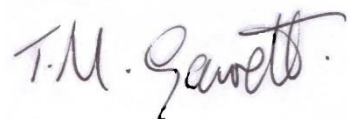
ASSOCIATE OF CHURCH ACCOUNTANTS AND TREASURERS
MEMBER CHARTERED INSTITUTE OF FUNDRAISING
MEMBER ASSOCIATION OF CHARITY INDEPENDENT EXAMINERS
PAST VICE CHAIR OF LONDON DIOCESAN FUND

**Holy Trinity Twickenham
Green**

Financial Statements for the year ended 31 December 2020

	<i>Note</i>	<u>General Fund</u>	<u>Piano Fund</u>	<u>Total 2020</u>	<u>Total 2019</u>
Accruals Accounting Basis					
Receipts					
Regular Giving					
Planned Giving		62,232		62,232	60,538
Loose collections		2,241		2,241	4,466
Income tax recovered		16,399		16,399	18,635
		80,872	-	80,872	83,640
Other donations received		5,923	-	5,923	36,512
Grants		-	-	-	-
Activities for generating funds	5a	15,846	-	15,846	33,588
Income from church activities	5b	3,431	-	3,431	7,812
Investment income	5c	163	-	163	307
Loans from diocese		-	-	-	-
Listed place of worship tax reclaim		-	-	-	3,564
Total receipts		106,234	-	106,234	165,423
Payments					
Diocesan parish share		91,000	-	91,000	88,000
Other payments	5d	60,215	-	60,215	62,320
Total Payments		151,215	-	151,215	150,320
Excess of Receipts over Payments		(44,980)	-	(44,980)	15,103
Statement of Assets and Liabilities					
Bank and deposit accounts 1 January		78,970	406	79,376	68,502
Bank and deposit accounts 31 December		45,349	406	45,755	79,376
Cash Funds					
Bank Current Accounts		18,991	406	19,397	38,181
CBF Deposit Account		26,358	-	26,358	41,195
		45,349	406	45,755	79,376
Deferred Income		-	-	0	0
Tax reclaim outstanding				726	9,011
Green Room lettings accruals				2,018	4,034
Other accrued income				0	133
Total Accrued Income				2,744	13,178
Accrued Expenditure				590	504
Accrued Capital Expenditure				0	0
Loan from Diocese (balance outstanding)				3,333	6,667
Total Accrued Expenditure				3,923	7,171

Approved by the PCC on 8th February 2021 and signed on their behalf by Revd Tim Garrett (PCC Chairman) and Mr Jon Beeson (PCC Treasurer).

Handwritten signature of T.M. Garrett in blue ink.Handwritten signature of Mr Jon Beeson in blue ink.

Notes to the statements

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Accruals basis.
2. The piano (including stool and cover) cost £3,022 when purchased in 2001.
3. There were no movements in the restricted Piano Fund for the year.
4. "Other running costs" includes the costs for the Parish Manager, general supplies and small equipment purchases.
5. "Vision Costs" includes the costs for the Parish Curate.

**Holy Trinity Twickenham
Green
Financial Statements for the year ended 31 December 2020**

Receipt and Payments Analysis	R&P General Fund	R&P Piano Fund	Total 2020	Total 2019
5a. Activities for generating funds - receipts				
Green room lettings	13,032	-	13,032	31,060
Events	152	-	152	1,951
Fairtrade stall sales	215	-	215	427
Other activities	2,446	-	2,446	150
Tax on campaigns	-	-	-	-
	15,846	-	15,846	33,588
5b. Receipts from church activities				
Fees	638	-	638	2,954
Trinity Toddlers	393	-	393	2,083
Other receipts	2,400	-	2,400	2,775
	3,431	-	3,431	7,812
5c. Receipts from investments				
CCLA deposit interest	163	-	163	307
Other investment income	-	-	-	-
	163	-	163	307

Receipt and Payments Analysis (cont.)	R&P General Fund	R&P Piano Fund	Total 2020	Total 2019
5d. Church activities - payments				
Donations to supported charities				
Carers Trust	310	-	310	365
Spear	-	-	-	365
Other	391	-	391	428
	701	-	701	1,159
Utilities and Insurance	8,829	-	8,829	9,789
Clergy expenses	53	-	53	186
Cost of Services	30	-	30	175
Buildings maintenance	1,225	-	1,225	6,467
Vision Projects	27,165	-	27,165	18,204
Cleaning of Parish Room	975	-	975	4,283
Repayment of loan	3,333	-	3,333	3,333
Youth	-	-	-	-
Fairtrade stall purchases	204	-	204	391
Organ/Piano	18	-	18	60
Other running costs	17,682	-	17,682	18,272
Total Church Activities	60,215	-	60,215	62,320