PCC OF LONG MELFORD

England & Wales · Charity number 1169680

Details

Status	Registered
Legal form	Other
Registered	2016-10-14
Register	View on the Charity Commission register

Contact

Address	The Rectory The Green Long Melford Sudbury CO10 9DT
Phone	01787310845
Website	http://www.longmelfordchurch.com/index.htm

Activities

Objects: PROMOTING IN THE PARISH THE WHOLE MISSION OF THE CHURCH, PASTORAL, EVANGELISTIC, SOCIAL AND ECUMENICAL

Activities: Normal pastoral and worship activities of a Church of England Parish

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Suffolk

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Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£370,203	£355,204	-	-
2024-12-31	£292,745	£287,150	-	-
2023-12-31	£278,029	£352,567	-	-
2022-12-31	£314,779	£318,348	-	-
2021-12-31	£149,555	£148,175	-	-
2020-12-31	£203,177	£188,395	-	-

Trustees

Name	Role	Appointed
Rev Matthew Charles Outram LAWSON	Chair	2014-06-24
Alan Reginald Douglas		2025-05-12
Christine Joan Smith Mrs		2026-05-18
Christopher Michael Badger		2023-05-10
David Walters		2016-10-14
Deborah Cicelie Blake		2022-05-22
JOHN WATTS		2016-04-25
Judith Anne Moss		2022-05-22
Katrin Mary Allen		2025-07-07
Linda Goodban		2005-05-12
Melonie Anne Clubb		2024-04-29
Robert Anthony Smith Mr		2026-05-18
Sally Frances McDonald		2024-04-29
Sheryl Amber Risley		2024-10-08

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PCC OF LONG MELFORD

England & Wales - Charity number 1169680

Accounts

The Diocese of St Edmundsbury and Ipswich

The Chadbrook Benefice





<u>Annual Report and Financial Statements</u>

For the year ended 31st December 2025
Parochial Church Council

Holy Trinity Church with St Catherine's
Long Melford, Suffolk

APCM meeting will be held at St Catherine's Church, Long Melford
on Monday 18th May 2026 7.00pm

Loving God,

once more we thank you for our church
and for the fellowship we share with one another.
We praise you for all whose contribution to our life together
we recognise and acknowledge this day –
all who have served the church over the years,
who have nurtured and encouraged our faith,
who have been part of our continuing life and witness.

We pray for those who offer their services this day:
those who will take on new positions of responsibility –
equip them to fulfil their duties wisely and faithfully;
those who will continue in the office
they have already been undertaking –
give them renewed inspiration and vigour in their work;
those who will stand down from office –
may they know their labours have been appreciated.

Holy Spirit, Lord God, Giver of life,
come to us as a refreshing and strengthening power;
purge out of our lives all that denies your inspiration;
keep us alert to your challenges;
let us be open to your new demands, both in the world and in the church;
give us humility that we may see your vision and, trusting in your power,
commit ourselves to it,
In the name of Jesus Christ our Lord

AMEN

Annual Vestry Meeting

Agenda

1. Prayer
2. Apologies
3. Minutes of the last Vestry Meeting held on 12th May 2025
4. Election of Churchwardens for 2026-2027

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 1

Annual Parochial Meeting

Agenda

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on 12th May 2025
3. Matters arising from the minutes
4. Electoral Roll Report
5. Financial Statement for the year ended 31st December 2025 including the Independent Examiners report
6. Report on the Fabric, goods and ornaments of Holy Trinity and St Catherine's churches
7. Group reports and Deanery Synod report (attached)
8. Elections – current vacancies as listed:

    - Deanery Synod Elections 2026 - three vacancies for term of three years

    - Five lay representatives to the Parochial Church Council – 1 vacancy for a term of 1 year, 1 vacancy for a term of 2 years and 3 vacancies for a term of 3 years

9. Election of Deanery Synod Representatives and PCC Members
10. Appointment of Independent Examiner for 2026
11. Results of Elections, if any
12. Any other business
13. Rectors Report

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 2

Parochial Church Council 2025

Administrative Information

Holy Trinity Church Long Melford is situated at the northern end of the village green, overlooking the village. St Catherine's, in St Catherine's Road is situated in the heart of the residential area of the village further south. They are part of the Diocese of St Edmundsbury and Ipswich. The correspondence address is The Rectory, The Green, Long Melford, Sudbury, Suffolk CO10 9DT.

The Parochial Church Council (PCC) is a charity requiring registration to the Charity Commission, as a church with an income greater than £100,000.

This report reflects the Church and PCC from 1st Jan to 31st Dec 2025. PCC members during this period:

Chairman:	Rev Matthew Lawson
Church Warden(s)/ vice chair:	Linda Goodban
	Deborah Blake
Church Treasurer:	Chris Badger
PCC Secretary:	Sheryl Risley
Representative on	John Watts ex-officio (2023-2026)
Deanery Synod	David Walters ex-officio (2023-2026)
Assistant Priest	Judith Offord
Assistant Priest	Henry Heath
Lay Reader	Malcolm Offord
Lay Reader	Kevin Powell
Curate	Charlotte Harkness
Ordinand	Nicola Lawson

PCC Elected Members:

Alan Douglas	2025 - 2028
Cheryl Morgan	2025 - 2028
Sheryl Risley	2025 - 2028
Melonie Clubb	2024 - 2027
Sally McDonald	2024 - 2027
Graham Wegg	2024 - 2027
Chris Badger	2023 - 2026
Judi Moss	2023 – 2026
Terry Straight	2024 – 2026

Co-opted Members: Katrina Allen - July 2025 – May 2026 (Representative on Deanery Synod)

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and for election to the PCC.

Objectives and Activities

Holy Trinity and St Catherine's PCC has responsibility for co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church buildings of Holy Trinity and St Catherine's and the Glebe land, Long Melford.

Church Services

Throughout 2025 the following services took place at Holy Trinity Church:

Christenings	9
Weddings	2
Funerals	17
Interments	3

Average Attendance at combined Sunday services was 85 Adults & 7 Children

Livestreaming of Holy Communion and Evensong continued with several people joining the services online in addition.

Attendance at special services held at Holy Trinity Church were as listed:

Easter Day	350
Clopton Rose	77
Harvest	75
Remembrance	400
Carol Service	480
Crib Service	190
Midnight Mass	230
Christmas Day	128

Licensed Ministers

Pam Tonks	License Family and Children's Worker
Nicola Lawson	Licensed Pioneer and '4 o'clock community'.

Elders

There are currently 6 Lay Elders in the Chadbrook Benefice.

Charlotte Blyth	Richard Blyth
Christine Smith	Ian McDonald
Linda Goodban	
Karen Straight	

Elders support the ministry team in Worship, services and in the wider community.
The Elders also visit parishioners in their homes, at The Willows Lawshall, Melford Court and Steeds Meadow (both of Long Melford), where they offer a combination of home communion, private prayer, a short private service and companionship.

If you would like a home visit for any of this type of support please contact a member of the ministry team.

Wardens' report for the year 2025

General

Gridley's completed work on electrics arising from the Quinquennial report (autumn 2004).

As we were not satisfied with the work done by Command, a new company, Border Roofing, was approached by Graham Wegg to carry out a deep clean of the gutters, outflows, gulleys, drainpipes etc. This work was done in December during which a large amount of debris was removed. Border Roofing provided a report on the work with photographs which has since been forwarded to the church architect.

The usual inspections of the roof alarm and fire extinguishers were carried out during the year. Command continues to supply pest control.

Stained Glass

The fourth medieval stained glass window, having been conserved at Canterbury Glass Studios, was reinstalled in February 2025. In late 2025 it was decided to go ahead with the conservation of the fifth window in early 2026 since there was enough in the stained glass fund, with a further contribution from the Friends of Holy Trinity Church, to cover this. It was hoped that we might be able to recover the VAT through the DCMS listed places of worship scheme whose future at the time was unsure.

Fall of Cornice from Nave Roof

In July a bit of cornice measuring at least 5ft fell from the east end of the nave roof and was found on the floor in front of the altar. The Rector was alerted to this and immediately closed the church. The wardens ascertained from the insurance company that the church would need to remain closed for a roof inspection. It soon became clear that without our knowledge the church architect, Simon Marks from Purcell's Colchester office, had retired and another qualified architect would need to be found to carry out this work. After a lot of chasing by Linda Goodban just in advance of her trip to Australia, church architect Janet Jury from Purcell's Norwich office was identified as able to come to carry out the inspection on 29 and 31 July via cherry picker. All the cornices were touch- tested and at the end of the inspection Janet gave the go-ahead to re-open the church. It had been closed for three weeks, with consequent loss of revenue from donations, the shop, weddings etc.

The wardens would like to thank Vicky Moakes for her excellent work rearranging weddings and funerals at this time, which was clearly stressful for everyone involved.

While the main church was closed services were moved to the Lady Chapel. Thanks to all involved in making this work: organist, choir, sacristans, sidesmen and vergers, and particularly to Darryl Poynter for wiring the Lady Chapel for sound and livestreaming.

The Suffolk Art Society, which was due to have its summer exhibition in the Lady Chapel, had to move at extremely short notice to Lavenham (more loss of revenue).

In late August Janet Jury forwarded the wardens a detailed report on her survey of the roof. No absolutely definitive reason for the fall of the cornice was identified but a leak close by from the nave roof onto the altar steps was a possible contributing factor.

Appointment of new Church architect
We clearly needed to appoint an architect following the retirement of Simon Marks. Following research and recommendations, plus a meeting with those members of the PCC who cared to attend, Deborah Blake recommended Marta Gazicka from Purcell's Cambridge office to the PCC, this recommendation being accepted.

Tower and Possible Bells Augmentation Project
Suffolk Guild have been left a significant legacy by the late Adrian Knight, to be used to augment bells by 1 or more in existing towers. They approached Holy Trinity suggesting they would like to consider our tower as a Flagship project to augment from 8 to 10 bells. Existing bells would be removed, recast into 10 bells and rehung. Following discussions with PCC an expression of interest was submitted and accepted after eligibility confirmed. Quotes were obtained from 4 bell founders / bell hangers between September and November and the Guild Grant Committee will consider these together with other grant applications and confirm in Jan/Feb 2026 who the recipients of grants will be.

St Catherine's
During the course of the year the buggy shelter in the garden plus fencing and door into the garden at the west side were finalised.

In December new infrared heating was installed in the church and kitchen. The original plan for this, which involved putting a 100 Amp supply, had to be abandoned when it became clear from UK Power Networks that this would involve replacing poles in the street and cost up to £20,000. It was ascertained that if slightly lower wattage heaters were used we could make do with an 80 Amp upgrade which cost nothing and was put in by UK Power Networks in October.

Following a breakdown in relations between the owners of the old school building to the south of St Catherine's and various representations from them concerning the outbuildings to the south of the toilet block which are owned by the church but had been being used for storage by at least one of the parties for years, the PCC decided to give 6 months notice that we would be taking these buildings back into our use, this notice to expire end of March 2026.

Deborah Blake
Linda Goodban

CHURCH REPORTS

Treasurer's report

The 2025 approved and examined accounts, with front sheet and Independent Examiner's Statement, are displayed at Holy Trinity and can be downloaded from the Church website.

I do not propose to go over the accounts in detail here, save as to say that our total incoming resources for 2025 were £370,203 compared to £292,745 in 2024 and our expenditure for 2025 was £355,204 compared to £287,150 in 2024. Please contact me if you have any questions that you would like me to answer.

The reintroduction of the Sunday Morning Service collections has contributed to our improved income for 2025, as has an improvement in revenue generated from the church shop. The main reason for the jump in expenditure is the cost incurred with the roof repairs connected with the falling roof beam that occurred last summer.

These numbers demonstrate the importance in focusing on increasing our income in the coming year. We need to take steps to increase regular giving and develop further fundraising. I have confidence that with some of the fundraising ideas being discussed at the PCC, together with a drive on achieving improved donations, we can work to improve our financial position, in doing so however we must recognise that the current financial climate for many is difficult with increasing energy and utility costs and as such we must be sensitive in our approach. I am well aware that many Parish Churches throughout the country are facing similar financial situations, and we are in a stronger position than many of those.

I would add that fundraising requires significant effort and commitment and the PCC would welcome support from the wider congregation to assist in either the provision of fundraising activity ideas or perhaps more importantly assisting with carrying out those fundraising activities.

I am incredibly grateful for the continued and invaluable support that I receive from David Walters who continues to assist me in keeping our finances (and me!) on the right track. I also wish to extend my heartfelt thanks to David Tweed, Ron Davies and Theresa Munford for the work that they do and which is essential to the smooth running of our financial processes and systems. David Tweed has stepped back this year, and I would like to take this opportunity to recognise and thank him for his contribution to the finance team and to wish him well. Loretta Shewring has stepped in to the gap left by David, and I am very grateful to Loretta for agreeing to join the finance team.

This year we are fortunate to have a new Independent Examiner in David Richardson, and I am grateful to David for his work at no cost in picking up the task of examining the Church Accounts.

Chris Badger, Honorary Treasurer

REVISION OF ELECTORAL ROLL AS AT 29TH MARCH 2026

A full revision of the Church electoral roll was required in 2025 and several people did not respond in time to confirm that they wished to remain on the roll, so that at the last APCM on the 12th of May 2025 the number officially on the roll had reduced to 116. Since then, some have confirmed that they wished to rejoin the roll and several names have been added for the first time, so that as of the 29th of March 2026 the number on the roll had risen to 124. It is likely that there will be a further increase in this number in the near future as more people are approached.

The current roll, just displaying names and not addresses, is displayed in the Church porch and anyone wishing to be added to it, or indeed to leave, is invited to contact me.

Sadly, we have lost Jill Ward and Tony Jones-Lloyd during the last year, may they rest in peace and rise in glory.

Of the 124 people on the roll at the end of March 2026, 26 are resident outside the parish but are regarded as regular worshipers at Holy Trinity, and the other 98 are resident within the parish.

David Walters, Electoral Roll Officer

Children & Youth

Schools – Long Melford Primary School (LMPS) and All Saints Lawshall (AS)

As usual Matthew and I have continued to visit both schools and affiliated schools for worship, services and celebrations.

I in particular, have visited LMPS more frequently, doing a series of weekly assemblies telling the story of Joseph as per their worship plans and a workshop for the year one pupils explaining Christian symbols. My weekly visits to the Nursery and Reception classes have continued where we tell Bible stories through songs and interactive storytelling. Photos are shared with the parents so when I meet them in the street or outside school they know immediately who I am.

We also still provide each class with a 'Real' advent calendar and a prize Easter egg which contain the true story of Christmas and Easter respectively. These are in addition to special assemblies sharing the good news with all the pupils and staff.

In return, LMPS have hosted a couple of Messy Church events for us.

Youth Group - Fusion and Fusion Plus

In January 2025 we split our youth group into 2. This is because we were regularly having 40 youngsters attend despite some of our older youth not attending. We made the decision to continue Fusion for the year 6 - 8 pupils and start Fusion Plus for the Year 9 and above.

It was decided to hold this new group for the older youth at the Rectory. Weather permitting we start outside and then retire into the house for the remainder of the session. We have involved the group in decision making and have welcomed this opportunity to strengthen and build on positive relationships between the adults and teens. Our sessions are more diverse and discussion based, but taking place in ML's home, there is also the chance to cook from time to time. It was due to a love of music by members of Fusion Plus that we decided to have a talent show for Christmas which both groups attended.



We were lucky enough to receive a donation from a local charity which allowed us to hold a session for each group at Old Joe's Adventure Golf at a greatly reduced price.

In April 2025 two of our members joined me at The Big Weekend in Sizewell for a Christian Retreat weekend with around 100 other young people. We had an amazing time and I'm happy to say that one of those girls we will be attending again in 2026.

Connect Babies and Toddler Group

Sadly we said Goodbye this year to many of our group who were born in Covid and who were now starting school or nursery. One of our mums was in tears as she left as we have been a weekly constant for her, through good times and bad, for eight years. Research shared through a webinar I participate in, *Talking Toddlers,* has demonstrated how important such groups are for leading adults and young people to faith as well as their impact on mental health.

Our older toddlers have been replaced by new babies and it is good to welcome not only first time parents and carers but returning parents with their new offspring. A number of our newer members in 2025 came from us thanks to the warm welcome they had received in Church.

Recognise - Lambeth Palace

In July 2025 I was lucky to have been invited to Lambeth Palace along with nearly 50 other people from all over Great Britain. This was a chance to be thanked, on behalf of all the people who work with families, children and youth. It was an honour to have been chosen. We also received a letter of thanks, direct from the King at Buckingham Palace.
It all goes to show how important every element of the work we do in the Chadbrook Benefice is to grow faith in new disciples.

Pam Tonks, Family and Children Worker

4 o'clock Community

(Shine Informal Worship, Café Church, Wild Church, Socials, Messy Church … and more!)

A visiting Dinosaur at our Halloween Light Gazebo !



Photo by guest Samantha Greenwood (Used with permission)

Highlights and Struggles

4 o'clock literally brought our autumn's 'Light' theme to our community with our well received light gazebo on an estate's central play area with crafts and refreshments for passing trick or treaters and their families – provoking conversations in the village shop half a mile away - many guests asked us to do it again next year! This was a real delight as it has been a dream for some time to be able to do something with this particular community on the recreation ground. The idea and its implementation was led by some of our new leaders. We hope to develop this emerging prayer and outreach team further next year by participating in Envoy. More highlights have been seeing our 'Shine' informal service gradually growing, with encouraging testimonies from participants every time

we meet, and a desire from young adults at a successful pub Alpha over autumn to continue and become a monthly pub gathering. Our 'Wild church' team are also starting to develop ideas for eco projects. Earlier in the year we had a theme of 'Hope' and gave out 'Hope boxes' devised by one of our new leaders to wider community members in need. Men's breakfast has been a source of friendship and encouragement for a diverse bunch of church and non-church participants.

We have graduated from Growing New which has particularly helped with team development, safeguarding (helped by our new safeguarding administrator) and are starting to strengthen our governance. Our Lay pioneer has been receiving a GiG grant, and is in ministerial training, for a planned pioneer curacy including 4 o'clock in 2026. Struggles have included major health issues and bereavement in our core team earlier this year, so we are very grateful for wider team members who have stepped in and helped (and hopefully grown in their gifts and confidence as they've done so!). Our Café church has now paused while we support a new monthly 4pm family service at Lawshall which is building links with the adjacent school with a children's choir – but we hope that it will restart in more neutral community spaces such as village halls when appropriate.

Church Bells - Bell Ringers' Annual Report

The past year has been one of both challenge and encouragement for the band of bell ringers at Holy Trinity.

We have continued to serve the church faithfully, ringing for regular services as well as weddings and funerals, although it is noted that there were fewer weddings during 2025. Our ringing remains an important part of the life and witness of the church community.

During July, ringing was paused due to roof issues affecting the main church building. We were pleased to resume once it was safe to do so.

Within the band, we have supported one another through personal circumstances. We particularly remember our young ringer Ewan, who sadly lost his father suddenly in December. He remains very much in our thoughts and prayers. Two of our more senior ringers also experienced health challenges during the year, but we are delighted to see them now recovering and gradually returning to ringing.

It has also been a year of welcome and achievement. We were pleased to welcome a new ringer, Jane, into the band. Congratulations are especially due to our young ringer Brooke Wearn on qualifying as a Guild member—an excellent accomplishment and a testament to her dedication.

We would also like to express our sincere thanks to our bell maintenance team—David, Craig, Danny and Alan—whose ongoing care ensures the bells remain in good working order. This has included the repair of several broken stays, very much part of the realities of a learning tower, and their time and skill are greatly appreciated.

During the year, we have also been approached by the Suffolk Guild to consider the potential augmentation of the bells from eight to ten, with the possibility of grant assistance from the Adrian Knight Legacy held by the Guild. This is at an early stage, quotes have been obtained from 3 bell founders/fitters and discussions continue between Suffolk Guild, Adrian Knight Legacy team and Holy Trinity PCC.

Special thanks are extended to Theresa and Craig, who kindly undertook the roles of Tower Captain and Deputy during a three-month period of absence by Linda (Tower Captain), ensuring the continued organisation and operation of the tower.

We remain grateful for the commitment of all our ringers, both experienced and new, young and old, who continue to give their time and skill so generously.

Linda Goodban
Tower Captain, Holy Trinity Church

Holy Trinity Long Melford – Choir Report

The choir continues to be a central part of the worship at Long Melford church and consists of some 25 regular members who commit to rehearsals on a Thursday evening from 7 – 8.30pm, and then on Sundays, rehearsing prior to the service at 10am and in the service itself. This entails leading hymns, the mass setting, and then singing hymns and anthems during the distribution of communion. The choir is made up of adults who sing in four or more parts (SATB) and this is reflected in the anthems chosen. The music is varied, and this selection of church music spans from the 15th to the current century. New music is constantly being rehearsed, and the choir repertoire is both large and eclectic.

In addition, the choir sings Choral Evensong on the 1st Sunday of the month from March through to November – usually at 6.30pm. Again, this choir is augmented by other singers who join Melford choir to sing this lovely service – and the choir will often number 30-35, and the service attracts a good-sized congregation, who enjoy this beautiful service with its familiar and reassuring text and traditional feel. We are lucky to have had the services of several excellent organists from the cathedral in Bury St Edmunds who come and accompany the service. This year, Evensongs will also be sung by a few other choirs as well as the Parish Church choir.

An exciting project for the past 18 months has been the addition of a junior choir to the music at Melford – and this is something which is planned to expand. Some 10-12 children from the ages of 9-12 joined the main choir for Christmas, Easter and Remembrance, and the plan is that this will expand to include Harvest, and eventually that the junior choir will be a permanent feature to bolster the soprano (treble) line. We welcome any interest from parents of children that might be encouraged to join and try out. Rehearsals for the children run generally from 6 – 7.15pm on a Thursday evening, overlapping for 15 minutes with the adult choir. Safeguarding is secure and there are always two chaperones, and parents are invited to sit in and watch/listen – or indeed come and sing themselves! Links are being forged with the Primary school in the village, but also at a few other schools locally in order to expand the junior choir.

Whilst we have already welcomed several new members recently, other people are always welcomed to come and try out the choir – in all parts – specifically Alto, Tenor and Bass and 2026 will see a recruitment drive to encourage people who might like to try out to come along and have a go at a rehearsal or two.

The choir is often augmented for large festivals, by a number of people who come from a number of other places, and who enjoy singing with Melford choir. The choir is also augmented at Christmas when there is an invitational choir from many sources that numbered 42 last year! The choir has been asked to sing at several large funerals and weddings held at the church this past year, and the choir is proud and honoured to be asked to lead the singing at important life events.

The choir library has been lucky to acquire quite a wealth of music recently – from other choirs looking to re-house it, and so the range of music that the choir can access has increased hugely, with relatively little cost.

We are delighted that people will often comment on how good the choir are, and for a relatively small village (with a huge church!), we are very lucky to have a large, regular and hugely committed choir that can provide such a service. One of the key points is that people enjoy singing – it is good for so many aspects of life – well-being, physical health, concentration, focus, knowledge and sociability. It offers a regular chance to learn new music, to improve one's own ability and confidence in singing, and then there is the joy of making music with others – all in a worship context. It is also hugely enjoyable, and we have a great deal of fun at rehearsals at the same time. As Director of Music, I am so grateful to those who give up their time, work so hard and are prepared to put in the commitment and effort to be part of the choir.

Future plans:

- An expansion of the junior section of the choir
- Recruitment of new adult singers in all choir parts (SATB)
- Collaboration with other local choirs
- Learn new music – including settings for evensongs, but also generally, anthems
- Learn a different Mass setting or two for Sunday eucharist services.

"Bless O Lord us your servants that minister in your temple,
grant that what we sing with our lips may we believe in our hearts
and what we believe in our hearts may we show forth in our lives. Amen"

This is what is known as The Chorister's prayer – one that has been used by the Royal School of Church Music since 1934., although its origins are thought to date back further to the 13th Century. It is still prayed regularly at HTLM at the end of each rehearsal, and often in the vestry, before or after services.

Nigel Brown
Director of Music
Holy Trinity Church

Report on JAM and FaithChat

Chaotic and anarchic are not words that normally spring to mind when describing a Bible study group or home group. However, they seem eminently appropriate when describing JAM (Jesus And Me) and FaithChat (no space), the two small groups operating in our parish of Holy Trinity Long Melford. Seemingly chaotic and anarchic – but under the surface the work of the Holy Spirit can be discerned. And it occurred to me (apologies if this sounds patronising) that when God created the world, He created it out of chaos, 'a formless void' according to Genesis 1.1. I would like to think that God is creating something beautiful from the 'formless void' that many of us feel we are! Many members of the groups testify to the way in which their understanding of Christian things and church procedures has progressed. Their enthusiasm to learn more, their willingness to express where they are in their faith, their honesty and openness to listen to and support each other are real signs of maturity. What is interesting is to realise that there is a considerable overlapping of personnel between the two groups – people are very keen to exploit these opportunities to discuss and deepen their faith.

It should be pointed out that the focus of the two groups is quite different. What they have in common is that each meets in the home of a generous church family, who always supplies refreshments, which seem to facilitate discussion!

At JAM we concentrate on in-depth Bible study. Indeed, the depth is sometimes so profound that it can take us a very long time to progress much beyond two or three verses of a passage of Scripture in a single session. We spent quite a few weeks on Paul's fantastic letter to the Philippians, more recently on James's letter, which is so rich in practical advice to us Christians.

At FaithChat we tend to devote each session to a specific topic. One of the most moving was our meeting the day after dear Rev Henry's funeral when we assessed his legacy to the church and shared testimony as to his contribution to our growth as Christian individuals over his long service at Holy Trinity. Our most recent session saw us battling with the impossible question of free will. At other sessions we have explored the person and ministry of the Holy Spirit, the role of mountains as sites of important teaching, how church leaders prepare their sermons, prayer, forgiveness, personal faith.

These are not 'closed' groups. We would be very happy to welcome more enquiring Christian minds and their owners to our meetings.

Malcolm Offord

DEANERY SYNOD REPORT TO APCM

The Synod meets every three months in various churches in the Deanery. Simon White, who has chaired the meetings in a very efficient manner is still referred to as "acting" Rural Dean.

We are updated on financial matters by David Walters (Deanery Organiser). News around the Deanery is announced and discussed and we are also briefed about Diocesan and National Synod decisions,

Topics presented this year have included:

"Love Rural" a community set up to unite and help people in need and to help those scattered in the countryside. Also the organisation has brought younger people in our villages,

The cost-of-living crisis and its effect on the church community and what actions we need to take. It was concluded that any actions that the church could take eg food banks, financial advice etc. would be productive.

The March Synod covered the topic "Signs of Growing in God in our Schools" presented by clergy and lay members. After this Bill Box (husband of the Reverend Tricia Box of Little Cornard) on his work in secondary schools, mainly Thomas Gainsborough.

Other news includes the merging of All Saints and St Gregory's Sudbury which is now formally proceeding. A draft Deanery Plan has also been produced.

The Lay Chair is shortly to step down and we are short of other Deanery Officers. David and I have noticed that the quality of our Synod meetings has improved significantly and it is vital that this continues to enhance communication and understanding in the Deanery. Hopefully there will be more volunteers to help with this work.

Davd W and myself are at present the PCC members and there is one vacancy. It is vital that the organisation continues to make a significant contribution to our Deanery.

John Watts (Deanery Synod Member) April 2026

FRIENDS OF LONG MELFORD CHURCH BUILDING TRUST REPORT
Registered Charity No. 1069008
December 2025

Another year has nearly passed since we last wrote to you. It has been a quieter year following the busy time we had in 2024 with the Clopton Reunion. We have appointed another trustee, Mrs. Maureen Clayton, which brings the committee up to a full complement. Maureen is Melford born and bred, her family goes back some seven generations, she is also member of the choir in Holy Trinity Church.

Medieval Windows. As in previous years our main focus has been on the restoration and preservation of the medieval glass in the north aisle widows. As mentioned in our last newsletter the fourth window was completed this year, reaching the half way mark for the project. The Friends donations to date, including the experimental costs required before the work could commence, amounts to £324,326 towards the total cost of circa £404,500, over 84% of the total to date.

This has been achieved from earmarked donations, from our general fund and mainly from the William B. Clopton gift which is invested for the restoration of the historical fabric of the Church. The growth and interest has all but been exhausted, meaning that we will no longer be able to make any more large donations to the window project. We are now looking to reinvest the principal with an eye to the future, when all the windows are completed, we can then donate towards 'other historical" restoration in the Church from the WBC fund, an example of this occurred recently when a piece of carved cornice made of oak fell from the roof in the chancel. This led to the Church being closed until a safety inspection of all the cornices had been checked. Photographs showing on the left the the external glazing, on the right the complete window.

(Photos R. Michette)





Clopton Rose Ceremony. This year saw the 41st. Payment of one red rose to the Clopton Family Association by the townsfolk of Hadleigh, Suffolk. In 1438 John Clopton of Toppesfield Manor leased land for the building of a Guildhall in Hadleigh at a peppercorn rent, this rent was later amended to one Red Rose. Mr. Gene Clopton, late of New York, when researching the Clopton Heritage discovered the "payment" was unpaid 500 years! This eventually led to the Clopton

Reunions and the Rose Ceremony, the first being in Long Melford in 1984 organised by Gene (in the USA) and in Suffolk a committee headed by Charles Hayle-Brown, John Abbott (LM Parish Council Chairman) and Rev'd Christopher Sansbury (the Rector).



2025 Rose Ceremony (photo Richard Michette)



John & Marlene Abbott (centre) with 2 Clopton's at a CFA Reunion in USA (photo courtesy of Claire Ingram)

In our last newsletter we said that we were planning a tour of the Church in the spring with Simon Edge, we have had to postpone this until next year.

We thank you for your continuing support.
With best wishes for 2026.

John Watts (Hon. Chairman
Richard Michette(hon. Secretary)
Alan Sawyer(Trustee)

If you wish you can donate, by bank transfer to:- NatWest Bank,
Account name:- Friends of Long Melford Church Building Trust
Sort code.:- 60-21-03
Account Number:- 52605655

Or by cheque to
Richard Michette, 7, Clopton Drive, Long Melford, Suffolk , CO10 9LJ
Cheques made out to "Friends of Long Melford Church Building Trust"

ADDENDUM 1

Minutes of the Annual Parishioners Vestry Meeting of Holy Trinity Church with St Catherine's held on Monday 12th May 2025, 7.30pm at St Catherine's Church, Long Melford

1. **Members Present:**
   Rev Matthew Lawson, Cheryl Morgan, Deborah Blake, Graham Wegg, David Walters, John Watts, Linda Goodban (secretary), Sally McDonald, Melonie Clubb, Sheryl Risley Judith Offord and Malcolm Offord,
   John Freeborn, Ron Davies, Jan Hewitt, David Hamand, Alan Douglas, Susie Tweed, David Tweed, Patricia Roberts, Loretta Shewring, Paddy Kemp, Kate Allen, Max Holland and Maggie Holland

2. **Apologies**: Judi Moss, Harry Mee, Chris Badger, Terry Straight, Nicky Lawson, Pam Tonks, Mary MacDonald, Lynda Badger, Wendy Rothwell

3. **Minutes of the previous Annual Parishioners Vestry Meeting**:
   The minutes of the previous meeting held on 29th April 2024 were approved and signed by Rev Matthew Lawson

4. **Election of Church Wardens**: Two nominations received.
   Deborah Blake - elected (proposed by Sue Plastow, seconded by Susie Tweed)
   Linda Goodban - elected (proposed by Jan Hewett, seconded by Ron Davies)
   Graham Wegg - to continue supporting as Assistant Church warden
   No Objections. No other nominations received.
   All nominations unanimously approved by all present

5. **Any other Business**: No other business

There being no further business the meeting closed at 19.40

ADDENDUM 2

Minutes of the Annual Parochial Church Meeting of Holy Trinity Church with St Catherine's held on Monday 12th May 2025, 7.40pm at St Catherine's Church, Long Melford

The meeting began with all present singing hymn 128, followed by the prayer on page 2 of Annual Report

6. **Members Present:**
   Rev Matthew Lawson, Cheryl Morgan, Deborah Blake, Graham Wegg, David Walters, John Watts, Linda Goodban (secretary), Sally McDonald, Melonie Clubb, Sheryl Risley Judith Offord and Malcolm Offord,

   John Freeborn, Ron Davies, Jan Hewett, David Hamand, Alan Douglas, Susie Tweed, David Tweed, Patricia Roberts, Loretta Shewring, Paddy Kemp, Kate Allen, Max Holland and Maggie Holland

7. **Apologies**: Judi Moss, Harry Mee, Chris Badger, Terry Straight, Nicky Lawson, Pam Tonks, Mary MacDonald, Lynda Badger

8. **Minutes of the previous Annual Parochial Church Meeting**:
   The minutes of the previous meeting held on 29th April 2024 were approved and signed by Rev Matthew Lawson

9. **Electoral Roll Report**: ML gave the following report on behalf of Mary MacDonald;
   In In the past year we have sadly lost Dudley Kemp, Audrey Wreford and Ann Clubb
   May they Rest in Peace.

   We also remember before God June Douglas and Hugh Edgecombe).
   We are happy to have welcomed Jean Johnson and Ingeburg Sabine
   The Electoral Roll stands at 171 (177 in 2024)

10. **Finance Report**: David Walters gave the following report on behalf of Chris Badger;
    Referring to the financial summary statement in the Annual Report, a deficit of £15,936 in the general fund was identified.

    It is therefore important that we continue to increase our income and do everything we can to improve our revenue in the coming year. The Treasurer has confidence that with some fundraising ideas being discussed at the PCC, together with a drive on achieving improved donations, this can be achieved and that we can deal with the financial challenges ahead. As we know, we are not alone in facing these challenges, with many Parish Churches throughout the country facing similar, and in many instances, far more difficult situations.

    Chris is now at the end of his first year as treasurer which has gone largely without any problems and he is enjoying the experience of being treasurer which on some occasions has been a real eye opener. Chris also acknowledged with grateful thanks the continued and invaluable support from former treasurer David Walters and also David Tweed, Ron Davies and Theresa Munford who carry out essential work to ensure the smooth running of our financial processes and systems.

    PCC will need to select and appoint an external auditor for year end accounts 2025 as Neil Pearson has now stepped down from this role (to be discussed at next full PCC meeting).
    A vote of thanks was also offered by ML to the Friends for their continued financial support on the Stained Glass Windows project.

ML stated that the role of Treasurer for HT is very substantial with over 1600 transactions per annum and financial activity multiple times daily. A vote of thanks was given to CB for his conscientious hard work and commitment to supporting the PCC as Treasurer.

11. **Fabric Report**: Fabric report and stained glass fund report were received and noted as per Annual Report document.
A question was asked about memorial plaques for donations made in memory of someone for a complete window refurbishment. ML advised that church is moving away from this practice, however on the window in question a small inscription has been made on the glass referring to he person in memoriam.

There has been extensive additional work for the Wardens following the 2 break-ins resulting in theft of goods and damage to property. A vote of thanks to Cheryl and Deborah for all their hard work on managing this.

Stained glass windows project continues however extensive fund raising will be required to complete the project. It was noted that there currently appears to be no specific fund raising projects in hand. SR advised there is a fund raising committee who are exploring several options for fund raising events, the main challenge being finding volunteers to manage or support such events. JH advised she would like to do some specific events to raise funds for the cleaning of the Reredos.

Wardens and Elizabeth Rossi have now put together booking forms for events at Church that clearly identify fees/costs rather than 'negotiating' donations for each individual event.

LS asked if the proposals for upgrading tower end of church had now ceased. Confirmed these were currently paused following the extensive works carried out last year for the clerestory repairs. Phase 1 of works is now complete following electrical improvements. It is also essential that improved heating is put in place at the back end of church before we proceed with any works to the tower.

RD commented that Weddings for 2025 are lower in number, could this be in part due to lack of appropriate toilet facilities with only 1 toilet in church. Advised toilet facilities are not a factor in reduced number of weddings. Mostly it is believed this is down to costs/recession impacting on couples choices for weddings.

12. **Group Reports and Deanery Synod report:** Reports from Church groups and Deanery Synod received and noted as per Annual Report document.

ML informed the meeting that Fusion youth club has shown extensive growth with up to 38 young people now split into 2 group sessions, older group meet at the Glebe land at the rectory while the younger group meets at St Catherines.
ML was successful in obtaining a substantial grant to fund 4o'c community worship for 2 more years. Consideration will need to be given on how we maintain funding these worship groups once the grant expires.

MO commented that as a Reader he had been missed off the report (page 4), LG apologised, this was an error on producing the report. Report amended by ML to include MO as reader at HT.
Further asked that several smaller groups should be included in the report, Faith Chat, JAM (Jesus And Me), Prayer groups. These are all new groups, some of which commenced in 2025 and will be included in 2025 report. It was agreed a full review of all groups be taken to ensure they are included in future Annual Reports.

Faith group is a small group of people who gather approximately every 4-6 weeks to discuss issues that perplex or confuse people within church. There have been 5 sessions so far, all very well attended.

JAM is a group that originally formed during an ALPHA course and who have recently become Christians. This group meets fortnightly.

There is also a small prayer group that meets regularly in Church.
ML and Wardens to review all small groups for invitation to submit annual reports

13. **Elections to PCC**: Three lay representatives to the Parochial Church Council each for three year terms.
    Nominations received were:

Cheryl Morgan;	Proposed Deborah Blake,	Seconded Ron Davies
Sheryl Risley;	Proposed Chris Badger,	Seconded Lynda Badger
Alan Douglas;	Proposed David Walters,	Seconded David Hamand

    No further nominations were received. All three nominations unanimously accepted to serve for 3 year period

    Harry Mee, who has come to the end of his period of service, has now moved with his family to Clare, however he has kindly offered to continue to claim VAT on project costs on behalf of HT if PCC wish him to do so.
    ML extended a vote of thanks to Harry for his service and wished Harry and his family every happiness in their now home.

14. **Election to Deanery Synod**: David Walters and John Watts continue to serve until 2026. One further vacancy remains unfilled, anyone with an interest is invited to speak with John Watts or David Walters for further information.

15. **Appointment of independent examiner**:
    Neil Pearson will no longer continue in this role.
    PCC to consider an elect independent examiner at next full PCC meeting.

16. **Any other Business**: The following items raised:
    (a) Replacement Silver: JH advised she will be meeting tomorrow to receive replacement silver from items stolen during break ins last year.
    (b) Minutes of PCC Meetings: RD asked why copy of PCC minutes are not on public display. ML confirmed that copy of all PCC minutes are available to anyone who is on the current Electoral Roll upon request but they are not for public display as per CofE guidance.

17. **Rectors Report**: Rev Matthew Lawson gave the following report;
    Looking back on the year;
    This year I had a Sabbatical for 12 weeks, although there was a great deal of extra work preparing for this, and an equally great amount playing catch up with everything on my return, this sabbatical provided me with very welcome time with family, time for study and time for spiritual reflection. In particular I looked at the lives of of John and Charles Wesley. I learned from this time that things can change and indeed I see change often in our daily activities; We have more young men making connections, more young people exploring and discovering faith, 4 o'clock community groups helping growth in the church and our church family.
    It also allowed me time to reflect on my personal relationship with God, hopefully allowing me to become softer, more humble and hopefully trusting less on myself and more on God.
    Thank you to everyone who enabled my sabbatical, in particular Henry Heath, Judith and Malcolm Offord.

New ABC:
There is now a new Pope, this is significant for world-wide Church.
We also had the resignation of the Arch Bishop of Canterbury, this was an unpleasant business that highlighted a gap between central authority in CofE and local parish Priests.
There has been an extensive range of emotions, some good, some bad.
Prayer is my strength and my hope for the future.
God is bigger than CofE!

Safeguarding:
Safeguarding is a priority, it has been clearly identified as a significant reason for not attending Church, where some people "don't feel safe".
Bureaucracy in safeguarding can be overwhelming and not parish friendly. During this past year I sometimes spend up to a day a week on safeguarding related activities.
Thank you to CM and Ros Dickinson for their support in brining our Safeguarding status up to date.
Thank you to those of the ministry team, particularly the Elders, who have had to complete extensive safeguard training to continue in these roles.

Year Ahead:
Keep on Worshiping!
I look forward to worship and through prayer I can get on with being a parish Priest!
We continue to nurture opportunities, through music, choir, young choristers, small groups, faith chat, discipleship and wider development of our 4o'clock community.

Ministry Team:
- We have welcomed Kevin Powell as a second Lay Reader
- We now have 2 Ordinands; Charlotte Harkness (Ordained Deacon) and Nicky Lawson (Pioneer Minister). Nicky currently has the challenge of studying, running the 4 o'clock community and supporting her sister who is very unwell but Nicky continues making good progress
- Charlotte will be working part time with St Nicholas Hospice and part time with HT
- Whilst we are encouraged in our ministry team, it is sad to hear that the number of theology students in colleges and universities appears in decline.
- Nicky and Pam Tonks, ably supported by Lynda Badger and Kate Allen continue with youth work through Messy Church and work within our schools.
- Our Elders are to be commissioned / re-commissioned at a service on 22nd June 2025, Karen Straight will be joining our team of Elders at this time. ML plans to be more structured in his approach to the ministry team.
- Henry, Judith and Malcolm, your continued support and encouragement in worship is invaluable.

Illness:
- There have been many challenges with health this year all of which have impacted on my time and work.
- Vicky was unwell at the beginning of the year with extended stays in hospital.
- Nicky has also been unwell earlier this year, and now she is supporting family and in particular her sister who is terminally ill.
- Pam is now recovering from surgery to her leg and will be absent for a period of time as she recovers.
- We hold all those who are unwell, and those who support the sick, in our hearts and prayers.

Easter:
Easter services were all very well attended and supported. In particular I found the Good Friday walk of the Cross profoundly moving; from those who struggled to walk asking to carry 'the burden of the cross' and walk with it, to those who audibly narrated the Lords Prayer as we passed by. It was a profoundly emotional and humbling experience shared by those known to us and with strangers watching as we passed by. Similarly I appreciated having different worship styles together in the main service.

Thanks: I would like to offer personal thanks to the following

- Ministry Team; for your good example of Christian Witness
- PCC; for your continued support and commitment to the upkeep of our Church building and our church family.
- Chris Badger; for your diligence and commitment in managing our financial matters.
- To all the many volunteers in all the groups that keep our church running so well - there are too many to mention individually but sincere thanks to each and everyone of you.
- Patricia Roberts; for your time, commitment and energy in running the Church shop for so many years, and in particular these past 2 years as we strived to find a replacement for this role.
- Church Wardens; Thanks to Deborah and Cheryl for all your time, effort and support
- Secretary: Thank you to Linda for preparing everything for the Annual Meeting and for service as secretary. Thanks also to Sheryl for taking up this role
- Darryl: For all he does to ensure smooth running of our IT systems and live streaming of services allowing us to reach those who cannot come to church.

Thank you to you ALL who are seeking to service Christ and love God and neighbour.
Thank you for your encouragement in faith, I am humbled by your faith, kindness and encouragement.

John Watts responded on behalf of everyone with a vote of thanks to Matthew, "you are the inspirational within a special parish, you are the inspiration for the team, you encourage and support us and we are immensely grateful for your leadership".

There being no further business the meeting ended at 21.20

Signed:

Date:

Return of Parish Finance
January to December 2025

Parish Name: Long Melford Holy Trinity w. St. Caths	If the form is NOT completed for the entire parish, please list below the churches included:	Parish Code (6 digits):	330296
		Deanery:	Sudbury
		Diocese:	St. Eds. & Ips

30 **Accruals**

	RECEIPTS/INCOME	UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
	Voluntary giving		
1	Regular giving	52,966.00	
3	Collections at services	£ 7,909	
4	All other giving and voluntary receipts, including special appeals (recurring and one-off)	£ 14,726	£ 11,924
6	Gift Aid recovered (regular giving and one-off donations)	£ 16,109	£ 1,435
7	Legacies received (capital value)		
8	Grants (include recurring and one-off)	£ 2,288	£ 147,362
	Total voluntary giving	£ 93,998	£ 160,721
	Activities for generating funds		
9	Fundraising activities (gross proceeds)	£ 14,044	£ 8,546
	Income from investments		
10	Dividends, interest, income from property etc.	£ 18,887	£ 4,846
	Church activities		
11	Fees retained by PCC (weddings, funerals etc.)	£ 2,892	
12	Trading activities (gross proceeds), NOT fundraising	£ 14,468	
	Other incoming resources		
13	Other receipts/income not already listed **PLEASE NOTE BRIEF DETAILS IN BOX E**	£ 51,801	
	Totals (from Financial Statements)	**Unrestricted**	**Restricted**
A	RECEIPTS/INCOME	£ 196,090	£ 174,113
B	**COMBINED TOTAL**	£	370,203
	PLANNED GIVERS AND LEGACIES		
14	Number of regular givers	77	
16	Number of new legacies received in year	0	

	PAYMENTS/EXPENDITURE	UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
	Costs of generating funds		
17	Costs of fundraising activities	£ 538	
	Church activities		
18	Mission giving and donations		£ 2,626
19	Diocesan parish share contribution	£ 68,349	
20	Salaries, wages and honoraria	£ 39,437	£ 10,930
21	Clergy and staff expenses	£ 3,604	
	Church expenses		
22	Mission and evangelism costs	£ 5,951	£ 633
23	Church running expenses (including governance)	£ 22,366	£ 57
24	Church utility bills	£ 14,029	
25	Costs of trading	£ 13,697	
	Major capital expenditure		
27	Major repairs to the church building	£ 40,526	£ 107,106
28	Major repairs to church hall/other PCC property including redecoration		
29	New building work to the church, church hall, clergy housing or other PCC property.	£ 25,355	
	Other expenditure		
99	Other payments/expenditure not already listed **PLEASE NOTE BRIEF DETAILS IN BOX E**		
	Totals (from Financial Statements)	**Unrestricted**	**Restricted**
C	PAYMENTS/EXPENDITURE	£ 233,852	£ 121,352
D	**COMBINED TOTAL**	£	355,204
	CASH AND INVESTMENT BALANCES	**UNRESTRICTED**	**RESTRICTED**
31	Cash and deposit balances as at 31/12/25	£ 50,513	£ 176,761
32	Investments as at 31/12/25		£ 8,821

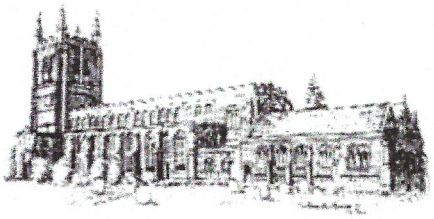
Please refer to the accompanying notes to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in *PCC Accountability* , 5th edn..

Name	
Position	PCC Treasurer
Email or telephone	david.walters@rodbridge.com

Looking back across 2025, were there any exceptional circumstances (other than COVID 19) that may have led to unusual figures? Please provide details in this box.

Holy Trinity with St Catherine's Long Melford

Registered Charity Number: 1169680



PCC Annual Accounts

For the Year 1st January – 31st December 2025

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2025 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

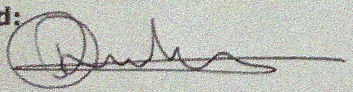
In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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 Richardson

Dated:
08/05/2026

Address: 9a Woollards Gardens, Long Melford, Sudbury, CO10 9LN

Parochial Church Council of Holy Trinity with St Catherine's, Long Melford, Suffolk
Statement of financial activities for the year ended 31st December 2025

INCOMING RESOURCES

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total funds 2025 £	Total funds 2024 £
Incoming resources from donors	2a	92,236	139,773	-	232,009	198,973
Other voluntary incoming resources	2b	-	2,294	-	2,294	2,023
to further the Council's objects	2c	4,654	18,654	-	23,308	10,659
to generate funds	2d	28,512	8,546	-	37,058	58,760
Income from investment	2e	3,498	4,846	-	8,344	6,220
Other ordinary incoming resources	2f	67,190	-	-	67,190	16,110
TOTAL INCOMING RESOURCES		**196,090**	**174,113**	**-**	**370,203**	**292,745**

RESOURCES EXPENDED

	Note	Unrestricted Funds 2025 £	Restricted Funds 2025 £	Endowment Funds 2025 £	Total funds 2025 £	Total funds 2024 £
Activities directly relating to the work of the Church	3a	196,667	118,676	-	315,343	242,692
Church management & administration	3b	22,950	50	-	23,000	24,864
Cost of generating funds	3c	14,235	-	-	14,235	16,889
Grants to other charities	3d	-	2,626	-	2,626	2,705
TOTAL RESOURCES EXPENDED		**233,852**	**121,352**	**-**	**355,204**	**287,150**
NET (OUTGOING)/INCOMING RESOURCES		(37,762)	52,761	-	14,999	5,595
Investment gains (losses)	6	-	-	123	123	422
Increase in capital items	5b	-	-	-	-	-
Capital items written off	5b	-	-	-	-	(7,592)
Depreciation	5b	-	-	-	-	-
Increase/(decrease) in shop stock	5c	8,662	-	-	8,662	1,670
NET MOVEMENT IN FUNDS		(29,100)	52,761	123	23,784	95
BALANCES BROUGHT FORWARD AT 1st JANUARY		459,809	124,000	8,697	592,506	592,411
BALANCES CARRIED FORWARD AT 31st DECEMBER		**430,709**	**176,761**	**8,820**	**616,290**	**592,506**

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Balance sheet as at 31st December 2024

	Note	2025 £	2024 £
FIXED ASSETS			
Tangible fixed assets	5a&b	355,000	355,000
Investment assets	5d	8,821	8,697
		363,821	**363,697**
CURRENT ASSETS			
Shop stock	5c	25,195	16,534
Short term deposits		191,616	183,319
Cash in current account		29,285	22,494
HMRC debtors	7	12,102	15,267
Other debtors		8,629	2,767
		266,827	**240,381**
LIABILITIES			
Creditors		(11,958)	(9,531)
Pre-paid income		(2,400)	(2,041)
		(14,358)	**(11,572)**
NET CURRENT ASSETS		**252,469**	**228,809**
NET TOTAL ASSETS		**616,290**	**592,506**
FUNDS			
Unrestricted	6	430,709	459,809
Restricted	6	176,761	124,000
Endowment	6	8,820	8,697
		616,290	**592,506**

Approved by the Parochial Church Council on 16 /03/2026 and signed on its behalf by

Chairman

The notes to the financial statements on pages 3 to 10 form part of these accounts

M Lunson 16/3/26

1 ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with applicable accounting standards and the Statement of Required Practice, Accounting and Reporting by Charities (FRSSE SORP).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

The unrestricted general fund represents the funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC. If some of this fund is designated for a particular purpose of the PCC (e.g. children & youth work), it is also unrestricted. Details of this and of the restricted funds are given in note 6.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming Resources

Voluntary Income and Capital Sources

Collections and other donations are recognised when received by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the original donation is received, which may be some time before the money is received from HMRC. There may be a difference between the totals initially estimated by the Cashier and finally established by the Planned Giving Officer and agreed by HMRC, and any such difference after closure of the accounts is then included in the accounts for the following year. Some Gift-Aid income is received directly from HMRC and some is received via the Parish Giving Scheme (PGS), which claims it from HMRC immediately and forwards it to the PCC within days. The split of this Gift Aid income and its allocation between funds and other charities is described in note 7.

Grants and legacies to the PCC are accounted for only when received.

Income from donations via the Church website, QR code, and contactless card donations is accounted for net within incoming resources. Details of gross income from, and charges for, these are given in note 11.

Funds raised by any fund-raising activity are accounted for gross, provided that the information is available.

The sales from the Church Shop are all accounted for gross.

Other income

Rental income from the letting of church premises or church property is recognised when due and received, any payments received in advance are classified as pre-paid income.

Income from investments

Dividends are accounted for when due and received. Interest is accounted for when it is received. Any tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31st December

Resources Expended

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when paid. Bank charges are accounted for when debited by the bank.

All known liabilities for payments at 31st December are provided for in these accounts as an operational liability and are shown as Creditors in the Balance Sheet.

Any significant but unquantifiable liability is assessed as close as possible to the expected value and provisioned accordingly within accruals.

Grants

Grants and donations made to other charities by the PCC are accounted for when paid over or when awarded, if that award creates a binding obligation on the PCC. Any applicable Gift-Aid is credited at the time of the grant or donation and claimed in due course from HMRC

Fixed Assets

Consecrated property and moveable church furnishings

Consecrated and Benefice Property is not included in the accounts in accordance with sections 10(2)(a) and (c) of the Charities Act 2011. Heritage assets are not accounted for as they do not form part of the objects of the PCC.

Moveable Church Furnishings with a value of over £1,000 held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the Church Inventory which can be inspected at any reasonable time.

For inalienable property acquired prior to the Year 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Large items acquired since 1 January 2000 have been capitalised and depreciated in the accounts together with other assets that are able to have been valued, over their currently anticipated useful economic life. Depreciation is usually calculated as 25% of the reducing balance per annum.

A re-valuation of all tangible assets within and around the Church buildings, to estimate their actual practical value, is carried out on occasions to ensure a realistic value for these assets.

All expenditure in the year on consecrated or beneficed buildings or on the repair of moveable church furnishings acquired before 1 January 2004 has been written off.

Other fixtures, fittings or office equipment

Equipment used within the Church premises is normally depreciated at 25% of the reducing balance per annum.

Any item of equipment with a purchase price of less than £1,000 may be written off when the asset is acquired, in accordance with the latest Church Accounting Regulations and as agreed by the PCC in January 2017. Any existing individual item with a residual value of less than £100 is normally written off, and assets with a higher value may be written off when considered appropriate.

Investments
Investments are valued at market value at 31st December

Current (Cash) Assets

Amounts owing to the PCC at 31st December in respect of fees, rents, Gift-Aid or any other income are shown as Debtors, less provision for amounts which may prove uncollectable

Short term deposits include cash held on deposit with the CBF (CCLA) Church of England Funds.

Any outstanding advance payments at the end of the year are shown within Debtors or are deducted from pre-paid income, whichever is judged the more appropriate for the item in question.

Transitory Income
In accordance with the SORP, transitory income which passes through the PCC account as agent is not included in the SOFA.

Parochial Church Council of Holy Trinity with St Catherine's, Long Melford, Suffolk
Notes to the financial statements for the year ended 31st December 2025

2 INCOMING RESOURCES

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2025	2024
		£	£	£	£	£
2(a) Incoming resources from donors						
Standing orders, BACS and PGS		52,016	-	-	52,016	47,873
Numbered white envelopes		950	-	-	950	1,130
Unrestricted G-aided yellow envelopes		2,746	15	-	2,761	2,031
Loose collections at 10:30 Holy Trinity		5,444	-	-	5,444	2,825
Other Holy Trinity loose collections		2,465	-	-	2,465	2,159
St. Catherines loose collections		-	-	-	-	20
Other non-GA donations in Church	11	10,218	9,565	-	19,783	23,457
Stained Glass donations & grants		-	125,852	-	125,852	43,498
Grants & sundry other donations		2,288	2,906	-	5,194	55,573
Gift Aid recovered on all donations	7	16,109	1,435	-	17,544	20,407
Legacies		-	-	-	-	-
		92,236	139,773		232,009	198,973
2(b) *Other voluntary incoming resources*						
Donations for other charities etc.		-	2,294	-	2,294	2,023
		-	2,294	-	2,294	2,023
2(c) *Income from operating activities: to further the Council's objects*						
Weddings & funerals stat fees		2,892	-	-	2,892	4,806
Weddings & funerals other		1,762	50	-	1,812	3,752
C, Y & F. E. Work Donations & Grants		-	18,604	-	18,604	2,101
		4,654	18,654		23,308	10,659
2(d) *Income from operating activities: To generate funds*						
Commercial use of church buildings		11,593	3,416	-	15,009	17,358
Tower abseiling (for Preservation)		-	-	-	-	17,121
Stained Glass Fundraising		-	4,463	-	4,463	5,470
HCT Ride & Stride		125	-	-	125	203
Open Gardens		1,822	-	-	1,822	3,636
Flower Fund revenue (excl. weddings)		-	452	-	452	325
Bell Fund revenue		-	215	-	215	385
Village Fete		504	-	-	504	-
Concert for Stained Glass		-	-		-	2,153
Shop receipts	12	14,468	-	-	14,468	12,109
		28,512	8,546		37,058	58,760
2(e) *Income from Investment*						
Dividends & interest	13	3,498	4,846	-	8,344	6,220
		3,498	4,846		8,344	6,220
2(f) *Other ordinary incoming resources*						
Insurance claims and compensation		51,801	-	-	51,801	4,040
Rental income from Convallaria	8	15,389	-	-	15,389	12,070
		67,190	-	-	67,190	16,110
TOTAL INCOMING RESOURCES		**196,090**	**174,113**	**-**	**370,203**	**292,745**

Parochial Church Council of Holy Trinity with St Catherine's, Long Melford, Suffolk
Notes to the financial statements for the year ended 31st December 2025

3 RESOURCES EXPENDED		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2025	Total Funds 2024
		£	£	£	£	£
3(a) *Activities directly relating to the work of the Church*						
Parish Share		68,349	-		68,349	66,422
Other ministry & mission costs		9,161	-		9,161	6,510
Church running expenses						
Utilities	14	14,029	-		14,029	5,250
Insurance		10,902	-		10,902	9,914
New facilities and equipment		25,355	-		25,355	9,023
General repairs & cleaning		22,551	-		22,551	11,962
Stained glass restoration		-	100,014		100,014	60,331
Other Holy Trinity restoration		17,975	7,047		25,022	39,424
Bell expenses		-	45		45	1,519
Flowers (excl. weddings & funerals)		-	640		640	800
Organist fees (excl. transitory)	4	9,815	-		9,815	7,915
Other music costs		2,249	-		2,249	1,705
Children's, Youth & Fresh Expessions	4	16,281	10,930		27,211	21,917
		196,667	118,676	-	315,343	242,692
3(b) *Church management & administration*						
Administrator direct costs	4	13,341	-	-	13,341	14,951
Other administration costs		8,183	-	-	8,183	6,199
Bank charges	13	730	50	-	780	800
Maintenance & running costs of Convallaria		696	-	-	696	2,914
		22,950	50		23,000	24,864
3(c) *Cost of generating funds*						
Shop purchases, charges and costs	12	13,697	-	-	13,697	7,650
Tower abseiling expenses		-	-	-	-	8,345
Other commercial & fund raising costs		538	-	-	538	894
		14,235	-		14,235	16,889
3(d) *Grants to other charities*						
Kagera, Lent Appeal		-	830	-	830	905
Storehouse foodbank, Lent Appeal		-	-	-	-	905
Number 72, Lent Appeal		-	830	-	830	-
Royal British Legion		-	602	-	602	490
Barnardiston PCC		-	254	-	254	320
Sudbury District Scouts and their charities		-	110	-	110	85
		-	2,626	-	2,626	2,705
TOTAL RESOURCES EXPENDED		**233,852**	**121,352**	**-**	**355,204**	**287,150**

4. PAYMENTS TO INDIVIDUALS FOR SERVICES SUPPLIED

The PCC has no employees but makes payments at agreed rates to self-employed individuals who supply their services as required, all of whom also supply their services to other organisations. Payments in 2025 and 2024 were:

	2025	2024
Benefice Administrator:	13,341	14,951
Organists:	9,815	7,915
Children & Youth Worker	16,281	14,506
Technical support, mainly livestreaming	5,650	4,412
General cleaning at both buildings	2,040	2,059
Totals:	47,127	43,842

In accordance with the SORP, the above figures do not include any transitory income (e.g. payments to organists through the PCC for weddings and funerals), but do include payment of properly-approved expenses.

No payments were made to PCC members apart from transitory income (e.g. verger, bells and chorister fees), and properly-approved reimbursement of incurred expenses.

5. FIXED ASSETS FOR USE BY THE PCC

5(a) *The House 'Convallaria' in Bridge Street*

This was received as part of a legacy in 2015 and its value at the end of 2016, after major refurbishments and improvements, was estimated at £330,000. Its value at the end of 2020, allowing for house price changes locally over the previous 4 years, was conservatively re-estimated at £355,000. It is still shown at that value in the balance sheet, though its current market value is likely to be higher. The property has been occupied under a short-term tenancy since March 2024 and regular rental income is being received. Use of this rental income is described in note 8.

5(b) *Other tangible fixed assets*

It was our practice until 2024 to estimate the value of tangible assets such as church shop fittings, hymn books, chairs, and components of the sound/livestreaming equipment, and to include the total value of those items, along with the estimated value of the house 'Convallaria' in the total fixed assets figure entered in the balance sheet. That practice has now been discontinued and Convalaria is now regarded as the only fixed asset.

5(c) *Shop Stock*

A full stock-take is now carried out at the end of each year to estimate the total sale value of the stock held. The increased need for this annual stock-take is mentioned in mentioned in note 12, which summarises shop activity in 2024 and 2025. The asset value of the shop stock, following a stock take at the end of 2025 has been estimated at £25,195, as shown in the balance sheet.

5(d) *Investment and Endowment Funds*

The PCC no longer has any investment funds apart from two permanent endowment funds which are invested with CCLA through the diocese. The valuations of these at end of 2025 are shown in note 6 and in the balance sheet, and the change in value is shown in the SOFA.

6. DETAILS OF FUNDS

The name of each fund, and its cash value rounded to the £ at the start and end of 2025, are given below.

Deleted the summation of restricted and urestricted, otherwise unchanged

Value at 31/12/24	Fund Title	Value at 31/12/25
88,275	Unrestricted General Fund	50,513
	Restricted Funds	
1,607	Preservation & Protection Fund	7,661
3,602	Bell Fund	3,926
188	Flower Fund	0
16,730	Children & Youth Fresh Expressions	25,397
9,479	Organ Fund	13,320
92,394	Stained Glass Fund	126,457
124,000		176,761
	Endowment Funds	
518	Charlotte Allen Churchyard Trust	525
8,179	Miss Sophia Louise Faulkner Trust	8,295
8,697		8,821

The ***Unrestricted General Fund*** is the main operating fund of the PCC. All unrestricted transactions described in the SOFA, and in the details given in notes 2 and 3 to these accounts, relate to this fund.

The Preservation & Protection Fund is a fund set up to receive donations restricted to the preservation and maintenance of the general fabric of Holy Trinity Church building, including the major part of the insurance if required. Any donations, legacies, or fundraising income specifically for the church building in general, and not for the wider ministry and mission of the Church, are allocated to this fund.

The Bell Fund receives contributions from donors and visiting bands specifically for the maintenance of the bells and frame at Holy Trinity.

The Flower Fund is used to buy flowers and related material for the decoration of the church and receives payments or donations specifically for that purpose. This fund was discontinued during 2025 following PCC agreement.

The Children, Youth & Fresh Expressions Fund is a fund restricted to paying for the work with children, families, young people, and for other new outreach initiatives. This includes Messy Church, the Fusion youth group, the Connect mother & toddler group, and the Diocesan 'Lightwave' projects.

The Organ Fund was set up during 2018 to receive donations and fundraising revenue towards major refurbishment and enhancement of the church organ. Routine maintenance of the organ is paid for out of the General Fund.

The Stained-Glass Fund was set up during 2019 to handle the money received and paid out for the work on the restoration and protection of the eight medieval stained-glass windows. All donations, fundraising and grants for the stained-glass work are received into this fund, and all payments by the PCC for that restoration and protection work are made from it.

The Charlotte Allen Churchyard Trust is for keeping in good order and condition the Churchyard and requesting that the graves and memorials of William and Charlotte Richold and of Charlotte Allen and her husband be given adequate attention. This is a permanent endowment fund held by the diocese.

The Miss Sophia Louise Faulkner Trust is an endowment fund for the upkeep of the memorial window in memory of Miss Faulkner's father and mother and for general repair of the church. This too is a permanent endowment fund held by the diocese.

Separate but Related Charity

Friends of Long Melford Church Building Trust

This is an independently registered charity (commission no. 1069008) whose purpose is defined as 'To administer funds and trusts to assist the PCC in the repair of the fabric of Holy Trinity Church, Long Melford'.

One of the important elements of the PCC's relationship with the Friends is the project to preserve the medieval glass, for which the Friends hold restricted funds donated by members of the Clopton family. During 2025 the Friends transferred a total of £99,000 of this money to the PCC, which covered most of the spend on Stained Glass restoration during the year.

7. INCOME TAX RECOVERED FROM HMRC THROUGH GIFT AID

Some of this income is received by the PCC directly from HMRC through our Gift-Aid claims, and some is received via PGS (Parish Giving Scheme) which claims the money on behalf of the PCC and forwards it to the PCC account each month. The split of this income, and its subsequent distribution to the respective funds and charities, is shown in the tables below.

	2025	2024
Received Directly from HMRC:	12,102	15,267
Received via PGS (Parish Giving Scheme):	5,442	5,140
Total:	17,544	20,407
Donations to Charities:	332	362
Children, Youth & Family Work:	339	518
Stained Glass Fund:	201	4,422
Organ Fund:	550	198
Preservation and Bells	13	25
Unrestricted:	16,109	14,882
Total:	17,544	20,407

8. FUNDING OF CHILDREN, FAMILY AND YOUTH WORK COSTS

A successful application for grant funding was made to the diocese last year, and some of this funding will cover, amongst other things, some of the cost of our Children, Families and Youth Worker over the 3 years 2024 to 2026.

The rental income from the house mentioned in note 5(a), after an allowance for routine upkeep and maintenance costs, has been designated by the PCC to fund Children and Youth work. In addition to that, the Children & Youth fund receives donations or fundraising revenue specifically restricted for that purpose. In 2025, total donations (as distinct from grants) were £1540, with an additional £339 in Gift Aid as described in note 7.

9. RESERVES POLICY

The reserves policy of the PCC, which is reviewed annually, is based on an estimate of 3 months' parish share and 3 months of maintenance, insurance and all other expenses totalling £35,000, to be held as part of the Unrestricted General Fund. It is clear from the figures in note 6 that although the unrestricted reserves have reduced, they are sufficient to comply with this policy.

10. INCOME FROM CONTACTLESS CARD DONATIONS, QR CODE AND ONLINE ONE-OFF DONATIONS

The gross income and charges relating to each of these sources in 2025 and 2024 are tabulated below.

Card and Online Button Donations Credits and Costs	Gross Credits		Charges	
	2025	2024	2025	2024
'Box' Contactless Donations	3,410	4,920	642	696
'SumUp' Contactless Donations	10,136	11,408	222	418
Online Button/QR Code Donations	2,906	2,318	33	16

Net charges for these facilities vary greatly, being 14% for the older machine, 3.7% for the SumUp machines and only 0.7% for the QR code facility. It is possible that one reason for the drop in the donations from the SumUp and Box card machine is the reintroductions of the weekly collection during the Sunday Morning Service. The above shows an increase in the Online Button donations.

11. CHURCH SHOP ACTIVITY

Shop revenue increased in 2025 by over £2,300 compared with the previous year, and that increase would have been higher if it had not been necessary to close the main church for the whole of July because of the potential structural problem. There was a large increase in purchased stock in 2025, and this increase to a year-end estimated value of over £25,000 is shown in the Balance Sheet and SOFA. So while the net profit on sales minus purchases was not particularly high in 2025, it will hopefully be much higher in 2026 and future years.

12. ALLOCATIONS OF BANK CHARGES AND INTEREST

Interest earned on the CCLA deposit account is allocated to each of the funds itemised in note 6 in proportion to the amount held in each fund at the start of the year.

Bank charges on the NatWest account totalled £780 and a roughly estimated £50 from those charges was debited against the Stained-Glass fund, with the remainder debited against unrestricted. It was not considered necessary to debit charges against any of the other restricted funds.

PCC OF LONG MELFORD

England & Wales - Charity number 1169680

Accounts

The Diocese of St Edmundsbury and Ipswich

The Chadbrook Benefice





<u>Annual Report and Financial Statements</u>

For the year ended 31st December 2024
Parochial Church Council

Holy Trinity Church with St Catherine's
Long Melford, Suffolk

APCM meeting will be held at St Catherine's Church, Long Melford
on Monday 12th May 2025 at 7.30pm

Loving God,

once more we thank you for our church
and for the fellowship we share with one another.
We praise you for all whose contribution to our life together
we recognise and acknowledge this day –
all who have served the church over the years,
who have nurtured and encouraged our faith,
who have been part of our continuing life and witness.

We pray for those who offer their services this day:
those who will take on new positions of responsibility –
equip them to fulfil their duties wisely and faithfully;
those who will continue in the office
they have already been undertaking –
give them renewed inspiration and vigour in their work;
those who will stand down from office –
may they know their labours have been appreciated.

Holy Spirit, Lord God, Giver of life,
come to us as a refreshing and strengthening power;
purge out of our lives all that denies your inspiration;
keep us alert to your challenges;
let us be open to your new demands, both in the world and in the church;
give us humility that we may see your vision and, trusting in your power,
commit ourselves to it,
In the name of Jesus Christ our Lord

AMEN

Annual Vestry Meeting

Agenda

1. Prayer
2. Apologies
3. Minutes of the last Vestry Meeting held on 29th April 2024
4. Election of Churchwardens for 2025-2026

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 1

Annual Parochial Meeting

Agenda

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on 29th April 2024
3. Matters arising from the minutes
4. Electoral Roll Report
5. Financial Statement for the year ended 31st December 2024 including the Independent Examiners report
6. Report on the Fabric, goods and ornaments of Holy Trinity and St Catherine's churches
7. Group reports and Deanery Synod report (attached)
8. Elections – current vacancies as listed

    - Three lay representatives to the Parochial Church Council – each for three-year terms.

9. Election of PCC Members
10. Appointment of Independent Examiner for 2025
11. Results of Elections, if any
12. Any other business
13. Rectors Report

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 2

Parochial Church Council 2024

Administrative Information

Holy Trinity Church Long Melford is situated at the northern end of the village green, overlooking the village. St Catherine's, in St Catherine's Road is situated in the heart of the residential area of the village further south. They are part of the Diocese of St Edmundsbury and Ipswich. The correspondence address is The Rectory, The Green, Long Melford, Sudbury, Suffolk CO10 9DT.

The Parochial Church Council (PCC) is a charity requiring registration to the Charity Commission, as a church with an income greater than £100,000. PCC members as this report was prepared are:

Chairman:	Rev Matthew Lawson
Church Warden(s)/ vice chair:	Cheryl Morgan (Vice Chair)
	Deborah Blake
Church Treasurer:	Chris Badger
PCC Secretary:	Linda Goodban
Representative on Deanery Synod	John Watts ex-officio (2023-2026)
	David Walters ex-officio (2023-2026)
Assistant Priest	Judith Offord
Assistant Priest	Henry Heath
Lay Reader	Kevin Powell
Ordinands	Charlotte Harkness
	Nicola Lawson

Elected Members:

Melonie Clubb	2024– 2027
Sally McDonald	2024 - 2027
Graham Wegg	2024 - 2027
Chris Badger	2023 - 2026
Judi Moss	2023 – 2026
Terry Straight	2024 – 2026
Harry Mee	2022 – 2025

Co-opted Members: Sheryl Risley – September 2024 - 2025

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and for election to the PCC.

Objectives and Activities

Holy Trinity and St Catherine's PCC has responsibility for co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church buildings of Holy Trinity and St Catherine's and the Glebe land, Long Melford.

Church Services

Throughout 2024 the following services took place at Holy Trinity Church:

Weddings	8
Christenings / Baptisms	13
Confirmations	8
Funerals	26 + 5 Interments

Average attendance at combined Sunday services was **88** adults / **12** children

Livestreaming of Holy Communion and Evensong continued with several people joining the services online.

Attendance at special services held at Holy Trinity Church were as listed:

Easter Day	450	(due to confirmations & Baptisms)
Clopton Rose	135	
Harvest Festival	82	
Remembrance	350	
Carol Service	400	
Crib Service	200	
Midnight Mass (Christmas Eve)	210	
Christmas Day	85	

Licensed Ministers

Pam Tonks	License Family and Children's Worker
Nicola Lawson	Licensed Pioneer and '4 o'clock community'.

Elders

There are currently 7 Lay Elders in the Chadbrook Benefice.

Charlotte Blyth	Richard Blyth
Christine Smith	Ian McDonald
Linda Goodban	Tim Harbord
Malcolm Brunwin	

Karen Straight will be commissioned as an Elder at a service to commission/re-commission Elders on 22nd June 2025.

Elders support the ministry team in Worship, services and in the wider community. The Elders also visit parishioners in their homes, at The Willows Lawshall, Melford Court and Steeds Meadow (both of Long Melford), where they offer a combination of home communion, private prayer, a short private service and companionship.

If you would like a home visit for any of this type of support please contact a member of the ministry team.

Parochial Church Council – Review of the Year

Following the difficult years of the pandemic and then the significant work on the clerestory, 2024 was thankfully a much quieter year in terms of the work of the churchwardens, however it has given us time to tidy up the church and to address smaller issues.

The church was cleaned and restored after removal of scaffolding and Christmas.
The new Church sign at Holy Trinity has been installed for which we received a donation towards the cost. The toilet at Holy Trinity has been decorated, and new shelving has been installed.
More pigeon control has been installed in the porch and so far, the birds have stayed away.
The fire extinguishers and roof alarm had their annual service.
Between Deborah, Nigel and Cheryl, the vestry has been cleared out making more space for the choir music.

We met with Simon Marks (the church architect) who has now signed off the clerestory works.
Gridley's have been working through works identified in the Electrical Survey.
An energy audit of HT, arranged and paid for by the diocese, was carried out. We await the report, but we have been told we will qualify for a grant of £3000 towards works identified in it.

We have received the church architect's Quinquennial Report and are currently working through the main issues identified.

Gutters and downpipes have been cleaned out.

The insurance claim for the burglary in February has taken a lot of time to complete due to insurers dragging their heels. However, the silver cross and jug damaged during recent break in have now been repaired and returned. A faculty has been obtained to repair the Lily Crucifix window in the Clopton Chantry Chapel (damaged in the burglary in October 2023), This window and the one behind the organ (damaged in the second burglary in 2024) was removed for repair and conservation by Auravisions in January 2025.

Due to the key for the tower room door being continually mislaid, a keypad has been installed.
The old small shed at HT has been removed and a new larger plastic shed installed which is to be used for the storing of pews from the Lady Chapel to free up more space.
The Glebe land is now being regularly cut.
Many meetings were held with the organisers of the Success After Stroke concert.

St Catherine's

The new buggy shelter has been installed; however, this revealed a safeguarding issue with gaps in the fence. Quotes are being sought for a new fence and gate. Due to some damage to St Catherine's a security camera has been purchased.

Three pews have been sold to make more space for Connect and the Library. The Library has settled in well. New storage racks and boxes were installed.

The gas heaters were serviced. In the course of this, two of them were found to have cracked heat exchangers and should not be used. Additional oil filled radiators were bought as a temporary measure and investigation of a better heating system is under way.

Fire extinguishers had their annual service.
Redecoration of the outside of the windows has been completed.

Cheryl Morgan and Deborah Blake
Church Wardens

CHURCH REPORTS

Treasurer's report to 2025 APCM

The 2024 approved and examined accounts, with frontsheet and Independent Examiner's Statement, are displayed at Holy Trinity and can be downloaded from the Church website.
I do not propose to go over the accounts in detail here, please contact me if you have any questions that you would like me to answer.

You will recall that the finances last year were significantly impacted by the restoration work to the clerestory which continues to affect finances this year.

While the general financial position has improved compared to 2023, there remains a deficit in the general fund of £15,936.

It is therefore important that we continue to increase our income and do everything we can to improve our revenue in the coming year. I have confidence that with some of the fundraising ideas being discussed at the PCC, together with a drive on achieving improved donations, this can be achieved and that we can deal with the financial challenge ahead. As we know, we are not alone in facing these challenges with many Parish Churches throughout the country facing similar and, in many instances, far more difficult situations.

I am now at the end of my first year as PCC Treasurer which has gone largely without any problems and I am enjoying the experience of being treasurer which on some occasions has been a real eye opener!

I am incredibly grateful for the continued and invaluable support from David Walters in this first year. He has ensured that I remain on track and has guided me through some of the difficulties that the role presents. I also wish to extend my heartfelt thanks to David Tweed, Ron Davies and Theresa Munford for the work that they do and which is essential to the smooth running of our financial processes and systems.

Finally, I am also grateful to our external examiner Neil Pearson for his professional and helpful work all at no charge. Neil has advised that he will be unable to continue to assist us as independent examiner as he follows a new path as a Reader and so we are hoping to secure a new independent examiner in the coming months.

Chris Badger, Treasurer

REVISION OF ELECTORAL ROLL AS AT 22ND MARCH 2024

In the past year we have sadly lost;	Dudley Kemp, Audrey Wreford and Ann Clubb May they Rest in Peace. (We also remember before God June Douglas and Hugh Edgecombe).
We are happy to have welcomed;	Jean Johnson and Ingeburg Sabine

The Electoral Roll stands at 171 (177 in 2024)

Mary MacDonald
Church Electoral Roll Officer

Medieval Stained Glass

The third window in the conservation project (containing the image of John Clopton) was reinstalled after conservation by Canterbury Glass Studios in June, coinciding with the visit of the Clopton Family Association.

The fourth window was removed for conservation and will return in February 2025

Cheryl Morgan and Deborah Blake
Church Wardens

Children & Youth

Schools *- Long Melford C of E Primary School (LMPS) and All Saints Primary School (ASPS), Lawshall*
Diddy Disciples has become a staple part of the curriculum for the children in Reception class and Nursery at LMPS. They look forward to this interactive way of spreading God's message and stories from the Bible. A delight for me has been when children from Connect, but newcomers to the Nursery, see me in their school for the first time: they greet me with an excited bounce and hug and feel immediately reassured. When leaving the school, I inevitably bump into some of the parents who've attended Connect and it is great to be able to continue those connections, enquire after their well-being and inform them of events they may enjoy. They truly do seem to value this interaction.

Matthew and Pam have continued to lead Worship and Celebrations at the two schools. The celebrations are often on the same day at the same time, so we take it in turns to lead in each place. As always, we donate Advent calendars and Easter Eggs for each class from the 'Real Chocolate Company', with a book to share the story of these events.

In the beginning of 2024, I was on the interview panel for Little Saplings Pre-school, which was to start up after Easter. The children will then feed into All Saints. So far, all the feedback I have received from Connect and Messy Church parents is positive. Thank you, Lord.

Connect Baby and Toddler Group

As usual, Connect continues to be an important part of our ministry. In 2024 we saw the rise of the dad. On some occasions we have had as many as 5 dad's attending with their offspring as well as one or two regular grand-fathers. We feel blessed that we can offer such a welcoming environment where everyone feels welcome and included. Luckily for us, one mum agreed and now volunteers on a weekly basis (as well as at numerous other Lightwave events).

Pastoral care and prayer has featured heavily this year and we are pleased that many of our prayers have been answered. The relationships made here are so vital to the well-being of all concerned.

Of course 2024, has seen our relationship with the library flourish. There have been a few teething problems as they settled in but generally things have gone quite smoothly. The new shelving units to store toys have been a very welcome addition so many thanks to all concerned.

Unfortunately, being unable to use 2 of the large heaters over the winter months has been more of a problem, especially as we have been trying to set up St Cat's as a warm space for the community. It currently appears to be having some impact on the numbers attending with numbers attending, lower over the last few months, and just a hardcore attending each week. The final arrival of the buggy park has however, enabled us to have more space inside the hall for the ride-on toys and a quiet area for books and puzzles.

Fusion Youth Club

The same issue with numbers is not the same for Fusion. The Youth Group has steadily been growing with more and more youngsters coming and inviting their friends.

Although usually meeting at St Catherine's, we have held a couple of events outdoor on the Glebe Land. Since our campfire Sing-a-long in October, numbers attending have been between 38 and 40.

Therefore from January 2025 there have been 2 groups … Fusion, and Fusion Plus for the older members.In addition, we took a small group away to a Christian weekend.



Young Bellringers

Wow Linda and Teresa! (see bells report)

Miscellaneous – Family and Children's Worker

- Invited to talk at missional Toddler group meeting about success of Connect and Diddy Disciples
- Speaker at Bishop's Synod
- Speaker at Stories and Chips (celebrating Lightwave)
- 1st aid course and Safeguarding leadership training undertaken
- Safeguarding posters, information and take away cards now available in all locations/groups
- New contact made with practitioner specialising in helping pregnant mums and new babies.
- Visits to Church by scouting groups
- Part of Growing New County initiative
- Two fabulous volunteers joined the Diocesan Connect Course for children's ministry









In 2024, we were asked to showcase Messy Church, Fusion and Connect at a promotion of our village. Then again in August, we were asked to hold a Messy Church alongside other village activities. More and more, Messy Church is becoming a moveable feast, taking place at the Christmas Fayre, in LMPS, All Saints Church and Holy Trinity grounds. This is a positive way to introduce people to stories from the Bible and how Jesus wants us to live our lives.

Growing New

This initiative encourages us to focus on what we have achieved and what our next steps will be. We offer and receive prayer and support from other initiatives throughout Suffolk. We meet regularly via Zoom and in person for a working residential weekend twice a year.

4 o'clock Community

(Shine Informal Worship, Café Church, Wild Church, Socials, Messy Church … and more!)

Rector's Intro: Historically the Church of England has been culturally middle class and inaccessible to those not brought up with a knowledge of Christianity. A growing proportion, and probably the majority of people in our villages, do not fall into these categories. Whereas our traditional worship is a rich source of spiritual strength for many people, and has impacted and drawn newcomers of all backgrounds towards God, some people will not find it easy to find faith via this route. The 4 o'clock community therefore tries to offer alternative routes for people find a supportive community on their faith journey. Do please consider inviting your friends to a 4 o'clock community event particularly if attending a main service might be a step too far for them.



Nicky adds: Whereas all of the 4 o'clock events are family friendly, they are generally aimed at creating community between parents and other adults; hopefully becoming increasingly intergenerational. So even Messy Church connects with parents as well as children, our café church provides space for serious questions, and the talks at our informal worship are sometimes more in depth than there is time for in our morning worship. In all of this we aim to provide environments (e.g. the pub socials) whereby people can comfortably 'belong before they believe'.

In a way which is integrated with our more traditional services and activities, the 4 o'clock community aims to enable paths for people from all ages and backgrounds, in each of our villages, to journey in faith together. Accordingly, we are 'nomadic' around our villages, in various settings, meeting together most Sunday afternoons for a variety of activities.

This has been a year of making wider connections – particularly with Wild Church (e.g with village greening groups and local farmers), our pub socials and Messy Church (now a welcomed part of village events). Its exciting to see how these will develop – and we have ideas for becoming even more 'nomadic' with our Café Church in 2025. So we shall see how the next 12 months unfold! This photo was taken at our 'apple day' gathering where great fun was had by all!

The 4 o'clock community has been participating in the diocesan 'Growing New' initiative. This encourages us to think as a team strategically about mission and discipleship. We have therefore also started a men's breakfast monthly (mainly for working dads) and are starting to nurture other new leaders with their ideas for new small groups and outreach activities. Several team members have been taking training further in various ways. Growing new connects us with prayer and support from other initiatives throughout Suffolk. We meet regularly via Zoom and in person for a working residential weekend twice a year. One of my greatest joys has been our wonderful team who are growing together in love and support, and discovering each other's gifts.

Church Bells

2024 was a busy year in many ways in the Tower, with ringers providing bells for 11 weddings at Holy Trinity and Alpheton. We also rang for Sunday Services every Sunday.



Numbers in our young ringers group grew to 16 by the end of the year and we were very proud that 4 of our 12 year old ringers were accepted into the Suffolk Guild of Ringers by the end of the year!

Congratulations to Morgan, Ewan, Seth and Kimberley.

All four of our young ringers now join the team for adult practice on Wednesday evenings and participate in ringing at services and weddings

(They do a great deal to help lower the average ringing age in the tower!)

By the end of the year we had another couple of young ringers almost ready to join the guild once we can get them to a District practice in the new year.

Amongst the adult ringers, we were pleased to welcome 2 new ringers, Gail (Kimberley's mum – well if you are going to come and watch you have to join in!) and Philip who has recently moved into Long Melford. Both are coming along very well! We were also very pleased to welcome Sylvia Nunn back to the tower after an extended absence due to poor health.

Our band of ringers during 2024 have progressed from rounds and call changes to methods and worked extremely hard to ensure that for midnight mass on Christmas Eve, we rang a method (tune) aptly named 'Christmas eve doubles'. I am so proud of you all!!

As always I offer a heartfelt vote of thanks to my team, in particular to Theresa for all her support as my deputy, I really could not do this without her!

To David, Alan, Craig and Danny for their hard work as steeple-keepers, maintaining the bells so we can continue with ringing and practice sessions.

And finally to ALL my ringers, adult and junior, for listening to my tuition (I have to shout a lot to be heard over the bells), for your continued dedication, commitment and hard work in providing bells for services, weddings, funerals and events. I am so proud of how much you have all progressed. We are truly blessed to have such an amazing team of ringers at Holy Trinity

Linda Goodban
Tower Captain, Holy Trinity Church

Deanery Synod and wider report to APCM May 2025.

Sudbury Deanery consists of 8 (soon to be 7) benefices comprising 20 parishes and 23 church buildings, plus the 2 redundant church buildings of St. Peter's Sudbury, and St. Mary Chilton. It runs east-west from Boxford to Somerton and north-south from Lawshall to Bures, an area rich in natural beauty and in heritage, and well worth getting to know, geographically and spiritually. Our excellent Rural Dean (no longer just 'Acting' but now doing it for real!) is the Rev^{d} Simon White of Assington and our new Lay Chair is Charles Aldous of Bures, who in September 2024 took over the role from David Lamming of Groton, who had filled that post for many years. A draft Deanery Plan has been produced and was presented by the Rural Dean to the Archdeaconry Mission and Pastoral Committee in November 2024. This is a document that will be continuously reviewed and revised, anyone requiring a copy is invited to contact me.

Deanery Synod met 3 times in 2024. In March at Boxford the main item was a series of presentations about school chaplaincy and other work with young people in the deanery, including one by Matthew about the children & youth work in our benefice. In September at St. Gregory's Sudbury, as well as a series of elections and new appointments, we had a number of small-group discussions on clergy wellbeing and the challenges faced today by Churches in general and clergy in particular. In November at Bures we had a presentation by Diocesan Mission Enabler Katie de Bourcier, who had also taken part in our own Benefice awayday earlier in the year. We receive regular General Synod reports from James Ridge, Chaplain-General of UK prisons who lives in Acton and so is a member of our synod, and who has preached at Melford on several occasions.

I continue to be Deanery Organiser, that's the interface for financial communication between the benefices in the deanery and between the parishes and the diocese. 'Young' dioceses like St. Eds & Ips (we are only 110 years old!) do not have the historic financial resources of most of the older dioceses and so we are more dependent than most on the payment of Parish Share, which primarily is needed to pay the parish clergy. The representatives from this diocese on General Synod are active in efforts to persuade the national Church and the Church Commissioners to free up more of the resources that they hold in order to support more directly the work of the Church at parish level, primarily to pay more towards clergy stipends and pensions.

Our diocese, which is basically nearly all of Suffolk, is currently without a full-time Bishop because Bishop Mike Harrison of Dunwich became Bishop of Exeter last September, and Bishop Martin retired in February 2025. But we are currently well served by two retired Bishops living in Suffolk: Graeme Knowles and Tim Stevens, who are performing all the liturgical, pastoral, and administrative roles of bishops. The Crown Nominations Commission, which contains amongst others 6 elected people from our diocese, 3 clergy and 3 lay, is in the process of considering, interviewing, and hopefully appointing a new Diocesan Bishop within the next few months. After that, a new Suffragan Bishop of Dunwich will be appointed, with the new Diocesan Bishop having a key role in the appointment of that person.

The Church of England has not been without its problems or its critics over the last year, and it needs to be acknowledged that some of this criticism was certainly justified, hence the resignation of the Archbishop of Canterbury. But at a senior level in our own diocese and also, I believe, at national level, the problems in the national Church are being recognised and tackled. As a member of Diocesan Synod and the Bishop's Council, and hence a Trustee of the Diocese, I am doing my best to try to ensure that the good work being done in parishes like ours in continuing the ministry and mission of the Church into the future is supported and blessed by the Church of England as a whole.

There is at least one vacancy on Deanery Synod for another representative from this parish, anyone possibly interested in that is warmly welcome to speak to Matthew, to John Watts, or to me.

David Walters, Member of Deanery and Diocesan Synod, and Bishop's Council

FRIENDS OF LONG MELFORD CHURCH BUILDING TRUST REPORT

Registered Charity No. 1069008

December 2024

Once again it is time to update you on the “Friends” activities, it hardly seems possible that another year has passed. The first piece of news is that Melfordian. Alan Sawyer has joined the team as a Trustee.

Medieval Windows.

The fourth window is in the progress of restoration, the external clear protective glazing is in place (see photograph) and the medieval glass will be re installed soon after Christmas. This external glazing consists of an inner sheet glass layer resin bonded to a special hand blown outer layer, this is to reduce reflections from the windows when viewed from outside. To date we have now donated £233,000, with another £100,000 promised on completion of window number four, when paid our earmarked funds and the William B. Clopton fund for this project will be all but depleted, including the experimental work required, by the likes of English Heritage, the Friends will have donated about £390,000 to the project.

This work was completed at the start of 2024 as mentioned in our last newsletter we donated £15,000, 10% of the total, to the PCC.

Clopton Reunion.

46 members of the Clopton Family Association arrived on 24th June until the 30th based at the Bull Hotel, for the 40th year of Reunions. The Trustees formed the ‘backbone’ for the committee organising the Reunion, a full programme of outings and events for our guests. Trips included Cambridge, the American Cemetery Maddingley, Sutton Hoo and Woodbridge. Three days were Clopton ‘heritage days” where time was spent in Long Melford Church including a concert, Melford Hall, Kentwell Hall and LM Heritage Centre, where a special Clopton Display was featured ~ including a copy of a painting of Anne D’Ewes (nee Clopton) as a 14 year old on her betrothal to Simon D’Ewes in 1626 ~ and visits to Hadleigh, Groton and Castlings Hall. Thomasine Winthrop (nee Clopton) was born at Castlings and was the second wife of John Winthrop who is buried in the Chancel of St. Bartholomew’s Church Groton, Winthrop went on to become the Governor of Massachusetts.

The yearly Rose Ceremony took place during the Reunion in two parts, the Rose rent was paid in Hadliegh Guildhall and laid on William Clopton’s Tomb during the Sunday Service in Holy Trinity Long Melford , as usual our Chairman took part in this ceremony.

Two interesting talks were arranged for the day in Long Melford by **Leonie Seliger** of Canterbury Glass Studio, who are carrying out the window restoration. Followed by **Simon Edge**, a British Journalist, Novelist and Church Guide living in the village. He is involved with the PCC Stained Glass Fundraising Committee spoke about ,the Clopton Family and history of the Church. Next year in April we are arranging for Simon to repeat this talk, date and time will be announced in the spring.

John Watts Richard Michette Alan Sawyer (Hon. Chairman) (Hon. Secretary) (Trustee)

Please send any donations to Richard Michette, 7, Clopton Drive, Long Melford, Suffolk CO10 9LJ Cheques made out to “Friends of Long Melford Church Building Trust”

ADDENDUM 1

Minutes of the Annual Parishioners Vestry Meeting of Holy Trinity Church with St Catherine's held on Monday 29th April 2024, 7.30pm at St Catherine's Church, Long Melford

1. **Members Present:**
   Rev Matthew Lawson, Cheryl Morgan, Deborah Blake, Graham Wegg, David Walters, Judi Moss, Chris Badger, John Watts, Linda Goodban (secretary), Judith Offord, Malcolm Offord, Ian McDonald, Sally McDonald, John Freeborn, Tim Harbord, Ron Davies, Mary McDonald, James Harkness, Melonie Clubb, Terry Straight, Karen Straight, David Hamand, Jenny Blacker, Nigel Winmill and Sheryl Risley

2. **Apologies**: Nicky Lawson, Pam Tonks and Patricia Roberts

3. **Minutes of the previous Annual Parishioners Vestry Meeting**:
   The minutes of the previous meeting held on 10th May 2023 we approved and signed by Rev Matthew Lawson

4. **Election of Church Wardens**: Two nominations received.
   Cheryl Morgan - elected (see nomination form)
   Deborah Blake - elected (see nomination form)
   Graham Wegg - to continue supporting as Assistant Church warden
   All nominations unanimously approved by all present

5. **Any other Business**: No other business

ADDENDUM 2

Minutes of the Annual Parochial Church Meeting of Holy Trinity Church with St Catherine's held on Monday 29th April 2024, 7.40pm at St Catherine's Church, Long Melford

The meeting began with all present singing hymn 128, followed by the prayer on page 2 of Annual Report

1. **Members Present:**
   Rev Matthew Lawson, Cheryl Morgan, Deborah Blake, Graham Wegg, David Walters, Judi Moss, Chris Badger, John Watts, Linda Goodban (secretary), Judith Offord, Malcolm Offord, Ian McDonald, Sally McDonald, John Freeborn, Tim Harbord, Ron Davies, Mary McDonald, James Harkness, Melonie Clubb, Terry Straight, Karen Straight, David Hamand, Jenny Blacker, Nigel Winmill and Sheryl Risley

2. **Apologies**: Nicky Lawson, Pam Tonks and Patricia Roberts

3. **Minutes of the previous Annual Parochial Church Meeting**:
   The minutes of the previous meeting held on 10th May 2023 we approved and signed by Rev Matthew Lawson

4. **Electoral Roll Report**: Mary MacDonald gave the following report;
   In the past year we have sadly lost; Bill Haldane, Joan West and John Steward
   We are happy to have welcomed; June Squirrel, Peter Dickinson, Rosalind Dickinson, Karen Straight, Terence Straight and Jean Johnson
   The Electoral Roll stands at 176 comprising 144 inside the parish and 32 outside

5. **Finance Report**: David Walters gave the following report;
   The 2023 approved and examined accounts, with front sheet and Independent Examiner's Statement, have been on display in both churches over a month, and can be downloaded from the Church website. It is not my practice to go through these in any detail at the APCM because they have been presented and explained in full to the PCC, but please take a look at them and get back to me with any questions or concerns that you may have.

Because of the major essential work on the clerestory, our reserves restricted to preservation and general restoration were completely spent out in 2023. We therefore had to use some of our unrestricted general fund to cover this, and there will be some final further costs in 2024. Overall, there was a deficit of £32,780 in the general fund in 2023. As well as the direct restoration costs, the presence of the scaffolding had an indirect adverse financial impact in terms of a reduction in revenue from weddings, shop takings and visitor donations. This financial situation needs to be tackled and our revenue needs to increase in 2024 if we are to avoid future cuts in our excellent ministry and mission activities. I am confident that our Church and community here at Holy Trinity with St. Catherine's Long Melford are capable of dealing with this financial challenge, and we need to do that if we are to be faithful to the memory of those who grew and maintained this Church before us, and to future generations.

I have now completed 9 years as PCC Treasurer and have been saying for some time that it would be good for all concerned if I were to work with a deputy who would eventually take on my role, it is not a good thing to be regarded as indispensable! I am delighted to say that in recent months Chris Badger has become such a deputy and although I intend to remain as an ex-officio member of the PCC and to keep an interest in Church finance at a parish and wider level, I do not intend to be PCC Treasurer after this APCM. I commend Chris to the PCC and the wider parish and he might well eventually decide to handle our finances in his way, just as I did things in very much my own way after I took over in 2015.

As well as eagerly welcoming Chris, I am extremely grateful to David Tweed, Ron Davies and Theresa Munford for the essential work they continue to do and the highly efficient way in which they cheerfully carry it out. We are also very grateful to our examiner Neil Pearson for his highly professional and helpful work at no charge, and I propose that we request him to continue in that role.

DH asked if provision is being made to continue with window project. Confirmed that this is the case.

6. **Fabric Report**: Fabric report and stained glass fund report were received and noted as per Annual Report document

7. **Group Reports and Deanery Synod report:** Reports from Church groups and Deanery Synod received and noted as per Annual Report document

8. **Elections to PCC**: Three lay representatives to the Parochial Church Council each for three year terms.
   Nominations received were: Melonie Clubb
   Sally McDonald
   Graham Wegg

   One lay representative to the Parochial Church Council for two year term, nomination received:
   Terry Straight

   ML extended a vote of thanks to three outgoing members of the PCC, Ian McDonald, Bronwen Recknell and Charlotte Harkness for all their hard work and support during time on the PCC

9. **Election to Deanery Synod**: David Walters and John Watts continue to serve until 2025.
   No other nominations received. One further vacancy remains unfilled, anyone with an interest is invited to speak with John Watts or David Walters for further information.

10. **Appointment of independent examiner**:
    David Walters proposed that Neil Pearson be appointed to continue in this role.
    Seconded by CM Unanimously agreed. DW to notify Neil Pearson.

11. **Any other Business**: No matters raised

12. **Rectors Report**: Rev Matthew Lawson gave the following report;
    There have been many moments during this year when I have felt thankful, in particular on Sunday, coming into Church to hear Nigel at the organ and the sound of the choir; bells, youth team, Easter services, and an opportunity to Abseil down the tower here at Holy Trinity.
    A mum from Connect has shared that she is looking for a solid Christian teaching for her children and she is now looking to set up Sunday school in Church at the 10.30 services.
    I feel it is a real privilege to be here!

Looking back on the year; Spiritually lockdown recovery continues to impact on our lives, many people feel low, there is a sense of unravelling, people are finding daily life a challenge, sin is a much more realistic word.

Our volunteer economy is stretched more than ever before.
I am thankful to so many people / groups, choir, flower ladies, sacristans, cleaners, maintenance, fundraisers, ministry team, alpha – each and every one of these people/groups show love in all sorts of ways.

We had the massive undertaking of the clerestory works, we learnt much during this time, flexibility amongst ourselves and with each other.
There has been the challenges and sadness of two break-ins, each of which not only caused damage and loss of property but also a massive amount of additional work for our Church wardens. I am deeply grateful for their support in dealing with this.

Whilst we continue to do as we have always done, it seems recently we have become 'visible' to the diocese, Pam recently gave a very informative and encouraging presentation to the diocese highlighting our progression with youth and family work. We have great connections with our local schools and an ever increasing team of young bell ringers.

We must also remember those we have lost during the year, Joan West, John Steward, Robin Hockett, Jennifer Harrison, Bill Haldane and June Douglas, we will forever remember them and the gifts they gave in their service to the Church and community.

Looking forward: I will be taking a Sabbatical from June 2024 for 3 months. It is sometimes feared that when a priest goes on Sabbatical, they return and give notice. This is not my intention, I feel I still have much to do here and I look forward to taking stock and looking forward.

Times may be unsettled as a nation within CofE however here at Holy Trinity we have great opportunities and exciting times.
There is an opportunity for funding to bring music from the church into our local schools, with Nigel to lead this could encourage a youth choir or band within the church for some services.
Our ministry team continues to grow, Kevin Powell and two others are exploring options for priesthood, Karen Straight is looking to join our Elder team.

Shop: Patricia Roberts has advised she will be standing down in entirety from her work in the Church shop by the end of 2024 and we must actively seek someone to take on this role. I offer sincere thanks to Patricia for her many years of service and support in managing the shop so efficiently and effectively over the years.

Thanks: I would like to offer personal thanks to the following and offered small gifts of appreciation;
Cheryl, Deborah and Graham for your services as wardens
Judith, Henry and Malcolm for your support in ministry and services
Ian, for your support and encouragement while overseeing the DGM and clerestory works
David, for your years of service as Treasurer
Chris, for taking up the reigns as treasurer as David steps aside from this role
Linda, for your support as PCC secretary
Nicky and Pam, for your enthusiasm, encouragement and support in family and youth work
Nigel, for your uplifting support and encouragement with music and choir
Vicky, for keeping me on track, organising me and reminding me when I have to get things completed.
And to anyone else I have not already mentioned, thank you one and all.

John Watts responded on behalf of everyone with a vote of thanks to Matthew, "you are the inspiration for the team, you encourage and support us and we are immensely grateful for your leadership".

There being no further business the meeting ended at 20.50

Signed:

Date:

Holy Trinity with St Catherine's Long Melford

Registered Charity Number: 1169680



PCC Annual Accounts

For the Year 1st January – 31st December 2024

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2024 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Dated: March 10, 2025

87 High Street,
Bildeston,
Suffolk
IP7 7ER

Parochial Church Council of Holy Trinity with St Catherine's, Long Melford, Suffolk
Statement of financial activities for the year ended 31st December 2024

INCOMING RESOURCES

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	Total funds 2023 £
Incoming resources from donors	2a	90,338	108,635	-	198,973	209,959
Other voluntary incoming resources	2b	-	2,023	-	2,023	2,027
to further the Council's objects	2c	8,558	2,101	-	10,659	7,290
to generate funds	2d	28,126	30,634	-	58,760	39,801
Income from investment	2e	2,332	3,888	-	6,220	10,349
Other ordinary incoming resources	2f	16,110	-	-	16,110	8,603
TOTAL INCOMING RESOURCES		**145,464**	**147,281**	**-**	**292,745**	**278,029**

RESOURCES EXPENDED

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Endowment Funds 2024 £	Total funds 2024 £	Total funds 2023 £
Activities directly relating to the work of the Church	3a	122,207	120,485	-	242,692	308,652
Church management & administration	3b	24,807	57	-	24,864	20,068
Cost of generating funds	3c	8,464	8,425	-	16,889	21,239
Grants to other charities	3d	-	2,705	-	2,705	2,608
TOTAL RESOURCES EXPENDED		**155,478**	**131,672**	**-**	**287,150**	**352,567**
NET (OUTGOING)/INCOMING RESOURCES		(10,014)	15,609	-	5,595	(74,538)
Investment gains (losses)	6	-	-	422	422	731
Increase in capital items	5b	-	-	-	-	1,062
Capital items written off	5b	(7,592)	-	-	(7,592)	-
Depreciation	5b	-	-	-	-	(2,177)
Increase/(decrease) in shop stock	5c	1,670	-	-	1,670	6,855
NET MOVEMENT IN FUNDS		(15,936)	15,609	422	95	(68,067)
BALANCES BROUGHT FORWARD AT 1st JANUARY		475,745	108,391	8,275	592,411	660,478
BALANCES CARRIED FORWARD AT 31st DECEMBER		**459,809**	**124,000**	**8,697**	**592,506**	**592,411**

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Balance sheet as at 31st December 2024

	Note	2024	2023
		£	£
FIXED ASSETS			
Tangible fixed assets	5a&b	355,000	362,592
Investment assets	5d	8,697	8,275
		363,697	**370,867**
CURRENT ASSETS			
Shop stock	5c	16,534	14,864
Short term deposits		183,319	222,100
Cash in current account		22,494	31,029
HMRC debtors	7	15,267	14,479
Other debtors		2,767	3,031
		240,381	**285,503**
LIABILITIES			
Creditors		(9,531)	(60,659)
Pre-paid income		(2,041)	(3,300)
		(11,572)	**(63,959)**
NET CURRENT ASSETS		**228,809**	**221,544**
NET TOTAL ASSETS		**592,506**	**592,411**
FUNDS			
Unrestricted	6	459,809	475,745
Restricted	6	124,000	108,391
Endowment	6	8,697	8,275
		592,506	**592,411**

Approved by the Parochial Church Council on 17/3/24 and signed on its behalf by

M Lawson **Chairman**

The notes to the financial statements on pages 3 to 10 form part of these accounts

1 ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with applicable accounting standards and the Statement of Required Practice, Accounting and Reporting by Charities (FRSSE SORP).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

The unrestricted general fund represents the funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC. If some of this fund is designated for a particular purpose of the PCC (e.g. children & youth work), it is also unrestricted. Details of this and of the restricted funds are given in note 6.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming Resources

Voluntary Income and Capital Sources

Collections and other donations are recognised when received by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the original donation is received, which may be some time before the money is received from HMRC. There may be a difference between the totals initially estimated by the Cashier and finally established by the Planned Giving Officer and agreed by HMRC, and any such difference after closure of the accounts is then included in the accounts for the following year. Some Gift-Aid income is received directly from HMRC and some is received via the Parish Giving Scheme (PGS), which claims it from HMRC immediately and forwards it to the PCC within days. The split of this Gift Aid income and its allocation between funds and other charities is described in note 7.

Grants and legacies to the PCC are accounted for only when received.

Income from donations via the Church website and contactless card donations is accounted for net within incoming resources. Details of gross income from, and charges for, these are given in note 11.

Funds raised by any fund-raising activity are accounted for gross, provided that the information is available.

The sales from the Church Shop are all accounted for gross.

Other income

Rental income from the letting of church premises or church property is recognised when due and received, any payments received in advance are classified as pre-paid income.

Income from investments

Dividends are accounted for when due and received. Interest is accounted for when it is received. Any tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31st December

Resources Expended

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when paid. Bank charges are accounted for when debited by the bank.

All known liabilities for payments at 31st December are provided for in these accounts as an operational liability and are shown as Creditors in the Balance Sheet.

Any significant but unquantifiable liability is assessed as close as possible to the expected value and provisioned accordingly within accruals.

Grants

Grants and donations made to other charities by the PCC are accounted for when paid over or when awarded, if that award creates a binding obligation on the PCC. Any applicable Gift-Aid is credited at the time of the grant or donation and claimed in due course from HMRC

Fixed Assets

Consecrated property and moveable church furnishings

Consecrated and Benefice Property is not included in the accounts in accordance with sections 10(2)(a) and (c) of the Charities Act 2011. Heritage assets are not accounted for as they do not form part of the objects of the PCC.

Moveable Church Furnishings with a value of over £1,000 held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the Church Inventory which can be inspected at any reasonable time.

For inalienable property acquired prior to the Year 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Large items acquired since 1 January 2000 have been capitalised and depreciated in the accounts together with other assets that are able to have been valued, over their currently anticipated useful economic life. Depreciation is usually calculated as 25% of the reducing balance per annum.

A re-valuation of all tangible assets within and around the Church buildings, to estimate their actual practical value, is carried out on occasions to ensure a realistic value for these assets.

All expenditure in the year on consecrated or beneficed buildings or on the repair of moveable church furnishings acquired before 1 January 2004 has been written off.

Other fixtures, fittings or office equipment

Equipment used within the Church premises is normally depreciated at 25% of the reducing balance per annum.

Any item of equipment with a purchase price of less than £1,000 may be written off when the asset is acquired, in accordance with the latest Church Accounting Regulations and as agreed by the PCC in January 2017. Any existing individual item with a residual value of less than £100 is normally written off, and assets with a higher value may be written off when considered appropriate.

Investments
Investments are valued at market value at 31st December

Current (Cash) Assets

Amounts owing to the PCC at 31st December in respect of fees, rents, Gift-Aid or any other income are shown as Debtors, less provision for amounts which may prove uncollectable

Short term deposits include cash held on deposit with the CBF (CCLA) Church of England Funds.

Any outstanding advance payments at the end of the year are shown within Debtors or are deducted from pre-paid income, whichever is judged the more appropriate for the item in question.

Transitory Income
In accordance with the SORP, transitory income which passes through the PCC account as agent is not included in the SOFA, but major items are commented upon briefly in section 10 of these notes to the accounts.

2 INCOMING RESOURCES

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2024	Total Funds 2023
		£	£	£	£	£
2(a)	Incoming resources from donors					
	Standing orders, BACS and PGS	47,873	-	-	47,873	48,918
	Numbered white envelopes	1,130	-	-	1,130	1,883
	Unrestricted G-aided yellow envelopes	2,031	-	-	2,031	1,915
	Loose collections at 10:30 Holy Trinity	2,825	-	-	2,825	4,297
	Other Holy Trinity loose collections	2,159	-	-	2,159	2,077
	St. Catherines loose collections	20	-	-	20	-
	Other non-GA donations in Church 11	12,287	11,170	-	23,457	15,752
	Stained Glass donations & grants	-	43,498	-	43,498	94,623
	Grants & sundry other donations	7,131	48,442	-	55,573	21,135
	Gift Aid recovered on all donations 7	14,882	5,525	-	20,407	19,359
	Legacies	-	-	-	-	-
		90,338	108,635		198,973	209,959
2(b)	*Other voluntary incoming resources*					
	Donations for other charities etc.	-	2,023	-	2,023	2,027
		-	2,023	-	2,023	2,027
2(c)	*Income from operating activities: to further the Council's objects*					
	Weddings & funerals stat fees	4,806	-	-	4,806	3,320
	Weddings & funerals other	3,752	-	-	3,752	3,040
	Children's & youth work donations	-	2,101	-	2,101	930
		8,558	2,101		10,659	7,290
2(d)	*Income from operating activities: To generate funds*					
	Commercial use of church buildings	13,073	4,285	-	17,358	16,359
	Tower abseiling (for Preservation)	-	17,121	-	17,121	-
	Stained Glass Fundraising	-	5,470	-	5,470	4,340
	HCT Ride & Stride	203	-	-	203	248
	Open Gardens	2,741	895	-	3,636	3,203
	Does God Matter scaffolding activities	-	-	-	-	2,787
	History talk by Ken Dodd	-	-	-	-	603
	Flower Fund revenue (excl. weddings)	-	325	-	325	894
	Bell Fund revenue	-	385	-	385	726
	Village Fete	-	-	-	-	845
	Concert for Stained Glass		2,153		2,153	-
	Shop receipts 12	12,109	-	-	12,109	9,796
		28,126	30,634		58,760	39,801
2(e)	*Income from Investment*					
	Dividends & interest 13	2,332	3,888	-	6,220	10,349
		2,332	3,888		6,220	10,349
2(f)	*Other ordinary incoming resources*					
	Insurance claims and compensation	4,040	-	-	4,040	150
	Rental income from Convallaria 8	12,070	-	-	12,070	8,453
		16,110	-	-	16,110	8,603
	TOTAL INCOMING RESOURCES	**145,464**	**147,281**	**-**	**292,745**	**278,029**

Parochial Church Council of Holy Trinity with St Catherine's, Long Melford, Suffolk
Notes to the financial statements for the year ended 31st December 2024

3 RESOURCES EXPENDED		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2024 £	2023 £
3(a) *Activities directly relating to the work of the Church*						
Parish Share		66,422	-	-	66,422	62,645
Other ministry & mission costs		6,510	-	-	6,510	6,407
Church running expenses			-			
Utilities	14	5,250	-	-	5,250	10,028
Insurance		2,914	7,000	-	9,914	8,141
New facilities and equipment		9,023	-	-	9,023	13,742
General repairs & cleaning		11,962	-	-	11,962	7,683
Stained glass restoration		-	60,331	-	60,331	57,015
Other Holy Trinity restoration		-	39,424	-	39,424	120,568
Bell expenses		-	1,519	-	1,519	711
Flowers (excl. weddings & funerals)		-	800	-	800	331
Organist fees (excl. transitory)	4	7,915	-	-	7,915	6,825
Other music costs		1,705	-	-	1,705	1,145
Children's, Youth & Fresh Expessions	4	10,506	11,411	-	21,917	13,411
		122,207	120,485	-	242,692	308,652
3(b) *Church management & administration*						
Administrator direct costs	4	14,951	-	-	14,951	12,670
Other administration costs		6,199	-	-	6,199	5,599
Bank charges	13	743	57	-	800	833
Maintenance & running costs of Convallaria		2,914	-	-	2,914	966
		24,807	57		24,864	20,068
3(c) *Cost of generating funds*						
Shop purchases, charges and costs	12	7,650	-	-	7,650	12,251
Tower abseiling expenses		-	8,345	-	8,345	-
Other commercial & fund raising costs		814	80	-	894	8,988
		8,464	8,425		16,889	21,239
3(d) *Grants to other charities*						
Kagera, Lent Appeal		-	905	-	905	803
Storehouse foodbank, Lent Appeal		-	905	-	905	803
Edens project, Sudbury		-	-	-	-	175
Thai Orphange donation		-	-	-	-	10
Royal British Legion		-	490	-	490	391
Barnardiston PCC		-	320	-	320	225
Sudbury District Scouts and their charities		-	85	-	85	103
British Heart Foundation		-	-	-	-	98
		-	2,705	-	2,705	2,608
TOTAL RESOURCES EXPENDED		**155,478**	**131,672**	**-**	**287,150**	**352,567**

4. PAYMENTS TO INDIVIDUALS FOR SERVICES SUPPLIED

The PCC has no employees but makes payments at agreed rates to self-employed individuals who supply their services as required, all of whom also supply their services to other organisations. Payments in 2024 and 2023 were:

	2024	2023
Benefice Administrator:	14,951	12,670
Organists:	7,915	6,925
Children & Youth Worker	14,506	14,460
Technical support, mainly livestreaming	4,412	3,962
General cleaning at both buildings	2,059	1,048
Totals:	43,842	39,065

In accordance with the SORP, the above figures do not include any transitory income (e.g. payments to organists through the PCC for weddings and funerals), but do include payment of properly-approved expenses.

No payments were made to PCC members apart from transitory income (e.g. verger, bells and chorister fees), and properly-approved reimbursement of incurred expenses.

5. FIXED ASSETS FOR USE BY THE PCC

5(a) *The House 'Convallaria' in Bridge Street*

This was received as part of a legacy in 2015 and its value at the end of 2016, after major refurbishments and improvements, was estimated at £330,000. Its value at the end of 2020, allowing for house price changes locally over the previous 4 years, was conservatively re-estimated at £355,000. It is still shown at that value in the balance sheet, though its current market value is likely to be higher. The property has been occupied under a short-term tenancy since March 2024 and regular rental income is being received. Use of this rental income is described in note 8.

5(b) *Other tangible fixed assets*

It was our practice until 2024 to estimate the value of tangible assets such as church shop fittings, hymn books, chairs, and components of the sound/livestreaming equipment, and to include the total value of those items, along with the estimated value of the house 'Convallaria' in the total fixed assets figure entered in the balance sheet. Because the total estimated value of these other fixed tangible assets at the end of 2023 amounted to only £7,592 compared with a likely minimum value of £355,000 for Convalaria, and because, in any event, it would be unrealistic in practice ever to realise the cash value of those other assets, the decision was taken to write them off. That write-off figure of £7,592 appears in the SOFA and the figure of £355,000 for fixed tangible assets in the balance sheet now represents only the likely minimum estimated value of Convallaria.

5(c) *Shop Stock*

A full stock-take is now carried out at the end of each year to estimate the total sale value of the stock held. The increased need for this annual stock-take is mentioned in mentioned in note 12, which summarises shop activity in 2024 and 2023. At the stock-take at the end of 2024, some stock with a total nominal sales value of £4,700 was written off because it was considered very unlikely ever to be sold. The asset value of the remaining stock (50% of its sales figure) has been estimated at £16,534, as shown in the balance sheet.

5(d) *Investment and Endowment Funds*

The PCC no longer has any investment funds apart from two permanent endowment funds which are invested with CCLA through the diocese. The valuations of these at end of 2024 are shown in note 6 and in the balance sheet, and the change in value is shown in the SOFA.

6. DETAILS OF FUNDS

The name of each fund, and its cash value rounded to the £ at the start and end of 2024, are given below.

Value at 31/12/23	Fund Title	Value at 31/12/24
98,289	Unrestricted General Fund	88,275
	Restricted Funds	
0	Preservation & Protection Fund	1,607
4,607	Bell Fund	3,602
655	Flower Fund	188
1,265	Children, Youth and Fresh Expressions Fund	16,730
7,882	Organ Fund	9,479
93,982	Stained Glass Fund	92,394
108,391		124,000
	Endowment Funds	
495	Charlotte Allen Churchyard Trust	518
7,780	Miss Sophia Louise Faulkner Trust	8,179
8,275		8,697

The ***Unrestricted General Fund*** is the main operating fund of the PCC. All unrestricted transactions described in the SOFA, and in the details given in notes 2 and 3 to these accounts, relate to this fund.

The Preservation & Protection Fund is a fund set up to receive donations restricted to the preservation and maintenance of the general fabric of Holy Trinity Church building, including the major part of the insurance if required. Any donations, legacies, or fundraising income specifically for the church building in general, and not for the wider ministry and mission of the Church, are allocated to this fund.

The Bell Fund receives contributions from donors and visiting bands specifically for the maintenance of the bells and frame at Holy Trinity.

The Flower Fund is used to buy flowers and related material for the decoration of the church and receives payments or donations specifically for that purpose.

The Children, Youth & Fresh Expressions Fund is a fund restricted to paying for the work with children, families, young people, and for other new outreach initiatives. This includes Messy Church, the Fusion youth group, the Connect mother & toddler group, and the Diocesan 'Lightwave' projects.

The Organ Fund was set up during 2018 to receive donations and fundraising revenue towards major refurbishment and enhancement of the church organ. Routine maintenance of the organ is paid for out of the General Fund.

The Stained-Glass Fund was set up during 2019 to handle the money received and paid out for the work on the restoration and protection of the eight medieval stained-glass windows. All donations, fundraising and grants for the stained-glass work are received into this fund, and all payments by the PCC for that restoration and protection work are made from it.

The Charlotte Allen Churchyard Trust is for keeping in good order and condition the Churchyard and requesting that the graves and memorials of William and Charlotte Richold and of Charlotte Allen and her husband be given adequate attention. This is a permanent endowment fund held by the diocese.

The Miss Sophia Louise Faulkner Trust is an endowment fund for the upkeep of the memorial window in memory of Miss Faulkner's father and mother and for general repair of the church. This too is a permanent endowment fund held by the diocese.

Separate but Related Charity

Friends of Long Melford Church Building Trust

This is an independently registered charity (commission no. 1069008) whose purpose is defined as 'To administer funds and trusts to assist the PCC in the repair of the fabric of Holy Trinity Church, Long Melford'.

One of the important elements of the PCC's relationship with the Friends is the project to preserve the medieval glass, for which the Friends hold restricted funds donated by members of the Clopton family. During 2024 the Friends transferred a total of £34,000 of this money to the PCC, which covered most of the spend on Stained Glass restoration during the year.

7. INCOME TAX RECOVERED FROM HMRC THROUGH GIFT AID

Some of this income is received by the PCC directly from HMRC through our Gift-Aid claims, and some is received via PGS (Parish Giving Scheme) which claims the money on behalf of the PCC and forwards it to the PCC account each month. The split of this income, and its subsequent distribution to the respective funds and charities, is shown in the tables below.

Sources of Tax Recovered Through Gift-Aid, and its Allocation

	2024	2023
Receivable directly from HMRC:	15,267	14,479
Received via PGS (Parish Giving Scheme):	5,140	4,887
Total:	20,407	19,366
Donations to Charities:	362	356
Children, Youth & Family Work:	518	232
Stained Glass Fund:	4,422	3,464
Organ Fund:	198	10
Preservation;	25	0
Unrestricted:	14,882	15,304
Total:	20,407	19,366

8. FUNDING OF CHILDREN, FAMILY AND YOUTH WORK COSTS

A successful application for grant funding was made to the diocese, and some of this funding will cover, amongst other things, some of the cost of our Children, Families and Youth Worker over the 3 years 2024 to 2026. £4,000 of this was used for this purpose in 2024, contributing towards the total payment of £14,506 itemised in note 4.

The rental income from the house mentioned in note 5(a), after an allowance for routine upkeep and maintenance costs, has been designated by the PCC to fund Children and Youth work. In addition to that, the Children & Youth fund receives donations or fundraising revenue specifically restricted for that purpose. In 2024, total donations (as distinct from grants) were £2,201, with an additional £518 in Gift Aid as described in note 7. These donations also covered the cost of £1,053 for building a buggy shelter at St. Catherine's.

Taking all of those factors into account, the net cost of this work on the unrestricted general fund in 2024 was just £1,350.

9. RESERVES POLICY

The reserves policy of the PCC, which is reviewed annually, is based on an estimate of 3 months' parish share and 3 months of maintenance, insurance and all other expenses totalling £35,000, to be held as part of the Unrestricted General Fund. It is clear from the figures in note 6 that although the unrestricted reserves have reduced, they are sufficient to comply with this policy.

10. TRANSITORY INCOME

In accordance with recommended accounting practice, transitory income is not shown in the SOFA, but major items of possible interest are summarised for information in the following table.

Summary of Major Transitory Income

	2024	2023
Transitory transactions within the benefice	3,689	2,586
Diocesan fees for weddings and funerals:	1,928	698
All other transitory payments for weddings and funerals:	5,990	7,046
	11,607	10,330

11. INCOME FROM CONTACTLESS CARD DONATIONS AND ONLINE ONE-OFF DONATIONS

The gross income and charges relating to each of these sources in 2024 and 2023 are tabulated below.

Card and Online Button Donations Credits and Costs	Gross Credits		Charges	
	2024	2023	2024	2023
'Box' Contactless Donations	4,920	6,690	696	723
'SumUp' Contactless Donations	11,408	2,520	418	72
Online Button/QR Code Donations	2,318	396	16	5

The ‘Boxed’ contactless card reader in the wooden cabinet has been present in the Church since 2020, and although revenue from that machine reduced in 2024 compared with the previous year, that is only because the two ‘SumUp’ card readers which were installed during 2023 have increased their takings considerably and the overall card donations have increased by 77% on the year. The very large increase in online/QR donations is mainly the result of two individual large donations, which had also been gift-aided in a way that is easier using this facility than with card donations. Net charges for these facilities vary greatly, being 14% for the older machine, 3.7% for the SumUp machines and only 0.7% for the QR code facility.

12. CHURCH SHOP ACTIVITY

Shop revenue in 2024, from cash receipts and net revenue from the shop card machine, at £12,109, was the highest since 2015. Total actual shop revenue might have been higher than that because a purchase paid for using one of the fixed card machines when the shop is unattended can only be counted as shop revenue if a note is left to that effect, otherwise it will show as a donation (note 11). The end-2024 stock-take showed an estimated increase in stock value, after the write-offs, of £1,670.

13. ALLOCATIONS OF BANK CHARGES AND INTEREST

Interest earned on the CCLA deposit account is allocated to each of the funds itemised in note 6 in proportion to the average amount held in each fund during the year.

Bank charges on the NatWest account totalled £799.83 and a roughly estimated £57.87 from those charges was debited against the Stained-Glass fund, with the remainder debited against unrestricted. It was not considered necessary to debit charges against any of the other restricted funds.

14. ELECTRICITY SUPPLY COSTS IN 2024

The total utility costs of £5,250 given in note 2 are significantly lower than would be expected because our electricity supplier to Holy Trinity failed to invoice us at all for a considerable time after a new meter was installed there in October 2023. We received some invoices for these charges, which were promptly paid, late in 2024, but it seems possible that there will be some ‘Catching up’ on this which may result in higher charges in 2025.

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2024 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Dated: March 10, 2025

87 High Street,
Bildeston,
Suffolk
IP7 7ER

PCC OF LONG MELFORD

England & Wales - Charity number 1169680

Accounts

The Diocese of St Edmundsbury and Ipswich

The Chadbrook Benefice





<u>Annual Report and Financial Statements</u>

For the year ended 31st December 2023
Parochial Church Council

Holy Trinity Church with St Catherine's
Long Melford, Suffolk

APCM meeting will be held at St Catherine's Church, Long Melford
on Monday 29th April 2024 at 7.30pm

Loving God,

once more we thank you for our church
and for the fellowship we share with one another.
We praise you for all whose contribution to our life together
we recognise and acknowledge this day –
all who have served the church over the years,
who have nurtured and encouraged our faith,
who have been part of our continuing life and witness.

We pray for those who offer their services this day:
those who will take on new positions of responsibility –
equip them to fulfil their duties wisely and faithfully;
those who will continue in the office
they have already been undertaking –
give them renewed inspiration and vigour in their work;
those who will stand down from office –
may they know their labours have been appreciated.

Holy Spirit, Lord God, Giver of life,
come to us as a refreshing and strengthening power;
purge out of our lives all that denies your inspiration;
keep us alert to your challenges;
let us be open to your new demands, both in the world and in the church;
give us humility that we may see your vision and, trusting in your power,
commit ourselves to it,
In the name of Jesus Christ our Lord

AMEN

Annual Vestry Meeting

Agenda

1. Prayer
2. Apologies
3. Minutes of the last Vestry Meeting held on 10th May 2023
4. Election of Churchwardens for 2024-2025

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 1

Annual Parochial Meeting

Agenda

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on 10th May 2023
3. Matters arising from the minutes
4. Electoral Roll Report
5. Financial Statement for the year ended 31st December 2023 including the Independent Examiners report
6. Report on the Fabric, goods and ornaments of Holy Trinity and St Catherine's churches
7. Group reports and Deanery Synod report (attached)
8. Elections – current vacancies as listed

    - Three lay representatives to the Parochial Church Council – each for three-year terms.
    - One lay representative to the Parochial Church Council – for a 2 year term
    - One lay representative to the Parochial Church Council – for a 1 year term

9. Election of PCC Members
10. Appointment of Independent Examiner for 2024
11. Results of Elections, if any
12. Any other business
13. Rectors Report

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 2

Parochial Church Council 2023

Administrative Information

Holy Trinity Church Long Melford is situated at the northern end of the village green, overlooking the village. St Catherine's, in St Catherine's Road is situated in the heart of the residential area of the village further south. They are part of the Diocese of St Edmundsbury and Ipswich. The correspondence address is The Rectory, The Green, Long Melford, Sudbury, Suffolk CO10 9DT.

The Parochial Church Council (PCC) is a charity requiring registration to the Charity Commission, as a church with an income greater than £100,000. PCC members as this report was prepared are:

Chairman:	Rev Matthew Lawson		
Church Warden(s)/ vice chair:	Cheryl Morgan		
	Deborah Blake		
Church Treasurer:	David Walters		
PCC Secretary:	Linda Goodban		
Representative on Deanery Synod	John Watts	ex-officio	(2023-2026)
	David Walters	ex-officio	(2023-2026)
Assistant Priest	Judith Offord		
Assistant Priest	Henry Heath		

Elected Members:

Graham Wegg	2021– 2024
Harry Mee	2022 - 2025
Ian McDonald	2022 - 2025
Judi Moss	2023 - 2026
Chris Badger	2023 - 2026

Co-opted Members: Currently no co-opted members

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and for election to the PCC.

Objectives and Activities

Holy Trinity and St Catherine's PCC has responsibility for co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church buildings of Holy Trinity and St Catherine's and the Glebe land, Long Melford.

Church Services

Throughout 2023 the following services took place at Holy Trinity Church:

Weddings	3 (limited due to scaffolding for clerestory works)
Christenings / Baptisms	12
Confirmations	8
Funerals	23

Average attendance at Sunday services was 106

Livestreaming of Holy Communion and Evensong continued with several people joining the services online.

Attendance at special services held at Holy Trinity Church were as listed:

Easter Day	220
Clopton Rose	80
Harvest Festival	120
Remembrance	300
Carol Service	275
Crib Service	200
Midnight Mass (Christmas Eve)	200
Christmas Day	130

Elders

There are currently 8 Lay Elders in the Chadbrook Benefice.

Charlotte Blyth	Richard Blyth
Christine Smith	Malcolm Brunwin
Linda Goodban	Tim Harbord
Ian McDonald	Kevin Powell

Elders support the ministry team in Worship, services and in the wider community.

They also visit parishioners in their homes, at The Willows Lawshall, Melford Court and Steeds Meadow (both of Long Melford), where they offer a combination of home communion, private prayer, a short private service and companionship.

If you would like a home visit for any of this type of support please contact a member of the ministry team.

Parochial Church Council – Review of the Year

2023 was an interesting and challenging year. It was wonderful to welcome Deborah Blake to be my co-churchwarden and we are working well together and supporting each other. The main challenge this year was the repair of the clerestory and involved many meetings with architects, scaffolders and builders throughout the year. Bat surveys had to be carried out before the work could commence and fortunately no protected bat species were found.

The scaffolding was erected in May and a small committee was formed to explore the idea of celebrating the scaffolding and the work being carried out to encourage visitors to come to the church even though it was under repair. Various exhibitions under the banner of 'Does God Matter' were set up for visitors to enjoy and learn about the church and the various uses of scaffolding through the ages. To mark the start of two weekends when extra activities were available, Lynda Badger kindly organised a cannon on the Green.

There were 2 days set aside for tours of the scaffolding led by the architect, Simon Marks. These were very popular and those that took part were fascinated by the work going on and the views of the church from such a vantage point. In September we had a' Hymns and Pimms' evening which was also very popular and something we are looking to do again in the future. Setting up for services throughout the work was interesting and we had to be quite inventive sometimes. My thanks go to every single person involved in anything to do with the church during this time.

The scaffolding was taken down in November. We are looking forward to the visitors who came to the church to see the work going on coming back to see the finished result. Although I didn't think the work would have any great effect on the church, I have been surprised by the amount of light that the windows let in and how the work has lightened up the clerestory.

Deborah and I attended the churchwardens training in July where we met Edmund Harris from the DAC who talked about the faculty system. He is a great addition to the diocesan team and has proved very helpful to us during the recent burglaries.

The altar kneelers have been replaced and a new contactless machine has been installed which is very successful. The Art exhibition was held in the Lady Chapel during July and August. The most recent tenant of Convallaria left at the end of the year and we have recently had new tenants move in.

Our thanks go to Graham Wegg, who as assistant churchwarden has organised and supervised the power upgrade which was completed in October. Graham has also organised a rail to the rear of the altar for the sacristans and the redecorating of the toilet. He also supervises Command Pest control who also clean gutters as well as helping us to keep pests from the church. New pigeon controls are going to be installed in the porch to try and deter them taking up residence there.

Sadly in October we were victims to a burglary where offenders tried to enter unsuccessfully the church via the Lily Crucifix window in the Clopton Chapel, then attempted the door near to the vestry. They cut through the light in the porch and eventually jemmied their way in via the main door and stole the 16c collection box which wouldn't have contained as much as £100. However the damage caused has taken a lot of hours to sort out, including organising a faculty for the repair of the window (which is to be authorised) , the repair of the door and the changing of the locks, distributing new keys to those that needed them, liaising with the police and insurers. Fortunately the collection box was found by the police in a ditch and David Hamand is organising its repair.

Deborah, Graham and I have weekly meetings with Matthew via Zoom to discuss any church issues and plan for any forthcoming events.

St Catherine's Church
St Catherine's continued to be the venue for the successful Connect mother and toddler group (once a week) and Fusion youth group (once a month) during term times. St Catherine's is also used for most PCC meetings, prayer breakfasts and Lent lunches (which recommenced in 2023 for the first time since the pandemic).

In June 2023 Suffolk Libraries' Long Melford branch, rendered homeless by the closure of the Royal British Legion building, began renting space at St Catherine's on an initially informal basis. It is open on Mondays, Tuesdays and Saturday mornings. After a few teething problems at the start concerning storage issues and the moving of furniture (pews, tables and chairs), the arrangement settled down to run pretty smoothly for the rest of the year. The library is a good fit as there is considerable overlap between users of Connect, Fusion, and the library. The library also acted as a warm space during the winter.

Cheryl Morgan and Deborah Blake
Church Wardens

CHURCH REPORTS

Treasurer's report to 2024 APCM

The 2023 approved and examined accounts, with front sheet and Independent Examiner's Statement, have been on display in both churches over a month, and can be downloaded from the Church website. It is not my practice to go through these in any detail at the APCM because they have been presented and explained in full to the PCC, but please take a look at them and get back to me with any questions or concerns that you may have.

Because of the major essential work on the clerestory, our reserves restricted to preservation and general restoration were completely spent out in 2023. We therefore had to use some of our unrestricted general fund to cover this, and there will be some final further costs in 2024. Overall, there was a deficit of £32,780 in the general fund in 2023. As well as the direct restoration costs, the presence of the scaffolding had an indirect adverse financial impact in terms of a reduction in revenue from weddings, shop takings and visitor donations. This financial situation needs to be tackled and our revenue needs to increase in 2024 if we are to avoid future cuts in our excellent ministry and mission activities. I am confident that our Church and community here at Holy Trinity with St. Catherine's Long Melford are capable of dealing with this financial challenge, and we need to do that if we are to be faithful to the memory of those who grew and maintained this Church before us, and to future generations.

I have now completed 9 years as PCC Treasurer and have been saying for some time that it would be good for all concerned if I were to work with a deputy who would eventually take on my role, it is not a good thing to be regarded as indispensable! I am delighted to say that in recent months Chris Badger has become such a deputy and although I intend to remain as an ex-officio member of the PCC and to keep an interest in Church finance at a parish and wider level, I do not intend to be PCC Treasurer after this APCM. I commend Chris to the PCC and the wider parish and he might well eventually decide to handle our finances in his way, just as I did things in very much my own way after I took over in 2015.

As well as eagerly welcoming Chris, I am extremely grateful to David Tweed, Ron Davies and Theresa Munford for the essential work they continue to do and the highly efficient way in which they cheerfully carry it out. We are also very grateful to our examiner Neil Pearson for his highly professional and helpful work at no charge, and I propose that we request him to continue in that role.

David Walters, Honorary Treasurer

REVISION OF ELECTORAL ROLL AS AT 22ND MARCH 2024

In the past year we have sadly lost;	Bill Haldane, Joan West and John Steward
We are happy to have welcomed;	June Squirrel, Peter Dickinson, Rosalind Dickinson, Karen Straight, Terence Straight, Jean Johnson and Sheryl Risley

The Electoral Roll stands at 177, 144 inside the parish and 33 outside

Mary MacDonald
Church Electoral Roll Officer

Fabric Report including Stained Glass Windows Report

38 Clerestory Windows and the East Window: After a minor fall of stone from a clerestory window and a detailed survey of the windows by the Church Architect, Simon Marks of Purcell Architects, which was appended to the Quinquennial Review of the Church Fabric, the PCC on 15/9/21 considered a number of options for addressing the repairs and working arrangements to allow the church to operate as far as possible during the works. Significant issues included:

- Agreement to tackle all repairs needed to the windows, not just the most urgent, partly because scaffolding would be required throughout the nave.
- List B consent had been secured from the Diocesan Advisory Committee.
- There was a risk of bats being present in the church; ascertaining the species, the nature of their use of the church and possible mitigation measures required the appointment of specialist ecologists.
- Possible timetables were considered.

Purcell Architects were responsible for the specification and supervision of the works throughout the programme. They prepared a list of suitably qualified and experienced contractors to be invited to tender. They agreed with the Church that the works be undertaken in two phases: firstly the east end of the nave, the chancel and the east window and secondly the west end of the nave.
Four firms were invited to tender, two were shortlisted and interviewed by Purcell and the Church and Bakers of Danbury Heritage Ltd were appointed as lead contractor with sub-contractors responsible for glazing and scaffolding.

Based on the tenders received a cost envelope was presented to the PCC on 14/12/22, net of VAT, of about £145,000; this net cost to the PCC was based on the following considerations:

1. It assumed the Church is successful in securing DCMS grant to cover the VAT of £31,750 (approx).
2. It assumed receipt of £15,000 from the Friends, the figure they have volunteered.

3. It assumed no further contribution from grants; however the PCC agreed to set up a small group to secure specific grants for these works with a target of £25-30,000.
4. The cost included provision for a Principal CDM Designer, who provided a safety plan for the works and for ecologists to conduct bat surveys and monitoring.

In May 2023 scaffolding was erected on the north and south sides of the nave and chancel, access to the church being limited during this stage. Phase 1 works were undertaken from May to September. This process was repeated from October to December for Phase 2. The contractors were clear of the site ahead of schedule and in time for the church to be prepared for Christmas.

Staged payments were made to the contractor in accordance with detailed certificates of the works completed, the certificates being prepared by the architect and presented to the Church.

Outcome
The 38 clerestory windows and the east window have been restored in accordance with the specification set out in the Appendix to the Quinquennial Review. The final completion certificate was issued on 15/02/2024

The DCMS grant in relation to VAT payments is being requested by the Treasurer and Harry Mee. To date a grant of £23,686 has been received. The Friends have contributed £15,000. The final outlays by the PCC are:
Bakers and their sub-contractors: £118,205, plus retention to be paid (amount unknown)
Purcell Architects: £14,075 paid to date, plus likely final charge
Wharton, ecologists re bat surveys and monitoring: £7,552
Other outlays: £ 3,478
Total **£143,310**

Overall the total paid by the PCC will be about the same as the cost envelope agreed by the PCC, with Bakers having charged less than the contract sum and the ecologists having provided more services and charged more.

Stained Glass Fund - Report on the Medieval Stained Glass Restoration

Members will have noticed that three of the eight medieval windows have now been restored at a total cost of approximately £300,000. We are very pleased to be nearly half way through the restoration without any money coming from the PCC's General Fund.

One window was funded by Bernie Hood in memory of his wife and the others funded largely by contributions from the Friends of Long Melford Church Building Trust, topped up with money raised by the church stained glass fundraising group.

The fundraising group continues to build awareness of the need for further restoration and to raise money. In the past year we had a successful Open Gardens Day, Festive Melford, and 2 safari suppers – all of which were great fun and good money spinners. At present the amount in the Stained Glass Restricted Fund, raised by the stained glass fundraising group, is approximately £70,000 (hopefully soon to be augmented by an additional £20k VAT reclaim).

We are holding a Quiz night at the Village Hall on 26 April and will again be hosting Open Gardens at Mansel Hall as well as Festive Melford (if it goes ahead this year – which at the moment is in some doubt). We have also ordered more stained glass related merchandise for the church shop ahead of the visit by the Clopton Association of America in June this year.

Other fundraising activities are under active consideration.
We are hoping that the Friends have enough money to pay for another window. However this needs to be confirmed, for which we need a quotation from Canterbury Glass Studios. We are unfortunately yet to receive this despite months of chasing. We have been happy with the quality of work of Canterbury, but they seem to be somewhat disorganized at the moment, and very slow in responding to us despite a previous commitment to provide a quote. We are restricted in the manner of restoration, but I do not believe we are restricted as to the provider. The PCC should consider whether it is worth seeking a quote from another potential supplier such as Auravisions, who seem to have done a good job on the clerestory glass.

Our thanks to everyone who has contributed to our fund and attended our events. We enjoy doing it, but need your support.

Sally McDonald 1 April 2024

CHILDREN IN CHURCH
Family & Children, Community Outreach and 4o'clock Community

Connect continues to be an important part of our community, reaching many parents, carers and grandparents and the babies and toddlers in their charge. Each half-term we update our records to account for new members and those who have not attended in a while, and each half -term, we have around 50 adults and approximately 70 under 4's. Two years ago we joined Lightwave after incorporating prayers with our volunteers. After an hour or so of play and crafts, we have a story, songs and get the parachute out, before a child friendly prayer to all join in, and a resounding AMEN!

As we get to know the adults attending our group we start to notice when something is wrong and find that they often confide in us. I've found that most are very grateful if I offer to pray for them, or with them.

We have been told many times what a vital part Connect plays in the lives of our parents. They know they have a safe place where they will not be judged; where they can relax, have a cuppa and know that they are not alone.

Being inspired by the pioneering attitude one of our Connect disciples, I have been encouraged to offer private prayer after Connect to anyone who wants it. Knowing this, when one of our little boys was seriously ill in hospital, 2 mums approached me and asked if we could pray together as a whole group for his recovery, and his family. I'm pleased to say he has recovered and his own mum was so grateful.



But what happens after the children move on?
One way I maintain connections is through **Diddy Disciples**. Once a week I visit the nursery and the reception classes at Long Melford Primary School. There I tell a Bible story through actions and songs. Of course many of these pupils were once at Connect so know me and are comfortable to join in. Photos and a run-down of my visit are then shared with the parents, so the profile of the church in the school community is sustained.







I am also invited into school to help bring their RE to life and share my viewpoint as a Christian. One way is through **workshops**. A child is more engaged and retains information if they are involved in their learning. At Pentecost, the pupils used the crafts they had made to help illustrate the story in an assembly for the rest of the school. Each craft represented the wind rushing in, flames appearing over the disciple's heads, speaking in tongues and the Holy Spirit.

I was also asked to explain what the cross means to me. After the workshop, I could explain my relationship with the cross- and the sadness, the hope and the joy it evokes. Each child was given their own holding cross from the Holy Land to treasure. Workshops are not confined to just school. The staff and pupils love coming to Church to enhance the curriculum in the Emmanuel

Project. You can see Reverend Lawson performing a mock baptism, while the other half of the class are making doves to represent the Holy Spirit. The other photo shows the children watching Jesus ascend which was part of a Messy Church style workshop to help the children understand the Apostle's Creed.

The whole school join us at Church 4 times a year for **celebrations**- Harvest, Easter, Christmas and Leavers. Also for special events, such as the Coronation. Most of these services are prepared and led by the children themselves, and the Church is packed with parents and grand-parents who wish to share in the festivities.

We are also beginning to build strong connections with the primary school at Lawshall, whose church has recently joined our benefice. Each time we visit, the children are excited to see Reverend Lawson or myself and look forward to assemblies and worship, whether in school, or next door at the Church. This year I was able to lead assembly for Lawshall's SIAM's inspection (Statutory Inspection of Anglican and Methodist Schools) where the inspector was extremely impressed with the Christian ethos, values and learning. As Long Melford and Lawshall often want their big Church celebrations on the same day at the same time, Matthew and I also now take it turns at each church so as to meet the needs of both schools.

We continue to hold **Messy Church** every other month; sometimes in school and sometimes at Church. We see old friends from toddler group, members of our congregation and other parents familiar to us through the pupils visits to church or workshops. For Messys at Church we don't always have the numbers we get in school, but we do have a hard core of families and are able to build relationships. After a school service, one Messy Dad asked me about reading the Bible: " I think I need a little faith in my life" he stated. He was so pleased to receive his own Bible which I was able to present to him after the Crib Service. He has promised to read it and eventually pass it on to another new enquirer into faith. Please pray for him on his journey.

We also hold Messy church in the community: this year at the village hall as part of the Christmas Fayre where children can tell the story of the Nativity through crafts. These free activities and warm

atmosphere are a great way to promote God's love as well as the Church, and what is happening. Similarly, in 2023 we took Messy Church to the village fete where the theme was the miracles of Jesus.

As I have mentioned, we have started to get a hardcore of families attending Messy church. We found that 4 o'clock was a good time for families to attend Church events, especially if food and refreshments were provided. Thus the **4 o'clock Community** took root. When we started Shine informal worship we thought it might be a place for parents and youth but have found that the age is very varied. A number of our messy families do attend but we have also gained a new congregation.

At the heart of our 4 o'clock services is **community.** That is what is growing and that is its strength. Ably led and developed by Nicky Lawson, the 4 o'clock community has quickly become a staple of our church and of many people's lives. Each week is different, and the worship is in one place. Things we have done are: fireworks and hot dogs, pub socials and Wild Church in many forms. It is church, but not as you know it! And we have had our first 4 o'clock confirmation.

Now for **Fusion Youth Group**: we meet once a month for fun, games and challenges. It is often chaos, but is so important to offer a safe environment for our young people to get together and be recognized and valued. Also to build relationships and know there is someone there who will not judge but will listen when needed. Each month we have between 18 and 25 youngsters, ages ranging from the last year of primary school (and thus developing the connections we've made) all through secondary. Many are also well known to us from family services.

Regarding the main Church services, we now have the (pleasing) challenge of needing to set up a programme (similar to when we ran Base camp) to accommodate children once more.

Towards the end of the 2023 we were approached by one or two people from traditional services and from 4 o' clocks Shine and Messy Church, about confirmation classes. Reverend Lawson had also been asked about baptism for a youth. Thus, it was decided to hold **Youth Alpha confirmation classes** for any one with questions about faith, or who wished to explore faith further. We are delighted that on Easter Day 2024, seven young people and one of our Connect mums were confirmed or baptised by Bishop Mike.
Let's give thanks to God.

Other important events in St Edmundsbury Diocese 2023 – April 2024

- Involved in lay ministry commissions and renewal service in Cathedral (September '23)
- Part of Growing new team, including residential weekend (October '23)
- Safeguarding Leadership Training (November '23)- look out for new posters and a copy of the C of E Safeguarding policy. These must be shared with congregation in due course.
- Creating questions and on interview panel for the soon to opened, Little Saplings Nursery in Lawshall (December '23/January '24)
- Speaker at Growing Younger meeting, re-Connect and Diddy Disciples (February '24)
- Bishop's Synod -gave presentation on children's work in Chadbrook Benefice (March '24)

Pam Tonks
Family and Youth Worker

Deanery Synod report to APCM May 2024.

The Synod meets every three months in various churches in the Deanery. Simon White, who has chaired the meetings in a very efficient manner is still referred to as “acting” Rural Dean.
We are updated on financial matters by David Walters (Deanery Organiser).News around the Deanery is announced and discussed and we are also briefed about Diocesan and National Synod decisions,

Topics presented this year have included:
“Love Rural” a community set up to unite and help people in need and to help those scattered in the countryside.Also the organisation has brought younger people in our villages,
The cost-of-living crisis and its affect on the church community and what actions we need to take. It was concluded that any actions that the church could take eg food banks, financial advice etc. would be productive.

The March Synod covered the topic “Signs of Growing in God in our Schools” presented by clergy and lay members. After this Bill Box (husband of the Reverend Tricia Box of Little Cornard) on his work in secondary schools, mainly Thomas Gainsborough.

Other news includes the merging of All Saints and St Gregory’s Sudbury which is now formally proceeding. A draft Deanery Plan has also been produced.

The Lay Chair is shortly to step down and we are short of other Deanery Officers. David and I have noticed that the quality of our Synod meetings has improved significantly and it is vital that this continues to enhance communication and understanding in the Deanery. Hopefully there will be more volunteers to help with this work.

Davd W and myself are at present the PCC members and there is one vacancy. It is vital that the organisation continues to make a significant contribution to our Deanery.

John Watts (Deanery Synod Member) April 2024,

Big Bells and Hand Bells

2023 started off fairly quiet in the Tower with every indication it would remain low key throughout the year, primarily due to lack of weddings and events as a result of scaffolding in the main body of the Church whilst repairs were carried out to the clerestory windows.

However this proved not to be the case. There were of course all our usual weekly and Festival services to ring for and only 3 weddings requiring bells, but we also had 3 separate groups of visiting ringers to the tower (various levels of ability) and of course we also had the Coronation weekend events where bells rang out in celebration of King Charles III coronation, a very welcome and joyous event with hope and encouragement for the future following the passing of Queen Elizabeth II in 2022.

As with the ringing for the death of the Queen, and declaration of the King in 2022, we once again encouraged our younger ringers to participate in ringing for the Coronation alongside our regular ringers in May 2023. Their excitement and enthusiasm for this was infectious and Theresa and I very much wanted to feed their hunger for more.



During the summer holidays we started a ‘summer school’ for young ringers, meeting every Tuesday evening and had 10 young people take up the challenge, ages ranging from 7 to 12. We had not intended these sessions to continue once school term resumed, but such was the enthusiasm and commitment of the young ringers, we made the decision to continue with weekly practice sessions.

By the end of the year all our young ringers had made great progress, and we now have 12 in number, with 7 older children (11 and 12 year olds) now also ringing with our adult team on a Wednesday evening

Health issues have hit a couple of our adult ringers, restricting their attendance at practice and for events. In October Sylvia Nunn had a severe back issue which kept her out of the tower for the remainder of the year. And following the Christmas service rings, Daniel Piper injured his shoulder and is currently unable to ring. We are mightily relieved that Neither injuries were caused as a result of ringing!

As always I offer a heartfelt vote of thanks to my team, Theresa for all her support as my deputy, to David, Alan, Craig, Daniel and Danny for their hard work maintaining the bells so we can continue with ringing and practice sessions and not least of all to ALL my ringers, adult and junior, for all your dedication, commitment and hard work in providing bells for services, events and pleasure at Holy Trinity

Linda Goodban
Tower Captain, Holy Trinity Church

Hand Bells

We finished 2022 on a high with the group performing once again at Little Welnetham candlelit Carol Service just before Christmas and returned to ringing after our well-deserved Christmas break in February 2023 with ever decreasing numbers but feeling well-motivated with a few new tunes to try and learn.

Practices and progress were always dependent on numbers available and with numbers decreasing, and some of the team not available every week due to other commitments, progress became very limited and the opportunity to perform in public reduced, particularly during summer months with performances limited to indoors as the sounds of the handbells does not travel well outside.

In July we took our summer break and sadly, after much consideration, Linda and I made the decision not to return to handbells due to other commitments with the big bells. With no one to lead the group, the band of handbell ringers sadly closed.

Theresa Munford
Hand bells

FRIENDS OF LONG MELFORD CHURCH BUILDING TRUST REPORT

It hardly seems possible that another year has passed since we last wrote the newsletter and sent it to you.

MEDIEVAL WINDOWS. We are pleased that the three windows, pictured above, have now been re-installed in the Church after having been cleaned, repaired and protected with iso-thermal glazing by Canterbury Cathedral Glass Studio. Now there is a protective clear glass outside to protect them from the weather, accidental damage or vandalism, the actual stained glass has been set back into the opening with space between the two that allows air to flow preventing condensation building up. The total cost of this was circa £281,000 of which we, The Friends, have donated to the PCC £200,000 from the William B. Clopton Fund and other earmarked donations for the windows. In total there are eight windows, so still five more to do; we should have sufficient funds to cover one of these.

CLERESTORY. The PCC began work on replacing the iron glazing supports and repairing the damaged masonry earlier this year, which meant the Church interior and exterior was festooned with scaffolding for many weeks, but it is down in time for Christmas. The Friends donated £15,000 towards this work.

CLOPTON FAMILY ASSOCIATION. As reported in newsletters the planned CFA reunion in 2020 had to be cancelled owing to the Covid pandemic. Planning is going ahead for a reunion in Long Melford next year June 2024. The first reunion in Long Melford was in 1984, so this will also be the RUBY ANNIVERSARY of the CFA meeting in Long Melford.

As in previous years our Chairman took part in the Clopton Rose Ceremony, when the “rent of one red rose” is presented to the Clopton Family by the Mayor of Hadleigh. In 2024 this will be held during the reunion partly when the CFA visit Hadleigh and at the Sunday morning service in Holy Trinity Church.

CLOPTON CHAPEL FUND. We also administer another fund donated by William B. Clopton for repair and maintenance of the Clopton Chantry Chapel. Below a photo of the LILY CRUCIFIX WINDOW which is in the east window of the Chapel, this is probably the oldest glass in Holy Trinity Church.

John Watts
Hon. Chairman

Richard Michette
Hon. Secretary

ADDENDUM 1

Minutes of the Annual Parishioners Vestry Meeting of Holy Trinity Church with St Catherine's held on Wednesday 10th May 2023, 7.30pm at St Catherine's Church, Long Melford

1. **Members Present:**
   Rev Matthew Lawson, Cheryl Morgan, Deborah Blake, Graham Wegg, David Walters, Ian McDonald, Judi Moss, Chris Badger, Bronwen Recknell, John Watts, Linda Goodban and 11 members of public.

2. **Apologies**: Charlotte Harkness and Harry Mee.

3. **Minutes of the previous Annual Parishioners Vestry Meeting**:
   The minutes of the previous meeting held on 22nd May 2022 we approved and signed by Rev Matthew Lawson

4. **Election of Church Wardens**: Two nominations received.
   Cheryl Morgan - elected (see nomination form)
   Deborah Blake - elected (see nomination form)
   Graham Wegg - to continue supporting as Assistant Church warden
   All nominations unanimously approved by all present

5. **Any other Business**: No other business

ADDENDUM 2

Minutes of the Annual Parochial Church Meeting of Holy Trinity Church with St Catherine's held on Wednesday 10th May 2023, 7.40pm at St Catherine's Church, Long Melford

The meeting began with all present singing hymn 270, followed by the prayer on page 2 of Annual Report

6. **Members Present:**
   Rev Matthew Lawson, Cheryl Morgan, Deborah Blake, Graham Wegg, David Walters, Ian McDonald, Judi Moss, Chris Badger, Bronwen Recknell, John Watts, Linda Goodban and 11 members of public.

7. **Apologies**: Charlotte Harkness and Harry Mee.

8. **Minutes of the previous Annual Parochial Church Meeting**:
   The minutes of the previous meeting held on 22nd May 2022 we approved and signed by Rev Matthew Lawson

9. **Electoral Roll Report**: Mary MacDonald gave the following report;
   Three members of Electoral Roll have passed away during the year, Bill Haldane, Gwen Clephane and Ann Paton. We remember them in our prayers.
   Three additions to the Electoral Roll, Judi Moss, Christopher and Lynda Badger.
   One further enquiry, Kate Allen, issued with form several weeks ago but not yet returned.
   Electoral Roll numbers stand at 169.

10. **Finance Report**: David Walters gave the following report;

The 2022 approved and examined accounts, with front-sheet and Independent Examiner's Statement have been on display for over a month and spare copies are freely available in both churches. It is not my practice to go through these in any detail at the APCM because they have been presented in full to the PCC, but please take a look at them and get back to me with any questions or concerns you may have.

Our unrestricted reserves were depleted by £19,000 in 2022, partly because of repairs at St Catherine's and a contribution to improvements to parking on the Green in addition to our normal expenditure, but costs like this must be expected and we need to continue to address our income sources, primarily regular giving, to ensure that our ministry and mission, as well as our wonderful but expensive building, continue into the future.

I am extremely grateful to Deputy Treasurer David Tweed, Cashier Ron Davies and Planned Giving officer Theresa Munford for the essential work they do and the highly efficient way in which they cheerfully carry it out We are also very grateful to our examiner Neil Pearson for his highly professional and helpful work at no charge, and I propose that he continues in this role.

2022 was my 8th year as PCC Treasurer, and so I am now into my 9th. While I am prepared to continue this role for the present, it is not good practice to be indispensable and as most people know I am quite active in various other areas, including as a member of the Bishop's Council and Diocesan Finance Committee. It would therefore be healthy for the PCC to find a deputy Treasurer who would be prepared eventually to take over, either running the evolving financial system that I have now put in place or radically changing it and running it their own way, as I did when I took on the role in 2015.

Our Bank no longer treats our account as a charity and significant charges are now applied throughout the year, however whilst this is frustrating the bank were very proactive this year in identifying a fraud attempt that would have cost us in excess of £83k had the attempt succeeded

J Freeborn asked how our finances compare to 2019 - Response: Comparable. There is lower cash income but an increase in planned giving, Parish Giving Scheme, online and card payments.

A Douglas asked if the card reader in shop could take payment from Apple Pay via apple phone - Response: Apple payments can definitely be made via i-phone so should be available via watch.

ML extended a vote of thanks to David and team for their hard work.

11. **Fabric Report**: Ian McDonald gave the following report:

Clerestory works; Scaffolding to be put in place next week for the commencement of the necessary repairs to the clerestory. Two species of Bats have recently been identified in church placing additional cost on the project in order to protect sensitive areas and not disturb the bats. An infrared camera is to be used on Tuesday 17th May to film the bats and identify pathways and areas used by them. Bat poo has already been sent for examination to identify the bat species.

During the works it is intended to have exhibitions and displays highlighting the activities of the Church and it is hoped to hold events such as 'pop up cafe' during this period. Boards on display will be of the same design as the recent coronation boards and will be prepared by Indigo Ross of Sudbury.

Power Supply: Graham Wegg is liaising with UK Power Network to get improved power supply to church which will greatly improve options and costs for heating the premises.

R Davies reported that wooden panels stored behind the tomb in Martyn Chapel have become wet, possibly with water from flower exhibitions place on the tomb. GW to investigate and check.

ML extended a vote of thanks to Ian and Graham for their reports and continued support.

12. **Group Reports and Deanery Synod report:** Reports from Church groups and Deanery Synod received and noted as per Annual Report document

13. **Elections to PCC**: Three lay representatives to the Parochial Church Council each for three year terms.
    Nominations received were: Bronwen Recknell
    Christopher Badger
    Judi Moss
    No other nominations received, all three elected to the Parochial Church Council.
    ML extended a vote of thanks to three outgoing members of the PCC, David Hamand, Fiona Pearson and Alison Ewbank, for all their hard work and support during time on the PCC
    A further vote of thanks was extended to Bronwen Recknell who is stepping down as PCC Secretary, her support in this role has been very much appreciated.

14. **Election to Deanery Synod**: Two nominations received for Deanery Synod;
    John Watts
    David Walters
    No other nominations received. Both nominees elected to Deanery Synod. One further vacancy remains unfilled, anyone with an interest is invited to speak with John Watts or David Walters for further information.

15. **Appointment of independent examiner**:
    David Walters proposed that Neil Pearson be appointed to continue in this role.
    Seconded by Ron Davies Unanimously agreed. DW to notify Neil Pearson.

16. **Any other Business**: The following items were raised under AOB
    a) L Shewring asked for update on project for kitchen/toiler area at rear of church, stating that as one of the largest churches in the county she felt we were lacking in facilities offered to visitors and users of the premises and the project seems to have stalled for some considerable time.

    b) ML responded that our focus is currently on the Clerestories as this is safety related and this is a big project demanding considerable energy from the PCC, the Rector and others. He explained that our studies have shown that re-ordering the back of church is complex as it is a multidisciplinary area. Unfortunately the architectural constraints limit us. He explained that heating must be a part of the solution – this is one reason why we are upgrading the power supply. Also there are matters relating to storage that need to be considered. Whereas the current facilities are frustrating we can work with them and have done so effectively. However, there is no denying we need to consider how to take this forward. It was noted that the toilet facilities need redecorating.

    c) Picture board at back of Church: V Hills asked if the photos on website and picture board at rear of church could be updated. ML asked that if anyone notices pictures out of date to please contact group leader for that photo and ask for it to be removed or updated. For pictures on website please notify ML or parish administrator.

    d) It was asked if minutes of PCC meetings could be displayed on the Church notice board. CM confirmed that this is not possible under data protection, however minutes are readily available to anyone who is on the Electoral Roll.

17. **Rectors Report**: Rev Matthew Lawson gave the following report;
    Looking at the bigger picture this year it is clear that lockdown has affected families, health, mental health and finances, and the volunteer economy in general. We are only now coming through this, however we are back up and running with services in Church and thanks to the commitment of many we have fared better than many.

Throughout lockdown and the return to 'normal service' there were services live-streamed, as they continue to be. Together with our regular Sunday and midweek services, the 4o'clock community has helped the Church to offer services with a range of traditions, and hopefully we offer a pathway for all, young and old, traditional and contemporary, to grow closer to God. Last year we only had one Church Warden; for us to have achieved all that we did Cheryl must be commended for all her hard work.
We have a developing ministry team supporting all services, outreach and sessions within the parish and community.
It is likely that my position as Rector within Lawshall will become official from August 2023.
With Nigel Brown now retired from teaching he has been working closely with the choir and our work with music within the Church continues to grow bringing new members to the choir.
Major projects that we are currently carrying out are the clerestory and the cleaning and protection of the medieval stained glass windows. In the pipeline we have the organ restoration, the power upgrade and the re-ordering at the back of church (and parking is an issue too!). These projects take a great deal of time and energy and I am grateful to the support of all those involved in these.

At a recent church conference for some 2000 delegates in Harrogate it was noted that some 37million people still identify as Christians despite national claims that numbers are in decline. This could have been a challenge shared, many clergy are stressed, tired and over stretched, however so many good things were also identified. I feel eyes were opened to attendees as to what it is to be in the climate where God is moving despite the relative weakness we are feeling.

I have been particularly encouraged by the success of the following;

Our regular worship	Music	Alpha courses	Adult Baptisms
Confirmations	Dawn Chorus	Forest Church	Messy Church
4o'clock community			

I have also received enquiries to provide confirmation classes for children. I feel excited by all of this and see potential here in Chadbrook Benefice on what God might do amongst us.

I would like to extend a great vote of thanks to Nicky and Pam as they reach out to 'the missing generations'.
I would like to thank the ministry team and all those involved in supporting and managing all we do here at Holy Trinity and within the Chadbrook Benefice. Thank you all for your patience, kindness, generosity, faith and support.

On behalf of all present John Watts extended a vote of thanks to Matthew for all his hard work, enthusiasm, encouragement and leadership in prayer and faith.

There being no further business the meeting ended at 20.55

Signed: M Lawson

Date: 29/4/24

Holy Trinity with St Catherine's Long Melford

Registered Charity Number: 1169680



PCC Annual Accounts

For the Year 1st January – 31st December 2023

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2023 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Neil J Pearson

Dated: 29/2/24

Address:
87 High Street,
Bildeston,
Suffolk
IP7 7ER

Parochial Church Council of Holy Trinity with St Catherine's, Long Melford, Suffolk
Statement of financial activities for the year ended 31st December 2023

INCOMING RESOURCES

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Endowment funds 2023 £	Total funds 2023 £	Total funds 2022 £
Incoming resources from donors	2a	92,113	117,846	-	209,959	258,167
Other Voluntary incoming resources	2b	-	2,027	-	2,027	2,970
to further the Council's objects	2c	6,300	990	-	7,290	10,475
to generate funds	2d	23,972	15,829	-	39,801	26,702
Income from Investment	2e	4,003	6,346	-	10,349	3,476
Other ordinary incoming resources	2f	8,603	-	-	8,603	12,989
TOTAL INCOMING RESOURCES		**134,991**	**143,038**	**-**	**278,029**	**314,779**

RESOURCES EXPENDED

	Note	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Endowment Funds 2023 £	Total funds 2023 £	Total funds 2022 £
Activities directly relating to the work of the Church	3a	134,608	174,044	-	308,652	288,386
Church Management & Administration	3b	20,006	62	-	20,068	16,713
Cost of generating funds	3c	13,157	8,082	-	21,239	9,434
Grants to other charities	3d	-	2,608	-	2,608	3,815
TOTAL RESOURCES EXPENDED		**167,771**	**184,796**	**-**	**352,567**	**318,348**
NET (OUTGOING)/INCOMING RESOURCES		(32,780)	(41,758)	-	(74,538)	(3,569)
Investment gains (losses)	6	-	-	731	731	(463)
Increase in capital items	5b	1,062	-	-	1,062	-
Capital items written off	5b	-	-	-	-	-
Depreciation	5b	(2,177)	-	-	(2,177)	(2,902)
Increase/(decrease) in shop stock	5c	6,855	-	-	6,855	(2,008)
NET MOVEMENT IN FUNDS		(27,040)	(41,758)	731	(68,067)	(8,942)
BALANCES BROUGHT FORWARD AT 1st JANUARY		502,785	150,149	7,544	660,478	669,420
BALANCES CARRIED FORWARD AT 31st DECEMBER		**475,745**	**108,391**	**8,275**	**592,411**	**660,478**

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Balance sheet as at 31st December 2023

	Note	2023	2022
		£	£
FIXED ASSETS			
Tangible Fixed Assets	5a&b	362,592	363,706
Investment Assets	5d	8,275	7,544
		370,867	**371,250**
CURRENT ASSETS			
Shop stock	5c	14,864	8,009
Short term deposits		222,100	256,751
Cash in current account		31,029	5,072
HMRC debtors	7	14,479	17,673
Other debtors		3,031	6,476
		285,503	**293,981**
LIABILITIES			
Creditors	14	(60,659)	(1,921)
Pre-paid income		(3,300)	(2,832)
		(63,959)	**(4,753)**
NET CURRENT ASSETS		**221,544**	**289,228**
NET TOTAL ASSETS		**592,411**	**660,478**
FUNDS	6		
Unrestricted		475,745	502,785
Restricted		108,391	150,149
Endowment		8,275	7,544
		592,411	**660,478**

Approved by the Parochial Church Council on 22/01/2024 And signed on its behalf by

Chairman M Lawson 11/3/24

The notes to the financial statements on pages 3 to 10 form part of these accounts

1 ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with applicable accounting standards and the Statement of Required Practice, Accounting and Reporting by Charities (FRSSE SORP).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

The unrestricted general fund represents the funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC. If some of this fund is designated for a particular purpose of the PCC (e.g. children & youth work), it is also unrestricted. Details of this and of the restricted funds are given in note 6.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming Resources

Voluntary Income and Capital Sources

Collections and other donations are recognised when received by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the original donation is received, which may be some time before the money is received from HMRC. There may be a difference between the totals initially estimated by the Cashier and finally established by the Planned Giving Officer and agreed by HMRC, and any such difference after closure of the accounts is then included in the accounts for the following year. Some Gift-Aid income is received directly from HMRC and some is received via the Parish Giving Scheme (PGS), which claims it from HMRC immediately and forwards it to the PCC within days. The split of this Gift Aid income and its allocation between funds and other charities is described in note 7.

Grants and legacies to the PCC are accounted for only when received.

Income from online card donations and contactless card donations is accounted for net within incoming resources. Details of gross income and charges are given in note 11.

Funds raised by any fund-raising activity are accounted for gross, provided that the information is available.

The sales from the Church Shop are all accounted for gross.

Other income

Rental income from the letting of church premises or church property is recognised when due and received, any payments received in advance are classified as pre-paid income.

Income from investments

Dividends are accounted for when due and received. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31st December

Resources Expended

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when paid.

All known liabilities for payments at 31st December are provided for in these accounts as an operational liability and are shown as Creditors in the Balance Sheet.

Any significant but unquantifiable liability is assessed as close as possible to the expected value and provisioned accordingly within accruals.

Grants

Grants and donations made to other charities by the PCC are accounted for when paid over or when awarded, if that award creates a binding obligation on the PCC. Any applicable Gift-Aid is credited at the time of the grant or donation and claimed in due course from HMRC

Fixed Assets

Consecrated property and moveable church furnishings

Consecrated and Benefice Property is not included in the accounts in accordance with sections 10(2)(a) and (c) of the Charities Act 2011. Heritage assets are not accounted for as they do not form part of the objects of the PCC.

Moveable Church Furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal are accounted as inalienable property unless consecrated. They are listed in the Church Inventory which can be inspected at any reasonable time.

For inalienable property acquired prior to the Year 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Large items acquired since 1 January 2000 have been capitalised and depreciated in the accounts together with other assets that are able to have been valued, over their currently anticipated useful economic life. Depreciation is usually calculated as 25% of the reducing balance per annum.

A re-valuation of all tangible assets within and around the Church buildings, to estimate their actual practical value, is carried out on occasions to ensure a realistic value for these assets.

All expenditure in the year on consecrated or beneficed buildings or on the repair of moveable church furnishings acquired before 1 January 2004 has been written off.

Other fixtures, fittings or office equipment

Equipment used within the Church premises is normally depreciated at 25% of the reducing balance per annum.

Any item of equipment with a purchase price of less than £1,000 may be written off when the asset is acquired, in accordance with the latest Church Accounting Regulations and as agreed by the PCC in January 2017. Any existing individual item with a residual value of less than £100 is normally written off, and assets with a higher value may be written off when appropriate.

Investments
Investments are valued at market value at 31st December

Current (Cash) Assets

Amounts owing to the PCC at 31st December in respect of fees, rents, Gift-Aid or any other income are shown as Debtors, less provision for amounts which may prove uncollectable

Short term deposits include cash held on deposit with the CBF (CCLA) Church of England Funds.

Any outstanding advance payments at the end of the year are shown within Debtors or are deducted from pre-paid income, whichever is judged the more appropriate for the item in question.

Transitory Income
In accordance with the SORP, transitory income which passes through the PCC account as agent is not included in the SOFA, but major items are commented upon briefly in section 10 of these notes to the accounts.

2 INCOMING RESOURCES

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2023	Total Funds 2022
		£	£	£	£	£
2(a)	Incoming resources from donors					
	Standing orders, BACS and PGS	48,918	-	-	48,918	45,735
	Numbered white envelopes	1,883	-	-	1,883	3,540
	Unrestricted G-aided yellow envelopes	1,915	-	-	1,915	1,790
	Loose collections at 10:30 Holy Trinity	4,297	-	-	4,297	3,871
	Other Holy Trinity loose collections	2,077	-	-	2,077	2,871
	St. Catherines loose collections	-	-	-	-	-
	Other non-GA donations in Church 11	13,210	2,542	-	15,752	13,677
	Stained Glass receipts	-	94,623	-	94,623	161,436
	Grants & sundry other donations	4,516	16,619	-	21,135	3,444
	Gift Aid recovered on all donations 7	15,297	4,062	-	19,359	21,733
	Legacies	-	-	-	-	70
		92,113	117,846		209,959	258,167
2(b)	*Other voluntary incoming resources*					
	Donations for other charities etc.	-	2,027	-	2,027	2,970
		-	2,027	-	2,027	2,970
2(c)	*Income from operating activities: to further the Council's objects*					
	Weddings & funerals stat fees	3,320	-	-	3,320	4,760
	Weddings & funerals other	2,980	60	-	3,040	4,323
	Children's & youth work donations	-	930	-	930	1,392
		6,300	990		7,290	10,475
2(d)	*Income from operating activities: To generate funds*					
	Commercial use of church buildings	9,927	6,432	-	16,359	12,621
	Safari Supper	-	2,365	-	2,365	-
	Festive Melford	-	1,975	-	1,975	700
	St Catherine's Coffee & Cake	-	-	-	-	483
	HCT Ride & Stride	248	-	-	248	302
	Farm Tour	-	-	-	-	40
	Open Gardens	2,553	650	-	3,203	-
	Does God Matter scaffolding activities	-	2,787	-	2,787	-
	History talk by Ken Dodd	603	-	-	603	-
	Ian Steward's barrell organ	-	-	-	-	70
	Flower Fund revenue (excl. weddings)	-	894	-	894	250
	Bell Fund revenue	-	726	-	726	185
	Matthew's Bike ride, before GA	-	-	-	-	10
	Village Fete	845	-	-	845	359
	Shop receipts 12	9,796	-	-	9,796	11,682
		23,972	15,829		39,801	26,702
2(e)	*Income from Investment*					
	Dividends & interest 13	4,003	6,346	-	10,349	3,476
		4,003	6,346		10,349	3,476
2(f)	*Other ordinary incoming resources*					
	Insurance claims and compensation	150	-	-	150	1,900
	Rental income from Convallaria 8	8,453	-	-	8,453	11,089
		8,603	-	-	8,603	12,989
	TOTAL INCOMING RESOURCES	**134,991**	**143,038**	**-**	**278,029**	**314,779**

3 RESOURCES EXPENDED		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2023 £	Total Funds 2022 £
3(a) *Activities directly relating to the work of the Church*						
Parish Share		62,645	-	-	62,645	59,364
Other ministry & mission costs		6,407	-	-	6,407	5,618
Church running expenses			-			
Utilities		10,028	-	-	10,028	8,651
Insurance		8,141	-	-	8,141	7,330
New facilities and equipment		12,142	1,600	-	13,742	9,687
General repairs & cleaning		7,683	-	-	7,683	15,446
Stained glass restoration		-	57,015	-	57,015	159,264
Other Holy Trinity restoration		6,181	114,387	-	120,568	1,929
Bell expenses		-	711	-	711	832
Flowers (excl. weddings & funerals)		-	331	-	331	718
Organist fees (excl. transitory)	4	6,825	-	-	6,825	6,300
Other music costs		1,145	-	-	1,145	1,044
Specific children's, youth & family work	4	13,411	-	-	13,411	12,203
		134,608	174,044	-	308,652	288,386
3(b) *Church Management & Administration*						
Administrator time & expenses	4	12,670	-	-	12,670	11,695
Other administration costs		5,599	-	-	5,599	3,575
Bank charges	13	771	62	-	833	771
Maintenance & running costs of Convallaria		966	-	-	966	672
		20,006	62		20,068	16,713
3(c) *Cost of generating funds*						
Shop purchases, charges and costs	12	12,251	-	-	12,251	7,218
Commercial & fund raising expenses		906	8,082	-	8,988	2,216
		13,157	8,082		21,239	9,434
3(d) *Grants to other charities*						
Kagera, Lent Appeal 2023, donation 2022		-	803	-	803	625
Ukraine relief, Lent Appeal 2022		-	-	-	-	855
Number 72, from Lent Appeal 2022		-	-	-	-	855
Edens project, Sudbury		-	175	-	175	225
Cancer Research UK, IMO James Recknell		-	-	-	-	412
Thai Orphange donation		-	10	-	10	-
Royal British Legion		-	391	-	391	510
Barnardiston PCC		-	225	-	225	313
Storehouse foodbank, Lent Appeal		-	803	-	803	-
Sudbury District Scouts and their charities		-	103	-	103	-
British Heart Foundation		-	98	-	98	-
Alpheton & Shimpling PCC		-	-	-	-	20
		-	2,608	-	2,608	3,815
TOTAL RESOURCES EXPENDED		**167,771**	**184,796**	**-**	**352,567**	**318,348**

4. PAYMENTS TO INDIVIDUALS FOR SERVICES SUPPLIED

The PCC has no employees but makes payments at agreed rates to self-employed individuals who supply their services as required, all of whom also supply their services to other organisations. Payments in 2023 and 2022 were:

	2023	2022
Benefice Administrator:	12,670	11,695
Organists:	6,925	6,300
Children & Youth Worker:	14,460	12,203
Technical Support, mainly livestreaming	3,962	1,709
Cleaning at St. Catherine's	1,048	897
Totals:	39,065	32,804

In accordance with the SORP, the above figures do not include any transitory income (e.g. payments to organists through the PCC for weddings and funerals), but do include payment of properly-approved expenses.

No payments were made to PCC members apart from transitory income (e.g. verger, bells and chorister fees), and properly-approved reimbursement of incurred expenses.

5. FIXED ASSETS FOR USE BY THE PCC

5(a) *The House 'Convallaria' in Bridge Street*

This was received as part of a legacy in 2015 and its value at the end of 2016, after major refurbishments and improvements, was estimated at £330,000. Its value at the end of 2020, allowing for house price changes locally over the previous 4 years, was conservatively re-estimated at £355,000. The property was vacated in October 2023 without full rent being received, and it is not occupied as of the end of 2023. Use of its rental income is described in note 8.

5(b) *Other tangible fixed assets*

Fixed tangible assets considered to be the property of the PCC include the furniture in the shop and some other parts of the church buildings, fire equipment, heating systems in the Lady Chapel and St. Catherine's, alarm and bird-proofing systems, storage sheds, some carpets, sound and video systems. The value of these assets is regularly updated and revised to ensure that they are reasonably well aligned with the Church Terrier, insofar as this is permitted by the Charity Accountancy regulations.

There was one addition and no write-offs relating to these tangible assets in 2023 and, applying a nominal depreciation of 25%, their value has been estimated at £6,530 as of the end of 2023. Adding this to the estimated value of Convallaria gives the figure of £362,592 for tangible fixed assets quoted in the Balance Sheet. The changes in value are shown in the SOFA.

5(c) *Shop Stock*

A full stock-take was undertaken by the shop manager, with assistance, at the end of 2022. Value of the stock as of the end of 2023 has been calculated using the sales and stock purchase figures during the year. The significant increase in stock value shown in the balance sheet and SOFA is primarily due to the purchase of 4,000 new stained-glass window guides with a potential sale value of £4.50 each.

5(d) *Investment and Endowment Funds*

The PCC no longer has any investment funds apart from two permanent endowment funds which are invested with CCLA through the diocese. The valuations of these at end of 2023 are shown in note 6 and in the balance sheet, and the change in value is shown in the SOFA.

6. DETAILS OF FUNDS

The name of each fund, and its cash value rounded to the £ at the start and end of 2023, are given below.

Value at 31/12/22	Fund Title	Value at 31/12/23
131,069	Unrestricted General Fund	98,289
	Restricted Funds	
34,336	Preservation & Protection Fund	0
4,391	Bell Fund	4,607
80	Flower Fund	655
88	Children & Youth Fund	1,265
8,608	Organ Fund	7,882
42,554	Stained Glass Fund	93,982
60,092	Restoration Fund (Spent Out and Closed)	0
150,149		108,391
	Endowment Funds	
451	Charlotte Allen Churchyard Trust	495
7,093	Miss Sophia Louise Faulkner Trust	7,780
7,544		8,275

The ***Unrestricted General Fund*** is the main operating fund of the PCC. All unrestricted transactions described in the SOFA, and in the details given in sections 2 and 3 of these accounts, relate to this fund.

The Preservation & Protection Fund is a fund set up to receive donations restricted to the preservation and maintenance of the general fabric of Holy Trinity Church building, including the major part of the insurance if required. Any donations, legacies, or fundraising income specifically for the church building in general, and not for the wider ministry and mission of the Church, are allocated to this fund.

The Bell Fund receives contributions from donors and visiting bands specifically for the maintenance of the bells and frame at Holy Trinity.

The Flower Fund is used to buy flowers and related material for the decoration of the church and receives payments or donations specifically for that purpose.

The Children & Youth Fund is a fund restricted to paying for the work with children, families, and young people. This includes Messy Church, the Fusion youth group, the Connect mother & toddler group at St. Catherine's, and any other family and youth initiatives.

The Organ Fund was set up during 2018 to receive donations and fundraising revenue towards major refurbishment and enhancement of the church organ. Routine maintenance of the organ is paid for out of the General Fund.

The Stained-Glass Fund was set up during 2019 to handle the money received and paid out for the work on the restoration and protection of the eight medieval stained-glass windows. All donations, fundraising and grants for the stained-glass work are received into this fund, and all payments by the PCC for that restoration and protection work are made from it.

The Restoration Fund was spent out and closed during 2023 owing to the major restoration work on the clerestory windows. Donations restricted to restoration can now be made to the Preservation & Protection Fund.

The Charlotte Allen Churchyard Trust is for keeping in good order and condition the Churchyard and requesting that the graves and memorials of William and Charlotte Richold and of Charlotte Allen and her husband be given adequate attention. This is a permanent endowment fund held by the diocese.

The Miss Sophia Louise Faulkner Trust is an endowment fund for the upkeep of the memorial window in memory of Miss Faulkner's father and mother and for general repair of the church. This too is a permanent endowment fund held by the diocese.

Separate but Related Charity

Friends of Long Melford Church Building Trust

This is an independently registered charity (commission no. 1069008) whose purpose is defined as 'To administer funds and trusts to assist the PCC in the repair of the fabric of Holy Trinity Church, Long Melford'.

One of the important elements of the PCC's relationship with the Friends is the project to preserve the medieval glass, for which the Friends hold restricted funds donated by members of the Clopton family. In 2023 the Friends contributed £55,000 towards the ongoing work on two windows which has now been completed.

The Friends also contributed £15,000 in 2023 towards the cost of the restoration work on the clerestory.

7. INCOME TAX RECOVERED FROM HMRC THROUGH GIFT AID

Some of this income is received by the PCC directly from HMRC through our Gift-Aid claims, and some is received via PGS (Parish Giving Scheme) which claims the money on behalf of the PCC and forwards it to the PCC account each month. The split of this income, and its subsequent distribution to the respective funds and charities, is shown in the tables below.

Sources of Tax Recovered Through Gift-Aid, and its Allocation

	2023	2022
Received Directly from HMRC:	14,479	17,673
Received via PGS (Parish Giving Scheme):	4,887	4,060
Total:	19,366	21,733
Donations to Charities through the Church account:	356	512
Children, Youth & Family Work:	232	348
Stained Glass Fund:	3,464	6,690
Organ Fund:	10	33
Unrestricted:	15,304	14,151
Total:	19,366	21,733

8. FUNDING OF CHILDREN, FAMILY AND YOUTH WORK COSTS

The Children, Family and Youth worker is part-funded directly by the Diocese through the Lightwave project, but most of her time is funded directly by the PCC.

The rental income from the house mentioned in note 5(a), after an allowance for routine upkeep and maintenance costs, has been designated by the PCC to fund Children and Youth work. In addition, the Children & Youth fund receives, on occasions, donations or fundraising revenue specifically restricted for that purpose. Taking those factors into account, the net impact of this work on the unrestricted general fund in 2023 was to increase the deficit by £4,660.

9. RESERVES POLICY

The reserves policy of the PCC, which is reviewed annually, is based on an estimate of 3 months' parish share and 3 months of maintenance, insurance and all other expenses totalling £33,000, to be held as part of the Unrestricted General Fund.

10. TRANSITORY INCOME

In accordance with recommended accounting practice, transitory income is not shown in the SOFA, but major items of possible interest are summarised for information in the following table.

Summary of Major Transitory Income

	2023	2022
Transitory transactions within the benefice	2,586	2,626
Diocesan fees for weddings and funerals:	698	1,732
All other transitory payments for weddings and funerals:	7,046	7,066
	10,330	11,424

11. INCOME FROM CONTACTLESS CARD DONATIONS AND ONLINE ONE-OFF DONATIONS

The gross income and charges relating to each of these sources in 2023 and 2022 are tabulated below.

Card and Online Button Donations Credits and Costs	Gross Credits		Charges	
	2023	2022	2023	2022
'Box' Contactless Donations	6,690	6,058	723	662
'SumUp' Contactless Donations	2,520	0	72	0
Online Button/QR Code Donations	396	615	5	8

The contactless card reader in the cabinet accounts for over half of all the non-gift-aided one-off unrestricted donations received in the church, though some of those card donations are probably in lieu of Sunday loose collections. The two ‘SumUp’ card readers were installed at the end of August and are proving to be very worthwhile and cost-effective. They are currently restricted to fabric or Children’s work but that can be changed if required. The online donations button accessed through the QR code or Church website is also a useful facility because there is no fixed cost for this, just a low percentage charge.

12. CHURCH SHOP ACTIVITY

Revenue from shop sales was down by 16% compared with 2022, probably because of reduced numbers of casual visitors due to the clerestory work. Takings by card machine were 45% of total takings. It seems likely that this percentage would be higher, and total shop revenue would also be higher, if it were possible for the shop to be attended for longer periods in the future than it was in 2023.

13. ALLOCATIONS OF BANK CHARGES AND INTEREST

The PCC has approved the allocation by the Treasurer of bank charges incurred and interest earned by the various funds in rough proportion, respectively, to the number of transactions and to the average amounts held in those funds during the year. On that basis, bank charges of £61.87 and interest of £3,023.63 were allocated to the Stained-Glass fund, and £771.31 and £4,002.73 correspondingly to the General Fund. Adjustments to the other restricted funds were not considered necessary.

14. CREDITORS

The unusually high figure of over £60,000 shown in the balance sheet as owed at the end of 2023 is a result of Canterbury Cathedral Enterprises still not having submitted its invoice for the completion of the restoration work in the third window, which work was completed during November 2023. The estimated cost for this, based on previous invoices, was £57,014.82 and so this has been provided for in the accounts.

15. OBSERVATIONS ON 2023 FINANCIAL FIGURES

The two fabric-restricted funds have been totally spent out on the essential clerestory restoration work. In addition, there was a year-end deficit of £33,653 in the unrestricted general fund. Most of this unrestricted deficit can be accounted for by a combination of the clerestory work (directly and indirectly), the work on electrical power upgrade, the problems with Convallaria, and a major purchase of shop stock. After taking all those factors into account the remaining current-account deficit for the year is estimated to be in the region of £3,000.

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2023 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Neil J Pearson

Dated: 29/2/24

Address:
87 High Street,
Bildeston,
Suffolk
IP7 7ER

PCC OF LONG MELFORD

England & Wales - Charity number 1169680

Accounts

The Diocese of St Edmundsbury and Ipswich

The Chadbrook Benefice





<u>Annual Report and Financial Statements</u>

For the year ended 31st December 2022
Parochial Church Council

Holy Trinity Church with St Catherine's
Long Melford, Suffolk

APCM meeting will be held at St Catherine's Church, Long Melford
on Wednesday 10th May at 7.30pm

Loving God,
once more we thank you for our church
and for the fellowship we share with one another.
We praise you for all whose contribution to our life together
we recognise and acknowledge this day –
all who have served the church over the years,
who have nurtured and encouraged our faith,
who have been part of our continuing life and witness.

We pray for those who offer their services this day:
those who will take on new positions of responsibility –
equip them to fulfil their duties wisely and faithfully;
those who will continue in the office
they have already been undertaking –
give them renewed inspiration and vigour in their work;
those who will stand down from office –
may they know their labours have been appreciated.

Holy Spirit, Lord God, Giver of life,
come to us as a refreshing and strengthening power;
purge out of our lives all that denies your inspiration;
keep us alert to your challenges;
let us be open to your new demands, both in the world and in the church;
give us humility that we may see your vision and, trusting in your power, commit ourselves to it,
In the name of Jesus Christ our Lord

AMEN

Annual Vestry Meeting

Agenda

1. Prayer
2. Apologies
3. Minutes of the last Vestry Meeting held on 22nd May 2022
4. Election of Churchwardens for 2023-2024

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 1

Annual Parochial Meeting

Agenda

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on 22nd May 2022
3. Matters arising from the minutes
4. Electoral Roll Report
5. Financial Statement for the year ended 31st December 2022 including the Independent Examiners report
6. Report on the Fabric, goods and ornaments of Holy Trinity and St Catherine's churches
7. Group reports and Deanery Synod report (attached)
8. Elections
   Three lay representatives to the Parochial Church Council – each for three-year terms.
9. Election of PCC Members
10. Appointment of Independent Examiner for 2023
11. Results of Elections, if any
12. Any other business
13. Rectors Report

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 2

Parochial Church Council 2022

Administrative Information

Holy Trinity Church Long Melford is situated at the northern end of the village green, overlooking the village. St Catherine's, in St Catherine's Road is situated in the heart of the residential area of the village further south. They are part of the Diocese of St Edmundsbury and Ipswich. The correspondence address is The Rectory, The Green, Long Melford, Sudbury, Suffolk CO10 9DT.

The Parochial Church Council (PCC) is a charity requiring registration to the Charity Commission, as a church with an income greater than £100,000. PCC members as this report was prepared are:

Chairman:	Rev Matthew Lawson
Church Warden(s)/ vice chair:	Cheryl Morgan
Church Treasurer:	David Walters
PCC Secretary:	Bronwen Recknell
Representative on Diocesan Synod	John Watts ex-officio (2020-2023) David Walters ex-officio (2020-2023) David Hamand ex-officio (2020-2023)
Assistant Priest	Judith Offord
Assistant Priest	Henry Heath

Elected Members:

Alison Ewbank	2020 – 2023
Charlotte Harkness	2021 – 2024
Harry Mee	2022 - 2025
Fiona Pearson	2020 – 2023
Graham Wegg	2021 - 2024
Deborah Blake	2022 - 2025
Ian McDonald	2022 - 2025

Co-opted Members:
Judi Moss
Bronwen Recknell

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and for election to the PCC.

Objectives and Activities

Holy Trinity and St Catherine's PCC has responsibility for co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church buildings of Holy Trinity and St Catherine's and the Glebe land, Long Melford.

Church Services

Throughout 2022 there were 7 Weddings, 8 Christenings and 30 Funerals. The average attendance at Holy Communion was 72. Livestreaming of Holy Communion and Evensong continued with several people joining the services online.

Elders

There are currently 10 Lay Elders in the Chadbrook Benefice.

Charlotte and Richard Blyth
Malcolm Brunwin
Nicky Lawson
Christine Smith
Pam Tonks
Tim Harbord
Ian McDonald
Linda Goodban
Kevin Powell

Parochial Church Council – Review of the Year

During the year there have been six meetings of the Parochial Church Council with an average attendance of 8 members. There were also some additional meetings to discuss the planned works on the clerestory.

The churchwardens met weekly via Zoom to discuss ideas and issues with Revd Matthew.

All the services were held in church along with livestreaming. Darryl Poynter has been supporting the livestreaming and the preparation of the DVDs of the service along with arranging distribution to care homes and to those without internet facility. We are planning to continue livestreaming the services in the future and livestreaming both weddings and funerals have proved very popular particularly for families who are abroad or unable to attend in person.

This year we have conducted 7 weddings, 8 baptisms and 30 funerals.

This review highlights the main activities of the PCC, whilst the Finance and Fabric Reports to follow summarise further work carried out by the PCC in these areas. Members of the PCC meet regularly to address the issues that arise from the responsibility of such a historic and important building and to consider aspects of ministry concerning the church community in Long Melford.

During 2022 the PCC continued developing the Diocesan initiative 'Growing in God' and the development of the children's ministry. Our Family and Youth worker has been working to continue to build strong relationships with the Primary School which is a member of the Diocesan Academy. Pam Tonks together with a band of volunteers continue to build the youth groups - Connect, Base Camp, Fusion and Messy Church. Pam and Nicky Lawson are now both supported by 'Lightwave', a diocesan group prioritising outreach across Suffolk. Nicky has pioneered the 4 o'clock community which brings together informal worship, Messy church, café church, forest church and socials across the benefice (including Lawshall). This is raising the profile of the church across all age groups.

By the end of April 2023, the Holy Trinity Facebook page 'followers' had risen from 570 to 859 and the Connect Facebook page has risen to 311 'followers'. The Children at Church Facebook group now stands at 64 members. For the younger generation we are increasingly using WhatsApp.

In July, we enjoyed hosting BBC Songs of Praise.

Members have also spent time managing the legacy from the late Ken and John Talbot of property located in Bridge Street and residual estate funds. Options for future capital investment are being explored.

Work to maintain the facilities both in Holy Trinity Church and St Catherine's are ongoing.

In 2023 we said goodbye to both Jane Kohler and Sue Kistruck who have moved closer to their families.

Sadly, in 2022 we lost Janet Cadge, Hazel Davey, Sir Richard Hyde-Parker, Sir John Mowbray, Mary Powell and Brigadier John Rigby who had all been regular worshippers and members of the church community for many years. At the time of writing, in 2023, we are also remembering Reg McKenna, Gwen Clephane and Bill Haldane.

The committee receive regular reports on the Diocesan Synod and Deanery Synod meetings keeping them advised on the wider church in Suffolk. A synopsis of these is included later in this report.

Thanks to all PCC members for their continued dedication and service to the Church and community.

Cheryl Morgan,
Churchwarden

CHURCH REPORTS

Treasurer's report to 2023 APCM

The 2022 approved and examined accounts, with front sheet and Independent Examiner's Statement, have been on display for over a month, and spare copies are freely available in both churches. It is not my practice to go through these in any detail at the APCM because they have been presented in full to the PCC, but please take a look at them and get back to me with any questions or concerns that you may have.

Our unrestricted reserves were depleted by £19,000 in 2022, partly because of repairs at St. Catherine's and a contribution to improvements to parking on the Green in addition to our normal expenditure, but costs like this must be expected and we need to continue to address our income sources, primarily regular giving, to ensure that our ministry and mission, as well as our wonderful but expensive building, continue into the future.

I am extremely grateful to Deputy Treasurer David Tweed, Cashier Ron Davies and Planned Giving Officer Theresa Munford for the essential work they do and the highly efficient way in which they cheerfully carry it out. We are also very grateful to our examiner Neil Pearson for his highly professional and helpful work at no charge, and I propose that he continues in this role.

2022 was my 8th year as PCC Treasurer, and so I am now into my 9th. While I am prepared to continue in this role for the present, it is not good practice to be indispensable and as most people know I am quite active in various other areas, including as a member of the Bishop's Council and Diocesan Finance Committee. It would therefore be healthy for the PCC to find a Deputy Treasurer who would be prepared eventually to take over, either running the evolving financial system that I have now put in place or radically changing it and running it their own way, as I did when I took on the role in 2015.

David Walters, Honorary Treasurer

Electoral Roll

Fabric Report including Stained Glass Windows Report

Report to APCM: Clerestory Windows Repairs and "Does God Matter?"

1. The contractor for the repairs, Bakers of Danbury Heritage Ltd, have been given a letter of appointment and will be given a contract as soon as a further bat survey has been completed.
2. Dates planned now we have had the go ahead for the works from the ecologists doing the bat surveys:

a. Scaffolding erection (church closed (weekdays)): weeks commencing 15/5 and 22/5. There will be two further periods of closure when the scaffolding is moved to the west end and when the scaffolding is finally dismantled.
b. The works are due to last approx. 26 weeks and Bakers have promised to be finished before Remembrance Day, but they have warned us not to be too reliant on dates provided by them other than the start date. We will receive a detailed work programme from Bakers in the next few days. Any changes will be publicised.
c. Bakers are preparing quotations for cleaning the reredos and the Cordell Tomb, while the scaffolding is in place at the east end.
d. All but one of the teams preparing exhibits for the Exhibitions have been briefed and are preparing their displays.
e. Review of exhibits by Coordinating Team and Rector: weeks commencing 8th and 15th May;
f. Mounting of exhibits: week commencing 29/5; NB Monday is Bank Holiday and Open Gardens.
g. First weekend (dynamic events as well as permanent exhibits) and launch/guest event: 23, 24 & 25 June (Phase 1 of works).
h. Second weekend (dynamic events as well as permanent exhibits): 15, 16 and 17 September (Phase 2).

3. The ecologists have given written consent for the works to proceed, but will be doing further surveys to identify the species of bats (probably common not rare) and the locations of their activities in the church:
    a. Infra-red survey (IR) 8pm-11pm 16/5 in Church; this may be brought forward to provide a Method Statement to the contractors before they start work; we will be provided with a copy of the IR film.
    b. Installation of bat monitors, 16/5.

    The ecologists will then work with the contractors to produce a programme of works in areas of bat activity/sensitivity and works involving vibrating/disturbing tools, in order to minimise the number of monitoring visits required by the ecologists.
4. Preparations for the celebrations “Does God Matter? The Answer Lies in the Scaffolding” are well underway with several teams active on exhibits and also on support activities such as publicity, lighting, security, risk assessment, insurance, WC’s, photography of the event. A pop-up café is also planned, certainly for the two weekends and for as much of the period of the permanent exhibitions as possible. A list of special guests is being prepared for the Guest Event on Friday 23rd June.
5. Volunteers are still needed from as wide a circle of friends and contacts around the church as possible, especially to join rotas for welcoming visitors and for assisting in the café. Talk to Coordinating Team: Cheryl Morgan, Deborah Blake, Chris Badger, David Walters and myself.

Ian McDonald
28/4/23

Stained Glass Fund

Following the return of the 'Hare' window, the second window was fully restored and returned this year and a third one taken away. Sadly, the work of the third window has been seriously delayed and will not be returned until September. We were hoping to get another window started by the end of 2023, but it looks as though that may be pushed into 2024.

We had a successful safari supper that raised about £3000, we supported the Rock Choir concert and ran the publicity and bar for that and raised a similar amount.

The next event will be the King's Coronation when we are doing church tours and selling merchandise in the church.

Then for the Open Gardens, we will be serving refreshments at Mansel Hall for the glass fund.

We will also be mounting an exhibition on the scaffolding when it has been erected.

Sally McDonald

4 o'clock Community

We've had a lot of fun together in our first year of the 4 o'clock Community, learning how to "do Church" together in new ways and develop people's gifts. We usually meet on Sunday afternoons in varying locations across our villages in the Chadbrook Benefice, indoor and outdoor, with a range of activities from pub or fire pit socials to Wild Church, farm visits, Café Church, Messy Church and "Shine" informal worship. Attendance can vary between 10 and 90 which can be a challenge for catering (!).

Pam Tonks leads Messy Church as part of her family worker role linking with Connect and the schools, and Nicky Lawson leads the remainder of the 4 o'clock Community. Nicky has become a Licensed Lay Pioneer this year, supported by the Diocesan Lightwave initiative and Archdeacon Sally Gaze.

We've had an encouraging start making new disciples, with several people and families becoming regular attenders and also some attending the church Alpha course from the 4o'clock community despite the challenges of starting out of a pandemic with people caught up in the busyness of life returning to more normal times.

We've also been encouraged by our strengthening connections to both of our local primary schools through Messy Church, from which we can then invite families into the 4o'clock community. We have actively been involved in village events such as the Christmas Fayre (Messy Christmas) and Jubilee (patchwork project). We have also found meeting outdoors in farms, community woodlands and other green spaces and also pub socials have made "Church" more visible and accessible to our local communities.

We have had two new leaders emerging who are particularly getting involved with the Wild Church team, we've also had a team form from existing believers who are becoming more committed using their gifts to develop the informal worship Shine, and new leaders joining our Messy Church team. We also have found that Christians from other churches further afield are joining with us periodically to reach out in their home villages.

We feel we are approaching critical mass for sustainability where we are starting to see people growing in faith, emerging leaders and emerging ideas for small groups. We are considering becoming part of Lightwave piloting the National "Growing New" initiative which we hope will help us become more sustainable long term, especially in developing leaders and small groups.

Our main impact has definitely been in creating a sense of community for "the middle generation" where people are developing friendships and a sense of belonging in a worship context…this has had benefits beyond our community to also start impacting our Benefice's more traditional worship with younger generations starting to be more actively involved with Church in general. To quote one of our committed participants "I've had a faith before, but this is the first time I've wanted to belong to a Church".

Nicky Lawson

Deanery Synod report to APCM May 2023.

The Synod has three-monthly meetings in churches in the Deanery. The acting Rural Dean, Simon White has led the meetings. Reports are given at each meeting on financial matters by David Walters who is Deanery Organiser. Funds are scarce at the present time and our Deanery is at the bottom of the league table although we are not necessarily the poorest Deanery.

Updates are presented from the Diocesan and General Synods, and these are detailed and informative. The Venerable James Ridge gave a comprehensive report on the recent General Synod meeting, and it is available to view on You Tube.

Other discussion items are presented on local and current topics and parish help schemes are described. An update on "Living in Love and Faith" has also been discussed. Long Melford always presents itself as a thriving parish with a variety of activities.

It was highlighted the discussion of some controversial topics have been hampered by the isolation of Covid and there is a need for love and humility in debates.

The Archdeacon's visitation will take place on 21st June at Holy Trinity Church, Long Melford at 7.30pm.

Finally, one of our loyal representatives, David Hamand, is standing down after serving on the Deanery Synod for 21 years.

Big Bells and Hand Bells

Big Bells

Following 2 years of restrictions as a result of Covid, this year saw the tower return to 'Normal Service' (almost). We still have some precautions in place to ensure we do all we can to protect ringers from the virus, but we are now once again able to provide bells for Services, Weddings, Funerals, open towers and other public events.

Our 3 new members from last year, Rita, Daniel and Samuel, were all elected into the Suffolk Guild and are now fully fledged ringers. We also gained new younger ringers, Danny, Seth, Ewan and Morgan (all aged 10-11) who practice diligently with us every week and are all making good progress. We also have Brooke and Cara (aged 8) who only practice with us during school holidays as practice is too late for them during term times. Following an open tower day, we also gained new adult ringer Mary who is also progressing very well.

As the Nation mourned the passing of Queen Elizabeth II, ringers rose to the challenge of ringing bells fully muffled for the announcement of the death of the Queen and on the day of the funeral of Her Majesty. Bells were also rung 'Loud and Proud' in celebration of the proclamation of King Charles III. We were very proud to participate in ringing for these events, and in particular that the local Primary School allowed Ewan, Seth and Danny to leave school during the day to participate. They were issued certificates for taking part which they proudly showed in school where they each gained a head teacher award for their commitment and efforts.

We plan to have all our ringers, young and old participate in ringing for the Coronation of King Charles III in May 2023.

Our steeple keepers David and Alan are training Daniel, Craig, Sam and Danny the skill and challenge of maintaining our bells, and I would like to extend a huge vote of thanks to them all for the many visits to the Belfry made during the exercise of muffling and un-muffling the bells for the various events mentioned above.

Our band is growing ever stronger, often ringing on all 8 bells for Sunday services, and completing methods rather than simple call changes. Practice takes place every Wednesday from 7pm till around 8.45pm. New ringers are always very welcome so if you would like to know more about the bells or see how it all works, please contact: Linda Goodban - linda@rodbridge.com or 07786 151650

Hand Bells

As with big bells, we have returned to 'Normal Service' in 2022, meeting weekly for our practice night. We ring from music although you do not need to be able to fluently read music to be able to play. If you can count to 6 and listen, then you are generally able to participate, and we would really welcome anyone that fancies popping along to have a go.

We took the handbells from St Catherine's, where we practice on Tuesdays, 7.30-9pm, to Holy Trinity, in November so that the Cubs could all have a go and they successfully managed to complete what was asked of them.

Our year culminated with 2 performances at Christmas – one at Holy Trinity before the Carol Service and it was fabulous to be able to accept the invitation to resume our annual slot at Little Whelnetham's, St Mary Magdalene's candlelit Carol Service.

New ringers are always very welcome and if you would like to know more, please contact Theresa Munford – theresamunford1@aol.com or 07979 918027.

Linda on 07786 151650 / linda@rodbridge.com (Tower Captain)
Theresa on 07979 918027 / theresamunford1@aol.com (Deputy Tower Captain/Handbells conductor)

Linda Goodban
Tower Captain, Holy Trinity Church

FRIENDS OF LONG MELFORD CHURCH BUILDING TRUST REPORT

This report begins on a sad note by reporting that Brigadier John Rigby, a long-time member of the Church community and the second chairman of the Friends passed away in September 2022. He was responsible for setting up the charitable trust on which The Friends is based.

The work on the stained glass has progressed well and The Friends will be donating £130,000 towards the costs of this project. In the past The Friends funded £40,000 for experimental and trial work and nearly £70.000 on the first window. We should be able to fund work on one further window this year.

The Friends will also donate £15,000 towards the clerestory project from our general funds.

The concert planned in 2020 in memory of Patrick Kohler, our former chairman, took place in October 2022. This was a joint venture between The Friends, Melford Music and the Church and raised £580. It was a most fitting tribute to Patrick and was attended by his family.

Myself and other trustees took part in the Clopton Rose service on Trinity Sunday when the rent of one red rose was received from the Mayor of Hadleigh by the Chair of Long Melford Parish Council on behalf of the Clopton Association.

We are now starting work on the Clopton Association Reunion2024 using the postponed 2020 programme as a platform. We are focussing on a purely local visit this time.

The Friends is a charity raising money for the fabric of Holy Trinity Church but is totally independent of the Church organisation. We very much appreciate the continuing support and donations of our members. I thank my fellow trustees and our treasurer very much for their dedication and commitment.

John Watts.
(Hon. Chairman of The Friends - May 2023)

Minutes of the Annual Parish Council Meeting of Holy Trinity Church with St. Catherine's held during the service on Sunday 22nd May 2022 at 10.30am in Holy Trinity Church, Long Melford

The meeting opened in prayer.

1. **Members Present**

   Alan Douglas, Charlotte Harkness, Revd M. Lawson, Ian MacDonald, Harry Mee, Cheryl Morgan, Judith Offord, David Walters, John Watts, Graham Wegg, and 62 members of the congregation

2. **Minutes of the previous Annual Parochial Church Meeting**

   The minutes of the last meeting were approved and signed as a true record.

3. **Matters Arising**

   There were no matters arising.

4. **Electoral Roll Report**

5. **Financial Report**

   David Walters had previously presented his financial report and verbally, gave a run-down of the finances. With the introduction of the two card machines, giving had increased. Going forward he wanted to maintain the donations to the church. He thanked David Tweed and Teresa Munford who supported him. He also thanked to Sarah Jones-Lloyd and Patricia Roberts for running the shop. DW said he would welcome someone to work alongside him with the finances as he has been the treasurer for 8 years in succession planning.

6. **Annual Report for 2022 for the APCM**

   Fabric Report

   IM reported on the repair of the clerestory windows, saying that the work should start in September 2022. Other work that had been carried out was the parking on the green, the gates were open when the weather was clement and would be closed when weather is poor. The upgrade on the power had been delayed. The garden wall which had been knocked down by a vehicle had been repaired and the rest of wall had also been done. Two more of the medieval windows had gone off to Canterbury Glass. The electroliers were missing bulbs which needed replacing and all the bulbs changed to LED. SJL asked what work was being done to the clerestory windows. IM said that some of the stonework, metalwork and lead in the windows needed repairing. AD asked what was happening with the kitchen. ML said it needed to be resurrected and moved forward.

LS said that regarding the toilet facilities and kitchen, if facilities were better, we could offer a better service and we could raise more money.

7. Rector's Report

The Rector began by saying that his role was split into three areas, being a Christian presence, reaching out to two missing generations with the good news of Christ's love and the Outreach activities which included the Connect toddler group, work in both Long Melford and Lawshall schools, and this week he had been presenting Pentecost and activities. There were 25 children in Fusion the bellringers included families and children. Other activities included Messy church, Informal worship, Forest church and socials. They were holding events at 4pm on Sundays across the whole benefice including Lawshall. Lightwave supported practically, spiritually and financially Christine, Nicky and Pam. There were also family worship and traditional worship, baptisms, weddings and funerals.
Pam Tonks said that recently her defences had been down however she mainly felt the holy spirit with us and felt most supported saying the support just came like a miracle. The first Messy church at Lawshall had just one family attend however the next session they had 35 children and 37 parents.
Nicky Lawson said she felt really encouraged with the launch event which was a stargazing walk. They had a wonderful time even though it was cloudy and ninety people turned up bringing people together across the benefice.

Nigel Brown gave a brief review of the choir and music. He said that through the pandemic not once had they missed music. Initially they were not allowed to stand next to each other, then two metres apart and masked when possible. Now they were back to normal with rehearsals every Thursday evening. They had started Evensong earlier this year in February and the services had been well received and that members from the Nightingale choir and the cathedral swelled evensong numbers. He said that they were saddened to lose James Recknell and Janet Cadge this year. He had reintroduced the Kyrie and they were in the process of rehearsing a new anthem for the Queen's Platinum Jubilee. He welcomed new members including children and there was no minimal requirement to attend. It was a challenge to get children into the choir and they may have to look to paying them. He remarked that they had been waiting a long time for the organ to be finished and asked the congregation to sign up to Easy fundraising.com which simply by shopping online, funds could be raised to repair the organ.
The Rector finished by acknowledging everyone who volunteered in the church including the flower ladies, the cleaning team, the after service refreshment team, those who stock and serve in the shop, the sidesmen, the sacristan team, intercessors and readers, the small group leaders, the ministry team, the stained glass teams, walks and talks, those that keep the graveyard tidy, the helpers with the children's event, the governors at school, the trustees of Holy Trinity Hospital and anyone else involved in the life of the church– get list off

8. Election of PCC Members

The following members were elected following completion of nomination forms:
Deborah Blake
Ian McDonald
Harry Mee

It was agreed to co-opt Judi Moss and Bronwen Recknell until they had been on the electoral roll for 6 months when they could become full members.

9. Appointment of Independent Examiner

Neil Pearson was proposed to be the independent examiner for 2022, proposed by DW, seconded by IM and all were in favour via a show of hands.

10. Rectors Conclusion

ML said it had been another unsettled year and change had been faster than usual. The online services and his role in management technology took up many hours each week. Darryl Poynter was starting to take that burden off him. They had lost some people far too soon or far too isolated and he had been humbled by faith and love and celebrated their lives. He thanked everyone for their support with Lawshall, he had been so encouraged by the support. Lawshall would formally be added very soon to the benefice. He needed to delegate more of the ministry tasks, including training elders to lead more services. He thanked Henry, Judith and Malcolm for their support and added that he planned to train KP as a reader this year as well as getting back on track.
He planned to continue to enjoy worship, develop the worship team, address the financial shortfall and grow the 4 o'clock community along with time to rest, pray and reflect. He also intended to give out more of God's love and peace.

11. **AOB**

John Watts thanked Matthew saying he was doing a brilliant job.

Signed……
…….

Date……

Minutes of the Annual Parishioners meeting of Holy Trinity Church with St Catherine's held during the service on Sunday 22nd May 2022 at 10:30am in Holy Trinity Church, Long Melford

1. **Members Present**

   Alan Douglas, Charlotte Harkness, Revd M Lawson, Ian McDonald, Harry Mee, Cheryl Morgan, Judith Offord, David Walters, John Watts, Graham Wegg and 62 members of the congregation.

2. **Apologies**

   There were no apologies.

3. **Minutes of the previous Annual Parishioners Meeting**

   The minutes of the previous meeting were approved and signed by Revd. Matthew Lawson

4. **Election of Churchwardens**

   Cheryl Morgan was elected (see nomination form)
   Deborah Blake and Graham Wegg would support Cheryl as assistant churchwardens.

5. **AOB**

   ML thanked Ian McDonald for his work as Churchwarden. Ian reflected on his time as Churchwarden saying that whilst he was in post, youth Christianity had grown and that there were now three paid workers, Vicky Moakes, Pam Tonks and Darryl Poynter who looked after all the technology. ML also thanked Cheryl for all her work.

Signed……

Date…….

Holy Trinity with St Catherine's Long Melford

Registered Charity Number: 1169680



PCC Annual Accounts

For the Year 1st January – 31st December 2022

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2022 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Neil J Pearson

Dated: 1/3/2023

Address:
87 High Street,
Bildeston,
Suffolk
IP7 7ER

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Statement of financial activities for year ending 31 December 2022

INCOMING RESOURCES

	Note	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Total funds
		2022	2022	2022	2022	2021
		£	£	£	£	£
Incoming resources from donors	2a	87,699	170,468	-	258,167	112,149
Other Voluntary incoming resources	2b	-	2,970	-	2,970	3,357
to further the Council's objects	2c	8,923	1,552	-	10,475	8,706
to generate funds	2d	20,044	6,658	-	26,702	14,333
Income from investment	2e	1,381	2,095	-	3,476	129
Other ordinary incoming resources	2f	12,989	-	-	12,989	10,881
TOTAL INCOMING RESOURCES		131,036	183,743	-	314,779	149,555
RESOURCES EXPENDED						
Activities directly relating to the work of the Church	3a	123,943	164,443	-	288,386	125,540
Church management & administration	3b	16,681	32	-	16,713	13,807
Cost of generating funds	3c	9,434	-	-	9,434	5,006
Grants to other charities	3d	-	3,815	-	3,815	3,822
TOTAL RESOURCES EXPENDED		150,058	168,290	-	318,348	148,175
NET (OUTGOING)/INCOMING RESOURCES		(19,022)	15,453	-	(3,569)	1,380
Investment (losses)/gains	6	-	-	(463)	(463)	828
Increase in capital items	5b	-	-	-	-	7,400
Capital items written off	5b	-	-	-	-	(4,019)
Depreciation	5b	(2,902)	-	-	(2,902)	(1,403)
(Decrease) in shop stock	5c	(2,008)	-	-	(2,008)	(614)
NET MOVEMENT IN FUNDS		(23,932)	15,453	(463)	(8,942)	3,572
BALANCES BROUGHT FORWARD AT 1st JANUARY		526,717	134,696	8,007	669,420	665,848
BALANCES CARRIED FORWARD AT 31st DECEMBER		**502,785**	**150,149**	**7,544**	**660,478**	**669,420**

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Balance sheet as at 31 December 2022

	Note	2022	2021
		£	£
FIXED ASSETS			
Tangible Fixed Assets	5a&b	363,706	366,609
Investment Assets	5d	7,544	8,007
		371,250	**374,616**
CURRENT ASSETS			
Shop Stock	5c	8,009	10,017
Short Term Deposits		256,751	248,275
Cash in Current Account		5,072	33,612
HMRC Debtors	7	17,673	11,701
Other Debtors		6,476	575
		293,981	**304,180**
LIABILITIES			
Creditors		(1,921)	(3,381)
Pre-paid income		(2,832)	(5,995)
		(4,753)	**(9,376)**
NET CURRENT ASSETS		**289,228**	**294,804**
NET TOTAL ASSETS		**660,478**	**669,420**
FUNDS	6		
Unrestricted		502,785	526,717
Restricted		150,149	134,696
Endowment		7,544	8,007
		660,478	**669,420**

Approved by the Parochial Church Council on 6th March 2023 And signed on its behalf by

M Lawson

Chairman

The notes to the financial statements on pages 3 to 10 form part of these accounts

1 ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with applicable accounting standards and the Statement of Required Practice, Accounting and Reporting by Charities (FRSSE SORP).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

The unrestricted general fund represents the funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC. If some of this fund is designated for a particular purpose of the PCC (e.g. children & youth work), it is also unrestricted. Details of this and of the restricted funds are given in section 6 of these notes to the accounts.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming Resources

Voluntary Income and Capital Sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the original donation is recognised, which may be some time before the money is received from HMRC. There may be a difference between the totals initially estimated by the Cashier and finally established by the Planned Giving Officer and agreed by HMRC, and any such difference after closure of the accounts is then included in the accounts for the following year. Some Gift-Aid income is received directly from HMRC and some is received via the Parish Giving Scheme (PGS), who claim it from HMRC immediately and forward it to the PCC within days. The split of this Gift Aid income and its allocation between funds and other charities is described in section 7 of these notes to the accounts.

Grants and legacies to the PCC are accounted for only when received.

Income from online card donations and contactless card donations is accounted for net within incoming resources. Details of gross income and charges are given in section 11 of these notes to the accounts.

Funds raised by any fund-raising activity are accounted for gross, provided that the information is available.

The sales from the Church Shop are all accounted for gross.

Other Income

Rental income from the letting of church premises or church property is recognised when due and received, any payments received in advance are classified as pre-paid income.

Income from Investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same accounting year.

Gains and Losses on Investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31st December

Resources Expended

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when paid.

All known liabilities for payments at 31st December are provided for in these accounts as an operational liability and are shown as Creditors in the Balance Sheet.

Any significant but unquantifiable liability is assessed as close as possible to the expected value and provisioned accordingly within accruals.

Grants

Grants and donations made to other charities by the PCC are accounted for when paid over or when awarded, if that award creates a binding obligation on the PCC. Any applicable Gift-Aid is credited at the time of the grant or donation and claimed in due course from HMRC

Fixed Assets

Consecrated Property and moveable Church Furnishings

Consecrated and Benefice Property is not included in the accounts in accordance with sections 10(2)(a) and (c) of the Charities Act 2011. Heritage assets are not accounted for as they do not form part of the objects of the PCC.

Moveable Church Furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal are accounted as inalienable property unless consecrated. They are listed in the Church Inventory which can be inspected at any reasonable time.

For inalienable property acquired prior to the Year 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Large items acquired since 1 January 2000 have been capitalised and depreciated in the accounts together with other assets that are able to have been valued, over their currently anticipated useful economic life. Depreciation is usually calculated as 25% of the reducing balance per annum.

A re-valuation of all tangible assets within and around the Church buildings, to estimate their actual practical value, is carried out on occasions to ensure a realistic value for these assets.

All expenditure in the year on consecrated or beneficed buildings or on the repair of moveable church furnishings acquired before 1 January 2004 is written off.

Other Fixtures, Fittings or Office Equipment

Equipment used within the Church premises is normally depreciated at 25% of the reducing balance per annum.

Any item of equipment with a purchase price of less than £1,000 may be written off when the asset is acquired, in accordance with the latest Church Accounting Regulations and as agreed by the PCC in January 2017. Any existing individual item with a residual value of less than £100 is normally written off, and assets with a higher value may be written off when appropriate.

Investments
Investments are valued at market value at 31st December

Current (Cash) Assets

Amounts owing to the PCC at 31st December in respect of fees, rents, Gift-Aid or any other income are shown as Debtors, less provision for amounts which may prove uncollectable

Short term deposits include cash held on deposit with the CBF (CCLA) Church of England Funds.

Any outstanding advance payments at the end of the year are shown within Debtors or are deducted from pre-paid income, whichever is judged the more appropriate for the item in question.

Transitory Income
In accordance with the SORP, transitory income which passes through the PCC account as agent is not included in the SOFA, but major items are commented upon briefly in section 10 of these notes to the accounts.

2 INCOMING RESOURCES

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2022	Total Funds 2021
		£	£	£	£	£
2(a) Incoming resources from donors						
Standing Orders, BACS and PGS		45,735	-	-	45,735	44,330
Numbered White Envelopes		3,540	-	-	3,540	5,829
Unrestricted G-Aided Yellow Envelopes		1,788	2	-	1,790	1,540
Loose Collections at 10:30 Holy Trinity		3,871	-	-	3,871	2,666
Other Holy Trinity loose collections		2,194	677	-	2,871	1,190
St. Catherines loose collections		-	-	-	-	50
Other non-GA Donations in Church	11	13,418	259	-	13,677	9,984
Received for Stained Glass Restoration		-	161,436	-	161,436	2,683
Grants & Sundry Other Donations		3,002	442	-	3,444	1,959
Gift Aid recovered on all donations	7	14,151	7,582	-	21,733	15,100
Legacies		-	70	-	70	26,818
		87,699	170,468		258,167	112,149
2(b) *Other voluntary incoming resources*						
Donations for other charities etc.		-	2,970	-	2,970	3,357
		-	2,970	-	2,970	3,357
2(c) *Income from operating activities: to further the Council's objects*						
Weddings & Funerals Stat Fees		4,760	-	-	4,760	4,517
Weddings & Funerals Other		4,163	160	-	4,323	4,096
Children's & Youth Work Donations		-	1,392	-	1,392	93
		8,923	1,552		10,475	8,706
2(d) *Income from operating activities: To generate funds*						
Commercial Use of Church Buildings		7,144	5,477	-	12,621	2,678
Festive Melford		-	700	-	700	546
St Catherine's Coffee & Cake		483	-	-	483	88
HCT Ride & Stride		302	-	-	302	538
Farm Tour		20	20	-	40	-
Sale of Church Calendars		-	-	-	-	25
Ian Steward's Barrell Organ		70	-	-	70	90
Flower Fund Revenue (excl. weddings)		-	250	-	250	-
Bell Fund Revenue		-	185	-	185	90
Matthew's Bike ride, before GA		-	10	-	10	173
Village Fete		359	-	-	359	-
Shop Receipts	12	11,666	16	-	11,682	10,105
		20,044	6,658		26,702	14,333
2(e) *Income from Investment*						
Dividends & Interest		1,381	2,095	-	3,476	129
		1,381	2,095		3,476	129
2(f) *Other ordinary incoming resources*						
Insurance Claims		1,900	-	-	1,900	-
Rental Income from Convallaria		11,089	-	-	11,089	10,881
		12,989	-	-	12,989	10,881
TOTAL INCOMING RESOURCES		**131,036**	**183,743**	**-**	**314,779**	**149,555**

3 RESOURCES EXPENDED		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2022 £	2021 £
3(a) *Activities directly relating to the work of the Church*						
Parish Share		59,364	-	-	59,364	59,051
Other Ministry & Mission costs		5,618	-	-	5,618	4,265
Church Running Expenses						
Utilities		8,651	-	-	8,651	2,355
Insurance		7,330	-	-	7,330	6,869
New Facilities and Equipment		9,687	-	-	9,687	27,399
General Repairs & Cleaning		15,446	-	-	15,446	4,925
Stained Glass Restoration		-	159,264	-	159,264	-
Other Holy Trinity Restoration		-	1,929	-	1,929	836
Bell Expenses		-	832	-	832	60
Flowers (excl. Weddings & Funerals)		-	718	-	718	96
Organist fees (excl. transitory)	4	6,300	-	-	6,300	4,860
Other music costs		1,044	-	-	1,044	706
Specific children's, youth & family work	4	10,503	1,700	-	12,203	14,118
		123,943	164,443	-	288,386	125,540
3(b) *Church Management & Administration*						
Administrator Time & Expenses	4	11,695	-	-	11,695	10,470
Other Administration Costs		3,575	-	-	3,575	1,517
Bank Charges		739	32	-	771	-
Maintenance & running costs of Convallaria		672	-	-	672	1,820
		16,681	32		16,713	13,807
3(c) *Cost of generating funds*						
Shop purchases, charges and costs	12	7,218	-	-	7,218	5,006
Commercial & fund raising expenses		2,216	-	-	2,216	-
		9,434	-		9,434	5,006
3(d) *Grants to other charities*						
Kagera, Lent appeal 21, donation 22		-	625	-	625	853
Ukraine relief, Lent Appeal 2022		-	855	-	855	-
Number 72, from Lent Appeal		-	855	-	855	853
Edens project, Sudbury		-	225	-	225	175
St. Nicholas Hospice		-	-	-	-	450
Cancer Research UK, IMO J Recknell		-	412	-	412	-
FLUMPS		-	-	-	-	488
Royal British Legion		-	510	-	510	562
Barnardiston PCC		-	313	-	313	148
Alpheton & Shimpling PCC		-	20	-	20	195
Lawshall PCC		-	-	-	-	98
		-	3,815	-	3,815	3,822
TOTAL RESOURCES EXPENDED		**150,058**	**168,290**	**-**	**318,348**	**148,175**

4. PAYMENTS TO INDIVIDUALS FOR SERVICES SUPPLIED

The PCC has no employees but makes payments at agreed rates to self-employed individuals who supply their services as required, all of whom also supply their services to other organisations. Payments in 2022 and 2021 were:

	2022	2021
Benefice Administrator:	11,695	10,470
Organists:	6,300	4,860
Children & Youth Worker:	12,203	12,748
Technical Support, mainly livestreaming	1,709	-
Cleaning at St. Catherine's	897	-
Totals:	31,907	28,078

In accordance with the SORP, the above figures do not include any transitory income (e.g. payments to organists through the PCC for weddings and funerals), but do include payment of properly-approved expenses.

No payments were made to PCC members apart from transitory income (e.g. verger, bells and chorister fees), and properly-approved reimbursement of incurred expenses.

5. FIXED ASSETS FOR USE BY THE PCC

5(a) *The House 'Convallaria' in Bridge Street*

This was received as part of a legacy in 2015 and its value at the end of 2016, after major refurbishments and improvements, was estimated at £330,000. Its value at the end of 2020, allowing for house price changes locally over the previous 4 years, was conservatively re-estimated at £355,000. The property has been occupied since October 2019 and the rent has been received up to the end of 2022. Use of this rental income is described in section 8.

5(b) *Other Tangible Fixed Assets*

Fixed tangible assets considered to be the property of the PCC include the furniture in the shop and some other parts of the church buildings, fire equipment, heating systems in the Lady Chapel and St. Catherine's, alarm and bird-proofing systems, storage sheds, some carpets, sound and video systems. The value of these assets is regularly updated and revised to ensure that they are reasonably well aligned with the Church Terrier, insofar as this is permitted by the charity accountancy regulations.

There were no additions or write-offs relating to these tangible assets in 2022 and, applying a nominal depreciation of 25%, the value of the existing tangible assets within and around the church buildings has been revised to a rough figure of £8,706 as of the end of 2022. Adding this to the estimated value of Convallaria gives the figure of £363,706 for tangible fixed assets quoted in the Balance Sheet. Any revaluations are shown in the SOFA.

5(c) *Shop Stock*

A full stock-take was undertaken by the shop manager, with assistance, at the end of 2022. This was the first time that this had been possible for 3 years because of covid-19 restrictions, and so in 2020 and 2021 estimates had to be made based on sales and purchases figures. Sale value of the stock has now been calculated at £16,018 and our convention is to take the asset value as 50% of this. The resulting figure of £8,009 is shown in the balance sheet and the change in value is shown in the SOFA.

5(d) *Investment and Endowment Funds*

The PCC no longer has any investment funds apart from two permanent endowment funds which are invested with CCLA through the diocese. The valuations of these at end of 2022 are shown as part of section 6. There was a fall in the value of these funds during 2022, as shown in the SOFA, and their total value at year end, as entered in the balance sheet, was £7,544.

6. DETAILS OF FUNDS

The name of each fund, and the cash values held in them at the start and end of 2022, are given below.

Value at 31/12/21	Fund Title	Value at 31/12/22
150,091	Unrestricted General Fund	131,069
	Restricted Funds	
27,870	Preservation & Protection Fund	34,336
4,978	Bell Fund	4,391
546	Flower Fund	80
40	Children & Youth Fund	88
7,244	Organ Fund	8,608
32,777	Stained Glass Fund	42,554
61,241	Restoration Fund (Closed to additions)	60,092
134,696		150,149
	Endowment Funds	
479	Charlotte Allen Churchyard Trust	451
7,528	Miss Sophia Louise Faulkner Trust	7,093
8,007		7,544

The ***Unrestricted General Fund*** is the main operating fund of the PCC. All unrestricted transactions described in the SOFA, and in the details given in sections 2 and 3 of these accounts, relate to this fund.

The Preservation & Protection Fund is a fund set up to receive donations restricted to the preservation and maintenance of the general fabric of Holy Trinity Church building, including the major part of the insurance if required. Any donations, legacies, or fundraising income specifically for the church building, and not for the wider ministry and mission of the Church, are now allocated to this fund.

The Bell Fund receives contributions from donors and visiting bands specifically for the maintenance of the bells and frame at Holy Trinity.

The Flower Fund is used to buy flowers and related material for the decoration of the church and receives payments or donations specifically for that purpose.

The Children & Youth Fund is a fund restricted to paying for the work with children, families, and young people. This includes Messy Church, the Fusion youth group, the Connect mother & toddler group at St. Catherine's, and any other family and youth initiatives.

The Organ Fund was set up during 2018 to receive donations and fundraising revenue towards major refurbishment and enhancement of the church organ.

The Stained-Glass Fund was set up during 2019 to handle the money received and paid out for the work on the restoration and protection of the eight medieval stained-glass windows. All donations, fundraising and grants for the stained-glass work are received into this fund, and all payments by the PCC for that restoration and protection work are made from it.

The Restoration Fund is closed to new donations and will eventually be spent out as building restoration work proceeds. Donations restricted to restoration can now be made to the Preservation & Protection Fund.

The Charlotte Allen Churchyard Trust is for keeping in good order and condition the Churchyard and requesting that the graves and memorials of William and Charlotte Richold and of Charlotte Allen and her husband be given adequate attention. This is a permanent endowment fund held by the diocese.

The Miss Sophia Louise Faulkner Trust is an endowment fund for the upkeep of the memorial window in memory of Miss Faulkner's father and mother and for general repair of the church. This too is a permanent endowment fund held by the diocese.

The value of the two endowment funds fell slightly during 2022. The fall in value is shown in the SOFA and their total value at the end of 2022 is shown in the Balance Sheet.

Separate but Related Charity

Friends of Long Melford Church Building Trust

This is an independently registered charity (commission no. 1069008) whose purpose is defined as 'To administer funds and trusts to assist the PCC in the repair of the fabric of Holy Trinity Church, Long Melford'.

One of the important elements of the PCC's relationship with the Friends is the project to preserve the medieval glass, for which the Friends hold restricted funds donated by members of the Clopton family. In 2022 the Friends contributed £75,000 towards the ongoing work on two windows, and have undertaken to provide a further £55,000 towards this phase of the work, which is expected to be completed during the first few months of 2023.

The Friends organised a concert on the 8th of October 2022 in memory of Patrick Kohler, who was Chair of the Friends for several years. Proceeds of £580 from this event were passed directly to the PCC for use on the fabric of Holy Trinity Church.

7. INCOME TAX RECOVERED FROM HMRC THROUGH GIFT AID

Some of the income in this category is received by the PCC directly from HMRC as a result of our Gift-Aid claims, and some is received via PGS (Parish Giving Scheme) which claims the money on behalf of the PCC and forwards it to us each month. The split of this income, and its subsequent distribution to the respective funds and charities, is shown in the tables below.

Sources of Tax Recovered Through Gift-Aid, and its Allocation

	2022	2021
Received Directly from HMRC:	17,673	11,701
Received via PGS (Parish Giving Scheme):	4,060	3,399
Total:	21,733	15,100
Donations to Charities through the Church account:	512	376
Children, Youth & Family Work:	348	23
Stained Glass Fund:	6,690	568
Organ Fund:	33	-
Preservation and Protection (Rector's sponsorship):	-	22
Forwarded from Rector's sponsorship:	-	88
Unrestricted:	14,151	14,023
Total:	21,733	15,100

8. FUNDING OF CHILDREN, FAMILY AND YOUTH WORK COSTS

The Children, Family and Youth worker is now part-funded directly by the diocese through the Lightwave project, which is why the payments from the PCC towards this work as shown in the table in Section 4 were lower in 2022 than in 2021, despite more work being done overall in these activities post-pandemic.

The rental income from the house mentioned in Section 5(a), after an allowance for routine upkeep and maintenance costs, has been designated by the PCC to fund Children and Youth work. In addition, the Children & Youth fund receives, on occasions, donations or fundraising revenue specifically restricted for that purpose. In 2022, these two sources of income covered virtually the whole of this work, leaving only £85 which needed to be paid from the Unrestricted General Fund.

9. RESERVES POLICY

The reserves policy of the PCC, which is reviewed annually, is based on an estimate of 3 months' parish share and 3 months of maintenance, insurance and all other expenses totalling £33,000, to be held as part of the Unrestricted General Fund. As is clear from the figures in section 6, this was comfortably covered in 2022.

10. TRANSITORY INCOME

In accordance with recommended accounting practice, transitory income is not shown in the SOFA, but major items of possible interest are summarised for information in the following table.

	2022	2021
Administration payments from Alpheton & Shimpling:	2,084	1,695
Share of Ministry costs from Alpheton & Shimpling:	542	664
Share of Benefice Donation and Fundraising to A&S:		293
Diocesan fees for weddings and funerals:	1,732	1,491
All other transitory payments for weddings and funerals:	7,066	5,872
	11,424	10,015

11. INCOME FROM CONTACTLESS CARD DONATIONS AND ONLINE CARD DONATIONS

The gross income and charges relating to each of these sources in 2022 and 2021 are tabulated below.

Card Donations Credits and Costs	Gross Credits		Charges	
	2022	2021	2022	2021
Contactless Donations	6,058	4,958	662.45	701
Online Donations	615	258	8	5

The contactless card reader in the cabinet accounts for nearly half of all the non-gift-aided one-off donations received in the church. The online donations button accessed through the QR code or Church website is also a useful facility because there is no fixed cost for this, just a low percentage charge.

12. CHURCH SHOP ACTIVITY

Revenue from sales in 2022 was the highest since 2016. This is encouraging, especially after the slump caused by the pandemic in the two previous years. Takings via the shop card reader account for close to 50% of all sales, and that is likely to increase, especially if the shop could be attended for longer.

13. BANK CHARGES

The PCC is a charity which has had a current-account turnover of over £100,000pa for many years and, on that basis, NatWest began in March 2022 to treat us as a commercial operation and apply bank charges. Appeals against this by ourselves and other Churches in the same position were not successful. It can be seen from Section 3 that in 2022 these charges totalled £771 and in a typical full year they are likely to be over £900. Efforts are being made to minimise these charges by reducing the number of transactions whenever possible, discouraging the use of cash, and encouraging giving through the PGS scheme.

14. OBSERVATIONS ON 2022 FINANCIAL RESULTS

In 2022 there was a deficit of ~£19,000 in the Unrestricted General Fund, affected in part by major expenditure on repairs at St. Catherine's. and by a contribution made to the Parish Council for the improvements to car parking on the Green. Taking those factors into account, the actual 'Running current-account' deficit looks to be closer to ~£1,500. These deficits need nevertheless to be addressed by efforts to improve our income. There was an increase of ~£15,000 in the restricted funds, including an increase of ~£6.500 in the Preservation Fund which could have been used to cover some of the insurance costs paid by the General Fund. But because of known upcoming major essential fabric expenditure it was decided that there was no point in depleting the Preservation Fund at this time, and that the accounts as presented give an accurate picture of our financial situation at the end of 2022.

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2022 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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:

Neil J Pearson NJP

Dated: 1/3/2023

Address:
87 High Street,
Bildeston,
Suffolk
IP7 7ER

PCC OF LONG MELFORD

England & Wales - Charity number 1169680

Accounts

The Diocese of St Edmundsbury and Ipswich

The Chadbrook Benefice





Annual Report and Financial Statements

For the year ended 31st December 2021
Parochial Church Council

Holy Trinity Church with St Catherine's
Long Melford, Suffolk

APCM meeting will be held at Holy Trinity Church, Long Melford
During the service on 22nd May 2022
Prayer

Loving God,
once more we thank you for our church

and for the fellowship we share with one another.
We praise you for all whose contribution to our life together
we recognise and acknowledge this day –
all who have served the church over the years,
who have nurtured and encouraged our faith,
who have been part of our continuing life and witness.

We pray for those who offer their services this day:
those who will take on new positions of responsibility –
equip them to fulfil their duties wisely and faithfully;
those who will continue in the office
they have already been undertaking –
give them renewed inspiration and vigour in their work;
those who will stand down from office –
may they know their labours have been appreciated.

Holy Spirit, Lord God, Giver of life,
come to us as a refreshing and strengthening power;
purge out of our lives all that denies your inspiration;
keep us alert to your challenges;
let us be open to your new demands, both in the world and in the church;
give us humility that we may see your vision and, trusting in your power, commit ourselves to it,
In the name of Jesus Christ our Lord

AMEN

Annual Vestry Meeting

Agenda

1. Prayer
2. Apologies
3. Minutes of the last Vestry Meeting held on 27th April 2021
4. Election of Churchwardens for 2022-2023

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 1

Annual Parochial Meeting

Agenda

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on 27th April 2021
3. Matters arising from the minutes
4. Electoral Roll Report
5. Financial Statement for the year ended 31st December 2021 including the Independent Examiners report
6. Report on the Fabric, goods and ornaments of Holy Trinity and St Catherine's churches
7. Group reports and Deanery Synod report (attached)
8. Elections
   Three lay representatives to the Parochial Church Council – each for three-year terms.
10. Appointment of Independent Examiner for 2020
11. Results of Elections, if any
12. Any other business
13. Rectors Report

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 2

Parochial Church Council 2021

Administrative Information

Holy Trinity Church Long Melford is situated at the northern end of the village green, overlooking the village. St Catherine's, in St Catherine's Road is situated in the heart of the residential area of the village further south. They are part of the Diocese of St Edmundsbury and Ipswich. The correspondence address is The Rectory, The Green, Long Melford, Sudbury, Suffolk CO10 9DT.

The Parochial Church Council (PCC) is a charity requiring registration to the Charity Commission, as a church with an income greater than £100,000. PCC members as this report was prepared are:

Chairman:	Rev Matthew Lawson	
Church Warden(s)/ vice chair:	Ian McDonald	
	Cheryl Morgan	
Church Treasurer:	David Walters	
PCC Secretary:	Bronwen Recknell	
Representative on Deanery Synod	John Watts	ex-officio (2020-2023)
	David Walters	ex-officio (2020-2023)
	David Hamand	ex-officio (2020-2023)
Curate	Judith Offord	

Elected Members:

Melonie Clubb	2019 - 2022
Alan Douglas	2019 – 2022
Alison Ewbank	2020 – 2023
Charlotte Harkness	2021 – 2024
Harry Mee	2019 - 2022
Fiona Pearson	2020 – 2023
Helen Spear	2019 - 2022
Carolyn Spraggons	2019 - 2022
Graham Wegg	2021 - 2024

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and for election to the PCC.

Objectives and Activities

Holy Trinity and St Catherine's PCC has responsibility for co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic,

social and ecumenical. It also has maintenance responsibilities for the church buildings of Holy Trinity and St Catherine's and the Glebe land, Long Melford.

Church Services

Throughout 2021 there were long periods of lockdown where the congregation and members of the public from the wider community could access the services via livestreaming through Facebook.

Elders

There are currently eight Lay Elders in the Chadbrook Benefice.

Charlotte and Richard Blyth
Malcolm Brunwin
Linda Goodban
Tim Harbord
Nicky Lawson
Ian McDonald
Kevin Powell
Christine Smith
Pam Tonks

Parochial Church Council – Review of the Year

During the year there have been six meetings of the Parochial Church Council and some were held virtually via Zoom and some face-to-face with an average attendance of 13 people. There were also some additional meetings to discuss Lawshall joining our benefice. The churchwardens meet weekly to discuss ideas and issues with Revd Matthew.

From January to March the services were held from church via the wonders of livestreaming. Revd Lawson has also been burning DVDs of the service and arranging distribution to care homes and to those without internet facility. On

28th March we went back to church and continued livestreaming to those who would rather watch the service from their homes. There was an average of 66 people attended the services in church and a livestream average of 23 devices that were watching (this could mean whole families were taking part virtually). For Remembrance Sunday we had 225 people attending church. We are planning to continue livestreaming the services in the future and livestreaming both weddings and funerals have proved very popular particularly for families who are abroad or unable to attend in person.

This year we have conducted seven weddings, 14 baptisms and 29 funerals.

This review highlights the main activities of the PCC, whilst the Finance and Fabric Reports to follow summarise further work carried out by the PCC in these areas. Members of the PCC meet regularly to address the issues that arise from the responsibility of such a historic and important building and to consider aspects of ministry concerning the church community in Long Melford.

2021 continued to be challenging due to the coronavirus pandemic however, the PCC continued developing the Diocesan initiative 'Growing in God' and the development of the children's ministry. Our Family and Youth worker has been working to continue to build strong relationships with the Primary School which is a member of the Diocesan Academy. Pam

Tonks together with a band of volunteers continue to build Connect toddler group, Fusion youth group. and Messy Church, all of which have returned to face-to-face meetings. Pam and Nicky Lawson are now both supported by 'Lightwave', a diocesan group prioting outreach across Suffolk. Nicky has pioneered the 4 o'clock community which brings together informal worship, Messy church, café church, forest church and socials across the benefice (including in Lawshall). This is raising the profile of the church across all age groups.

By the end of April 2022, the Holy Trinity Facebook page followers had risen to 570 'followers' and the Connect Facebook page has risen by nearly one hundred to 283 'followers. The Children at Church group has risen to 57 followers. members

Members have also spent time managing the legacy from the late Ken and John Talbot of property located in Bridge Street and residual estate funds. The PCC acknowledge and are very grateful for the many hours of work that Alan Douglas has put in to overseeing this project. Options for future capital investment are being explored

Work to maintain the facilities both in Holy Trinity Church and St Catherine's are ongoing.

The committee receive regular reports on the Diocesan Synod and Deanery Synod meetings keeping them advised on the wider church in Suffolk. A synopsis of these is included later in this report.

Thanks to all PCC members for their continued dedication and service to the Church and community.

Cheryl Morgan, Churchwarden

CHURCH REPORTS

Treasurer's report to 2022 APCM

The 2021 approved and examined accounts, with front sheet and Independent Examiner's Statement, have been on display for over a month, and spare copies are freely available in both churches. It is not my practice to go through these in any detail at the APCM because they have been presented in full to the PCC, but please take a look at them and get back to me with any questions or concerns that you may have.

We came close to breaking even on our 'Unrestricted current account' in 2021: significant additional expenditure on audio, visual and livestreaming facilities was roughly balanced by income from legacies, for which we give thanks. Energy costs over the last two years have been much lower than normal and there has been less expenditure, due to delays, on building restoration and preservation, all due in large part to the pandemic. All of these costs will be much higher in 2022 and beyond.

Our income sources have also been affected very significantly by the pandemic and most of these factors are expected to be permanent. and the reduction in the use of cash has meant lower income from collections, both envelopes and loose, lower shop revenue from cash and lower general cash donations. Balanced against this, there have thankfully been major increases in revenue from the contactless terminal, the shop card machine, online donations by BACS and standing orders and, most importantly, regular giving via PGS. These income sources will need to be increased during 2022 in order to balance our budget, and there will also hopefully be an opportunity for more fundraising for specific fabric items, notably the clerestory work.

I continue to be extremely grateful to Deputy Treasurer David Tweed, Cashier Ron Davies and Planned Giving Officer Theresa Munford for the essential work they do and the highly efficient way in which they cheerfully carry it out. We are also very grateful to our examiner Neil Pearson for his highly professional and helpful work at no charge, and I propose that he continues in this role.

2021 was my 7th year as PCC Treasurer, and so I am now into my 8th. While I am prepared to continue in this role for the present, it is not good practice to be indispensable and as most people know I am quite active in various other areas, including as a member of the Bishop's Council and Diocesan Finance Committee. It would therefore be healthy for the PCC to find a Deputy Treasurer who would be prepared eventually to take over, either running the evolving financial system that I have now put in place or radically changing it and running it their own way, as I did when I took on the role in 2015.

David Walters, Honorary Treasurer

Fabric Report including Stained Glass Windows Report

Reports on Fabric Items

Clerestory Windows

A satisfactory bat survey had been received, allowing repairs to the clerestory windows to proceed subject to certain precautions being taken and subject to a further inspection by the bat surveyor. The architects are now inviting the construction firms to re-submit their tenders, which will let us know the probable price and the likely programme for completion of the works. If the PCC is willing to commission the whole programme at one time, then scaffolding will be erected along the northern and southern sides of the aisle; the contract will provide for services to be maintained. The intention is that works will start in September and be completed by Christmas.

Car Parking on the Green

The screening of the car park from the rest of the Green, setting down the sleepers to demarcate the car park and erection of new timber gates had been completed. Whilst the re-formed ground and the new grass were getting established, the gates adjacent to the car park and by the Black Lion have been closed. Recently the gate next to the Black Lion has been opened as weather conditions have been dry. Opening of both gates should be able to happen very soon, depending on weather conditions. The temporary shortage of spaces on the Green has meant more cars being parked in the graveyard. I discussed with Alan Sawyer (looks after the graveyard for the PCC) possible ways of regulating the graveyard parking; AS suggests that it is better not to disturb the surface, even with reinforcement. It is suggested that we wait and see how the surface performs and that two signs be erected: one saying parking only for disabled and for heavy deliveries (near the war memorial) and one, adjacent to the parking area, asking people to park in an orderly fashion; the signs will need diocesan consent. This will be put to the PCC for discussion/approval.

Electrical Upgrade

Our first request to the DAC to advise on what consent is required never reached the DAC; the details were re-submitted; in spite of initial indications from the DAC that a faculty will not be required, we understand that a faculty is required. It was due to go to the Diocesan Committee on 29th April. I hope to be able to report success orally at the APCM.

Garden Wall at St Catherine's Church
Dutchworks have restored the damaged section of wall, repaired the remaining section of wall and undertaken some brickwork and mortar repairs on the church itself. The works are complete except the replacement of two fencing panels at the east end of the church. Dutchworks have been paid apart from a small retention relating to the fencing panels. The cost of repairing the damaged section of the wall will be recovered from our insurers subject to a £1000 excess.

Stained Glass Fund (from Sally McDonald)
We have had a donation of £80,000 to the Stained-Glass Fund from a local man in memory of his wife. We therefore now have enough money together with funds we have raised to commission the restoration of another window. He has chosen the window immediately to the right of the North Door.

The Friends of the Church have offered the funds to commission another window.

The Canterbury Studios has removed the two windows and taken them to Canterbury for restoration. The windows will be reinstalled November 2022. This will mean that three out of eight windows will have been restored.

The updated quote is for £100,000 per window plus a contingency of £6,000 and VAT.

The fundraising committee is currently planning several events including a stall at the fete in July, so we expect to be able to top up the money in the fund.

Unresolved Issues
A number of electrical issues remain to be addressed:

- The control panel for the church lighting is not working; the lights are either on or off; options appear to be:
    - Repair the current system at unknown but significant cost
    - Replace the present control panel for a less complex one at unknown but significant cost.
- The cabling in (the roof space of) the north aisle, which feeds the electroliers on the north side of the nave, is sub-standard (inadequately protected against rodents and fire). Replacement would require extensive scaffolding and a significant amount of electrical work.
- Some 30-odd bulbs in the electroliers need replacement. Most are currently traditional 90-watt tungsten bulbs. A pair of electroliers at the west end of the nave have been fitted with 12-watt LED bulbs. The scaffolding required for the clerestory windows (see above) might facilitate access to replace the dead bulbs. Replacement might be with all LED bulbs (expensive but with reduced electricity consumption) or with tungsten bulbs; the two types of bulbs should not be mixed within (the same pair of) electroliers

Ian McDonald

<u>Deanery synod report to APCM May 2022.</u>

The synod has had regular three-monthly meetings and some of these have been held by Zoom. The situation is now back to normal, and it is good that effective communication and constructive meetings have been held throughout the period.

The Rural Dean Stephen Morley has now retired, and he has been succeeded by the Revd Chris Ramsey of Great Cornard.

Our Deanery Organiser is David Walters, and he monitors the financial contributions of individual parishes and highlights trends.

Work has been done on formulating the Deanery Plan and a main aim is to improve friendships, cohesion and communication between parishes. This Deanery is active and has much to celebrate.

In our most recent meeting in March prayers were said for Ukraine. The leading topic was the growing number of youth activities in our churches and the need to bring in new church members. Matthew led the discussion highlighting the success of activities in this parish and gave an update on “Lightwave” and stressed the importance of thinking outside the box.

Achievements mentioned were the toddler “Connect” group, Messy Church and child activities, the Fusion youth group and the “Shine” informal worship. “Lightwave” is centrally funded and provides money and resources to bring new people into the church community in rural areas who do not normally come to church. “Lightwave” provides encouragement and vision to enable people to grow as Christians. Both Pam Tonks and Nicky Lawson and supported by Lightwave and are leading this work.

Reference was also made to the work of Archdeacon Sally Gaze of Norfolk who has proved an inspiration in developing discipleship.

At this meeting David Walters also reported that the Deanery is now twelfth in the list for meeting contributions. He also hopes that further work can be done on the rationale behind parish share allowances.

Hence there are many positive activities in the deanery, and it is planned to enable a “swap” for priests to lead Sunday worship within the deanery.

David Hamand is also a synod representative.

John Watts (Deanery Synod Member) (May 2022

Big Bells and Hand Bells

Big Bells

Limited ringing continued in the Tower early in 2021, however thankfully from around Easter onwards the bells of Holy Trinity once again came to life with practice sessions happen weekly and service rings every Sunday. Our first wedding of the year was in June, quickly followed by several more between July and October.

We welcomed new ringers, Rita, Daniel and Sam to the band, Daniel more or less by proxy as he came to watch his son Sam and got 'roped into it'! All three now ring competently and frequently and it is hoped they will soon be enlisted into the Suffolk Guild of Ringers.

We were extremely proud to participate in a national ring for the funeral of Duke of Edinburgh with tolling of the Tenor bell on the day of the funeral and also with a national ring at the time of his birthday.

On a sadder note, we said goodbye to two dear friends and ringing colleagues, Lewis Woolnough and Ed Hawkins.
Lewis, from Little Whelnetham passed away on Good Friday following a short illness. Lewis took up bell ringing as a Millennium challenge to support ringing in the new Century and he remained a staunch and dedicated supporter of the bells ringing at Holy Trinity right up until the first Covid lockdown in late March 2020 (they had no bells at Whelnetham). Lewis was a kind, gentle man who loved to teach and encourage other ringers in the tower.
Ed, who passed away in April 2021 had not rung with us for the past few years due to declining health and in more recent years moved to Belgium to live with his daughter. Ed was a very enthusiastic

supporter of the bells, in particular the open tower tour days we used to host, where he would have visitors in fits of laughter with some of his tales of ringing mischief.
Lewis and Ed will be greatly missed by all who knew them. May they Rest in Peace and Rise in Glory.

Our band remains strong, often ringing on all 8 bells for Sunday services, with practice every Wednesday from 7pm till around 8.30pm. New ringers are always very welcome so if you would like to know more about the bells or see how it all works, please contact Linda Goodban.

Hand Bells

After not ringing much at all during 2020 we returned to handbells in the October of 2021. We had missed virtually the whole of 2020 due to Covid and so it was really great to get back to ringing again.

We welcomed new members, Rita, Mary, Wendy and Jane and, sadly like big bells, we had to say goodbye to Lewis. Janet and Ray also did not return to handbells after lockdown, and we miss ringing with them both.

We started ringing again in October 2021, after initially finishing in March 2020 – so we had missed well over the years' worth of practising. We immediately started practising Christmas Carols, with the hope of being able to do something such as the traditional Christmas tree festival in St Peters in town and the Carol Service at Little Whelnetham. However, although we were getting on reasonably well for the number of new ringers and could play some of the carols well enough to perform, we finished just a few short weeks later, in November 2021, as Covid reared its ugly head and took hold again. Very minimal handbells for 2021. 2022 can only be an improvement!

Linda on 07786 151650 / linda@rodbridge.com (Tower Captain)
Theresa on 07979 918027 / theresamunford1@aol.com (Deputy Tower Captain/Handbells conductor)

NB: We plan to host further 'Taster Sessions' for both big bells and hand bells during 2022 for anyone that may be interested in learning more about either bells. Watch out for details in Pew Sheets and local posters.!

Linda Goodban
Tower Captain, Holy Trinity Church

Minutes of the Annual Parishioners Meeting of Holy Trinity Church with St. Catherine's held on Tuesday 27th April 2021 at 7.30pm in Holy Trinity Church, Long Melford

Revd. Lawson welcomed all to the meeting.

The meeting opened in prayer.

1. **Members Present**

   Alan Douglas, Alison Ewbank, Revd M. Lawson, Ian MacDonald, Harry Mee, Cheryl Morgan, Fiona Pearson, David Walters, Graham Wegg, Judith and Malcolm Offord, 6 parishioners and 9 members including John Watts, David Hamand, Judith and Malcolm Offord attended via Zoom.

2. **Apologies**

   Apologies were received from Melonie and Robert Clubb, Charlotte Harkness, Helen Spear, Carolyn and Stephen Spraggons.

3. **Minutes of the previous Annual Parishioners Meeting**

   The minutes of the last meeting were approved and signed as a true record
   Proposed Rev Lawson
   Seconded Ian McDonald

4. **Matters Arising**

   There were no matters arising

5. **Election of Churchwardens for 2021-2022**

   Ian McDonald – Proposed by A. Douglas Seconded by O. Walker
   Cheryl Morgan – Proposed by Graham Wegg Seconded by Alan Douglas

   Cheryl and Ian were accepted as church wardens. Rev Lawson thanked Cheryl for her year as Assistant Church Warden and Ian and Graham as church wardens throughout the year. Rev Lawson presented Graham Wegg with a gift in recognition of his service as churchwarden.

Signed……..

Date……

Minutes of the Annual Parish Council Meeting of Holy Trinity Church with St. Catherine's held on Tuesday 27th April 2021 at 7.30pm in Holy Trinity Church, Long Melford

Revd. Lawson welcomed all to the meeting.
The meeting opened in prayer.

6. **Members Present**

   Alan Douglas, Alison Ewbank, Revd M. Lawson, Ian MacDonald, Harry Mee, Cheryl Morgan, Fiona Pearson, David Walters, Graham Wegg, Judith and Malcolm Offord, 6 parishioners and 9 members including John Watts, David Hamand, Judith and Malcolm Offord attended via Zoom.

7. **Apologies**

   Apologies were received from Melonie and Robert Clubb, Charlotte Harkness, Helen Spear, Carolyn and Stephen Spraggons.

8. **Minutes of the previous Annual Parochial Church Meeting**

   The minutes of the last meeting were approved and signed as a true record
   Rev Lawson proposed the minutes and Fiona Pearson seconded.

9. **Matters Arising**

   There were no matters arising

10. **Electoral Roll Report**

    Jean Cook reported that during the last year we had sadly lost 4 members however had welcomed 3 new members. Numbers stand at 177,146 within the parish and 31 outside the parish.
    Fiona Pearson thanked Jean for her work and cheerful smile.

11. **Financial Statement for the year ended 31st December 2019, including the independent Examiners Report**

    The financial report had been previously distributed. David Walters reported on the slightly different format of the report. He highlighted:

    - Convallaria
    - Shop
    - The amount on deposit
    - The effect of the pandemic on weddings, shop income and that there were a lot more people giving via various methods
    - Stained glass window restoration on hold due to Covid-19
    - Fundraising by David Hamand and Ron Davies (Calendar) and Ian McDonald and David Walter (Cycle Ride)
    - The reduced outgoings due to lack of services and weddings in 2020 (organist expenses)
    - Loss of £15k on unrestricted general funds
    - Endowment funds
    - Gift Aid raised £17,287 of which some £3k was for restricted funds.

- Contactless giving donation station, online giving button and a contactless machine for the shop
- DW thanked the team that support him, David Tweed, Ron Davies and Theresa Munford. He also thanked Neil Pearson, the auditor for his support and advice.
- DW said that if there was anyone who wished to take on the role of Treasurer, he would support them throughout the transition.

Pam Tonks thanked David for all his work and support

12. Annual Report for 2020 for the APCM

Fabric Report

In addition to the written report, IM explained that the clerestory windows were being repaired quite soon.

Sue Kistruck asked about the back steps to the kitchen at St Catherine's and if they could change them to accommodate small children climbing them.

Graham Wegg explained that he was obtaining estimates and that it was possible to get another step in and that he would follow this up.

Fiona thanked the fabric team for their hard work in looking after the church.
Alan thanked the Bells team. Rev Lawson said the bells were appreciated in the village and villagers missed them through the pandemic.

Rev Lawson thanked John Watts for the Deanery report and spoke about the fellowship of the deanery and the forthcoming joint deanery service on Sunday 25th July 2021.

Pam Tonks thanked the team who looked after St Catherine's and spoke about her affection for the church.

Connect Toddler Group – Rev Lawson said it was lovely that Connect Toddler Group were now meeting once again with two groups of 15 parents on alternate weeks. Rev Lawson shared some photographs of the families attending Connect.

Cheryl Morgan thanked Pam Tonks for her work with the young people of the village.

Rev Lawson thanked the fantastic job that the prayer group have done and went on to offer his thanks and appreciation for all the various groups that were involved in so many different ways with the church.

13. **Elections of PCC members**

2 members were nominated via nomination forms:
Charlotte Harkness
Graham Wegg

A show of hands approved both these members.

These were both appointed for 3 years from 2021 to 2024

14. Appointment of Independent Examiner for 2021

David Walters proposed Neil Pearson as Independent Examiner Seconded by Ian McDonald
All were in favour. Rev Lawson thanked Neil for his work.

15. Rectors Report

Rev. Lawson said it had been an interesting year with the pandemic and a lot of change. Communities had come together, and churches have become more integrated with the communities, and they had grown as a benefice. We had all tried to learn more about technology and there had been more time for reflection. We think of those that have lost loved ones and those that hadn't been able to be with their loved ones. Prior to Christmas he had received a phone call from Archdeacon David about the possibility of the Chadbrook Benefice taking on Lawshall. We already had good relationships with Long Melford, Lawshall and Hartest schools. We are in the feasibility period and there will be some big challenges. Further information would be given in the service on 9th May.

Rev. Lawson continued by speaking about some churches reaching capacity and having to remodel the ministry. He has been thinking about how he could grow the ministry and said that already we send our notice sheet out to at least 200 people and have waiting lists for Connect. He will spend some time thinking if we could do things differently and how to reach out to others. He thanked Henry Heath for his ongoing support and the most welcome addition of Judith and Malcolm Offord to the ministry team.

He finished by thanking everyone at the meeting.

Ian McDonald said there was a lot of energy, will and faith in all the parishes and with Lawshall we could have a very powerful team ministry.

16. Any Other Business

David Hamand thanked those that sent him a bouquet on the first anniversary of the death of Doreen. Rev. Lawson added that we all miss Doreen and cherish her memory.
Following the Grace being said the meeting closed at 8.30pm

Signed……

Date……

Minutes of the meeting of the PCC held on
Tuesday 27th April 2021 at Holy Trinity Church following APCM

1. Ian McDonald proposed as **Vice Chair** by Matthew Lawson, Seconded by David Walters
2. **Secretary** – to be decided
3. David Walters proposed as **Treasurer** by Matthew Lawson, Seconded by Graham Wegg
4. Jean Cook to continue as **Electoral Roll Officer**
5. Cheryl Morgan proposed as **Safeguarding Officer** by Ian McDonald, Seconded by David Walters
6. **Standing Committee** to consist of Rev Lawson, Ian McDonald, Cheryl Morgan, Charlotte Harkness, Alan Douglas and PCC Secretary.
7. All positions approved following a show of hands.
8. Date of next meeting will be on **Tuesday 18th May at 7.30pm**

Signed…….

Date……..

Holy Trinity with St Catherine's Long Melford

Registered Charity Number: 1169680



PCC Annual Accounts

For the Year 1st January – 31st December 2021

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2021 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Neil J Pearson

Dated: March 7, 2022

Address:
87 High Street,
Bildeston,
Suffolk
IP7 7ER

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Statement of financial activities for year ending 31st December 2021

INCOMING RESOURCES

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £	Total Funds 2020 £
Incoming resources from donors	2a	98,305	13,844	-	112,149	172,344
Other Voluntary incoming resources	2b	-	3,357	-	3,357	863
to further the Council's objects	2c	8,613	93	-	8,706	9,505
to generate funds	2d	12,820	1,513	-	14,333	8,459
Income from Investment	2e	60	69	-	129	1,049
Other ordinary incoming resources	2f	10,881	-	-	10,881	10,957
TOTAL INCOMING RESOURCES		**130,679**	**18,876**	**-**	**149,555**	**203,177**

RESOURCES EXPENDED

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £	Total Funds 2020 £
Activities directly relating to the work of the Church	3a	114,377	11,163	-	125,540	172,205
Church Management & Administration	3b	13,807	-	-	13,807	10,904
Cost of generating funds	3c	5,006	-	-	5,006	4,208
Grants to other charities	3d	-	3,821	-	3,821	1,078
TOTAL RESOURCES EXPENDED		**133,190**	**14,984**	**-**	**148,175**	**188,394**
NET (OUTGOING)/INCOMING RESOURCES		(2,511)	3,892	-	1,380	14,783
Investment gains	6	-	-	828	828	453
Transfers between funds		1,829	(1,829)	-	-	-
Property appreciation	5a	-	-		-	15,000
Increase in capital items	5b	7,400	-		7,400	310
Capital items written off	5b	(4,019)	-		(4,019)	-
Depreciation	5b	(1,403)	-		(1,403)	(3,107)
Increase/(decrease) in shop stock	5c	(614)	-		(614)	2,745
NET MOVEMENT IN FUNDS		682	2,063	828	3,572	30,184
BALANCES BROUGHT FORWARD AT 1st JANUARY		526,036	132,634	7,178	665,848	635,664
BALANCES CARRIED FORWARD AT 31st DECEMBER		**526,718**	**134,697**	**8,006**	**669,420**	**665,848**

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Balance sheet as at 31st December 2021

	Note	2021	2020
		£	£
FIXED ASSETS			
Tangible Fixed Assets	5a&b	366,609	364,631
Investment Assets	5d	8,007	7,178
		374,616	**371,809**
CURRENT ASSETS			
Shop Stock	5c	10,017	10,631
Short Term Deposits		248,275	248,145
Cash in Current Account		33,612	41,525
HMRC Debtors	7	11,701	14,871
Other Debtors		575	239
		304,180	**315,411**
LIABILITIES			
Creditors		(3,381)	(3,056)
Pre-paid income		(5,995)	(18,316)
		(9,376)	**(21,372)**
NET CURRENT ASSETS		**294,804**	**294,039**
NET TOTAL ASSETS		**669,420**	**665,848**
FUNDS	6		
Unrestricted		526,718	526,036
Restricted		134,697	132,634
Endowment		8,006	7,178
		669,420	**665,848**

Approved by the Parochial Church Council on 14/3/22. And signed on its behalf by M Lawson (M LAWSON, RECTOR)

Chairman

The notes to the financial statements on pages 3 to 10 form part of these accounts

1 ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with applicable accounting standards and the Statement of Required Practice, Accounting and Reporting by Charities (FRSSE SORP).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

The unrestricted general fund represents the funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC. If some of this fund is designated for a particular purpose of the PCC (e.g. children & youth work), it is also unrestricted. Details of all of the funds are given in section 6 of these notes to the accounts.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming Resources

Voluntary Income and Capital Sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the original donation is recognised, which may be some time before the money is received from HMRC. There may be a difference between the totals initially estimated by the Cashier and finally established by the Planned Giving Officer and agreed by HMRC, and any such difference after closure of the accounts is then included in the accounts for the following year. Some Gift-Aid income is received directly from HMRC and some is received via the Parish Giving Scheme (PGS), who claim it from HMRC immediately and forward it to the PCC within days. The split of this Gift Aid income and its allocation between funds and other charities is described in section 7 of these notes to the accounts.

Grants and legacies to the PCC are accounted for only when received.

Income from online card donations and contactless card donations is accounted for net within incoming resources. Details of gross income and charges are given in section 11 of these notes to the accounts.

Funds raised by any fund-raising activity are accounted for gross, provided that information is available.

The sales from the Church Shop are all accounted for gross.

Other Income

Rental income from the letting of church premises or church property is recognised when due and received, any payments received in advance are classified as pre-paid income.

Income from Investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same Accounting year.

Gains and Losses on Investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31st December

Resources Expended

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when paid.

All known liabilities for payments at 31st December are provided for in these accounts as an operational liability and are shown as Creditors in the Balance Sheet.

Any significant but unquantifiable liability is assessed as close as possible to the expected value and provisioned accordingly within accruals.

Grants

Grants and donations made to other charities by the PCC are accounted for when paid over or when awarded, if that award creates a binding obligation on the PCC. Any applicable Gift-Aid is credited at the time of the grant or donation and claimed in due course from HMRC

Fixed Assets

Consecrated Property and moveable Church Furnishings

Consecrated and Benefice Property is not included in the accounts in accordance with sections 10(2)(a) and (c) of the Charities Act 2011. Heritage assets are not accounted for as they do not form part of the objects of the PCC.

Moveable Church Furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal are accounted as inalienable property unless consecrated. They are listed in the Church Inventory which can be inspected at any reasonable time.

For inalienable property acquired prior to the Year 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Large items acquired since 1 January 2000 have been capitalised and depreciated in the accounts together with other assets that are able to have been valued, over their currently anticipated useful economic life. Depreciation is usually calculated as 25% of the reducing balance per annum.

A re-valuation of all tangible assets within and around the Church buildings, to estimate their actual practical value, is carried out on occasions to ensure a realistic value for these assets.

All expenditure in the year on consecrated or beneficed buildings or on the repair of moveable church furnishings acquired before 1 January 2004 is written off.

Other Fixtures, Fittings or Office Equipment

Equipment used within the Church premises is normally depreciated at 25% of the reducing balance per annum.

Any item of equipment with a purchase price of less than £1,000 may be written off when the asset is acquired, in accordance with the latest Church Accounting Regulations and as agreed by the PCC in January 2017. Any existing individual item with a residual value of less than £100 is written off, and assets with a higher value may be written off where appropriate.

Investments
Investments are valued at market value at 31st December

Current (Cash) Assets

Amounts owing to the PCC at 31st December in respect of fees, rents, Gift Aid or any other income are shown as Debtors, less provision for amounts which may prove uncollectable

Short term deposits include cash held on deposit with the CBF (CCLA) Church of England Funds.

Any outstanding advance payments at the end of the year are shown within Debtors or are deducted from pre-paid income, whichever is judged the more appropriate for the item in question.

Transitory Income
In accordance with the SORP, transitory income which passes through the PCC account as agent is not included in the SOFA, but major items are commented upon briefly in section 10 of these notes to the accounts.

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Notes to the financial statements for year ending 31st December 2021

2 INCOMING RESOURCES

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£	£
2(a)	Incoming resources from donors					
	Standing Orders, BACS and PGS	44,330	-	-	44,330	39,381
	Numbered White Envelopes	5,829	-	-	5,829	6,165
	Unrestricted G-Aided Yellow Envelopes	1,540	-	-	1,540	1,405
	Loose Collections at 10:30 Holy Trinity	2,666	-	-	2,666	1,560
	Other Holy Trinity loose collections	1,190	-	-	1,190	424
	St. Catherines loose collections	50	-	-	50	5
	Other small non-GA donations in church 11	9,826	158	-	9,984	4,092
	Received for stained glass restoration	-	2,683	-	2,683	97,156
	Grants and sundry small donations	1,433	526	-	1,959	2,432
	Gift Aid recovered on all donations 7	14,023	1,077	-	15,100	17,178
	Legacies	17,418	9,400	-	26,818	2,546
		98,305	13,844		112,149	172,344
2(b)	*Other voluntary incoming resources*					
	Donations for other charities etc.	-	3,357	-	3,357	863
		-	3,357	-	3,357	863
2(c)	*Income from operating activities: to further the Council's objects*					
	Weddings & Funerals Stat Fees	4,517	-	-	4,517	2,223
	Weddings & Funerals Other	4,096	-	-	4,096	3,297
	Magazine Sales	-	-	-	-	848
	Children's & Youth Work Donations	-	93	-	93	3,137
		8,613	93		8,706	9,505
2(d)	*Income from operating activities: To generate funds*					
	Magazine Advertisements	-	-	-	-	1,671
	Hire of Church Buildings	1,428	1,250	-	2,678	380
	Festive Melford	546	-	-	546	-
	St Catherine's Coffee & Cake	88	-	-	88	53
	HCT Ride & Stride	538	-	-	538	541
	Donations for logs	-	-	-	-	80
	Sale of Church Calendars	25	-	-	25	1,040
	Ian Steward's Barrell Organ	90	-	-	90	-
	Flower Fund Revenue (excl. weddings)	-	-	-	-	246
	Bell Fund Revenue	-	90	-	90	-
	Matthew's Bike ride, before GA	-	173	-	173	-
	New Years Eve Social	-	-	-	-	66
	Shop Receipts 12	10,105	-	-	10,105	4,382
		12,820	1,513		14,333	8,459
2(e)	*Income from Investment*					
	Dividends & Interest	60	69	-	129	1,049
		60	69		129	1,049
2(f)	*Other ordinary incoming resources*					
	Rental Income from Convallaria	10,881	-	-	10,881	10,957
		10,881	-	-	10,881	10,957
	TOTAL INCOMING RESOURCES	**130,679**	**18,876**	**-**	**149,555**	**203,177**

3 RESOURCES EXPENDED		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£	£
3(a) *Activities directly relating to the work of the Church*						
Parish Share		59,051	-	-	59,051	58,512
Other Ministry & Mission costs		4,265	-	-	4,265	5,294
Church Running Expenses						
Utilities		2,355	-	-	2,355	6,451
Insurance		4,869	2,000	-	6,869	6,317
New Facilities and Equipment		22,098	5,301	-	27,399	310
General Repairs & Cleaning		4,925	-	-	4,925	5,271
Stained Glass Restoration		-	-	-	-	70,492
Other Holy Trinity Restoration		-	836	-	836	3,226
Bell Expenses		-	60	-	60	-
Flowers (excl. Weddings & Funerals)		-	96	-	96	10
Organist fees (excl. transitory)	4	4,860	-	-	4,860	3,870
Other music costs		706	-	-	706	566
Parish Magazine Printing		-	-	-	-	364
Specific children's, youth & family work	4	11,248	2,870	-	14,118	11,522
		114,377	11,163	-	125,540	172,205
3(b) *Church Management & Administration*						
Administrator Time & Expenses	4	10,470	-	-	10,470	8,676
Other Administration Costs		1,517	-	-	1,517	1,528
Maintenance & running costs of Convallaria		1,820	-	-	1,820	700
		13,807	-		13,807	10,904
3(c) *Cost of generating funds*						
Shop purchases, charges and costs	12	5,006	-	-	5,006	4,157
Fund raising events expenses		-	-	-	-	51
		5,006	-		5,006	4,208
3(d) *Grants to other charities*						
Kagera, from Lent appeal		-	853	-	853	381
Number 72, from Lent Appeal		-	853	-	853	-
Edens project, Sudbury		-	175	-	175	300
St. Nicholas Hospice		-	450	-	450	381
Water Aid		-	-	-	-	16
FLUMPS		-	488	-	488	-
Royal British Legion		-	562	-	562	-
Barnardiston PCC		-	148	-	148	-
Alpheton & Shimpling PCC		-	195	-	195	-
Lawshall PCC		-	98	-	98	-
		-	3,821	-	3,821	1,078
TOTAL RESOURCES EXPENDED		**133,190**	**14,984**	**-**	**148,175**	**188,394**

4. PAYMENTS TO INDIVIDUALS FOR SERVICES SUPPLIED

The PCC has no employees but makes payments at agreed rates to self-employed individuals who supply their services as required. Payments in 2021 and 2020 were:

	2021	2020
Payments to Administrator:	10,470	8,676
Payments to Organists:	4,860	3,870
Payments to Children & Youth Worker:	12,748	11,349
Totals:	28,078	23,894

In accordance with the SORP, the above figures do not include any transitory income (e.g. payments to organists through the PCC for weddings and funerals), but do include payment of properly-approved expenses to the administrator and youth worker. The youth worker payments above do not include all purchases of children/youth-related equipment, or some items for Messy Church or Connect.

No payments were made to PCC members apart from transitory income (e.g. verger, bells and chorister fees), and properly-approved reimbursement of incurred expenses.

5. FIXED ASSETS FOR USE BY THE PCC

5(a) *The House 'Convallaria' in Bridge Street*

This was received as part of a legacy in 2015 and its value at the end of 2016, after major refurbishments and improvements, was estimated at £330,000. Its value at the end of 2020, taking into account house price changes locally over the previous 4 years, was conservatively re-estimated at £355,000. The property has been occupied since October 2019 and the rent up to March 2022 has been received, and is classified as pre-paid income until it becomes due. Use of this rental income is described in section 8.

5(b) *Other Tangible Fixed Assets*

Fixed tangible assets considered to be the property of the PCC include the furniture in the shop and some other parts of the church buildings, fire equipment, heating systems in the Lady Chapel and St. Catherine's, alarm and bird-proofing systems, storage sheds, some carpets, sound and video systems. The value of these assets is regularly updated and revised to ensure that they are reasonably well aligned with the Church Terrier, insofar as this is permitted by the charity accountancy regulations.

A major upgrade to the sound/video/livestreaming system was carried out in 2021, at a total cost of over £14,000. The asset value of this new equipment has been estimated roughly at £7,000. The other asset value increase in 2021 was due to two new gazebos at St. Caths, and asset write-offs in 2021 came to a total of just over £4,000.

Based on these additions, write-offs and a nominal depreciation of 25% pa, the value of the tangible assets within and around the church buildings has been revised to a rough figure of £11,609 as of the end of 2021. Adding this to the estimated value of Convallaria gives the figure of £366,609 for tangible fixed assets quoted in the Balance Sheet. The valuation revisions are shown in the SOFA.

5(c) *Shop Stock*

It was again not easily possible to carry out a full stock-take at the end of 2021 because of the Covid-19 restrictions, so based on the start-of-year value, sales during the year and an estimate by the shop managers of the sale value of the new stock purchased, the value of the stock at year end has been estimated at £10,017 as shown in the Balance Sheet. The estimated change in stock value is shown in the SOFA.

5(d) *Investment and Endowment Funds*

The PCC no longer has any investment funds apart from two permanent endowment funds which are held by the diocese. These are detailed as part of section 6. The increase in their value is shown in the SOFA and their total value at the end of 2021, as entered in the Balance Sheet, was £8,007.

6. DETAILS OF FUNDS

The name of each fund, and the amounts held in them at the start and end of 2021, are given below.

Value at 31/12/20	Fund Title	Value at 31/12/21
150,773	Unrestricted General Fund	150,091
18,846	Preservation & Protection Fund	27,870
1,828	Gourmet Gang Catering Account	0
4,946	Bell Fund	4,978
642	Flower Fund	546
2,793	Children & Youth Fund	40
7,223	Organ Fund	7,244
29,511	Stained Glass Fund	32,778
62,045	Restoration Fund (Closed to additions)	61,241
4,799	Appeal Fund (Spent out and closed)	0
283,407		284,788
	Endowment Funds	
430	Charlotte Allen Churchyard Trust	479
6,749	Miss Sophia Louise Faulkner Trust	7,528

The ***Unrestricted General Fund*** is the main operating fund of the PCC. All unrestricted transactions described in the SOFA, and in the details given in the incoming & outgoing resources sheets, relate to this fund.

The Preservation & Protection Fund is a fund set up to receive donations restricted to the preservation and maintenance of the general fabric of Holy Trinity Church building, including the major part of the insurance if required. Any donations, legacies or fundraising income specifically for the church building, and not for the wider ministry and mission of the Church, are now normally allocated to this fund.

The Bell Fund receives contributions from donors and visiting bands specifically for the maintenance of the bells and frame at Holy Trinity.

The Flower Fund is used to buy flowers and related material for the decoration of the church and receives payments or donations specifically for that purpose.

The Children & Youth Fund is a fund restricted to paying for the work with children, families and young people. This includes Messy Church, the Fusion youth group, the Connect mother & toddler group at St. Catherine's, and any other family and youth initiatives.

The Organ Fund was set up during 2018 to receive donations and fundraising revenue towards major refurbishment and enhancement of the church organ.

The Stained-Glass Fund was set up during 2019 to handle the money received and paid out for the work on the restoration and protection of the eight medieval stained-glass windows. All donations, fundraising and grants for the stained-glass work are paid into this fund, and all payments by the PCC for that restoration and protection work are made from it.

The above seven funds are currently active, and are expected to remain active in 2022 and beyond.

The Gourmet Gang Fund was a fund set up to account for the income and expenses of the Church catering volunteers. Income was to be used firstly to improve the Church catering facilities with any surplus to be used for any other Church activity as determined by the members of the Gourmet Gang. This group has ceased to operate and agreed to transfer the balance of this fund to the General Fund.

The Restoration Fund is closed to new donations and will eventually be spent out as building restoration work proceeds. Donations restricted to restoration can now be made to the Preservation & Protection Fund.

The Appeal Fund was a fund set up to account for any donations that may accrue and any expense incurred with regard to the Heat/Light/Sound/ Bells appeal launched in 2007. During 2021, this fund was used to pay for some of the work done to upgrade the electricity supply to the church in order to improve the heating system and also to pay for some of the sound-related aspects of the livestreaming system, and in covering that work this fund was spent out and closed..

The Charlotte Allen Churchyard Trust is for keeping in good order and condition the Churchyard and requesting that the graves and memorials of William and Charlotte Richold and of Charlotte Allen and her husband be given adequate attention. This is a permanent endowment fund held by the diocese.

The Miss Sophia Louise Faulkner Trust is an endowment fund for the upkeep of the memorial window in memory of Miss Faulkner's father and mother and for general repair of the church. This too is a permanent endowment fund held by the diocese.

The capital appreciation of these two endowment funds is shown as an endowment gain in the SOFA, and their total capital value is listed under investment fixed assets in the Balance Sheet.

Separate but Related Charity

Friends of Long Melford Church Building Trust

This is an independently registered charity (commission no. 1069008) whose purpose is defined as 'To administer funds and trusts to assist the PCC in the repair of the fabric of Holy Trinity Church, Long Melford'.

One of the important elements of the PCC's relationship with the Friends is the project to preserve the medieval glass, for which the Friends hold restricted funds donated by members of the Clopton family.

7. INCOME TAX RECOVERED FROM HMRC THROUGH GIFT AID

Some of the income in this category is received by the PCC direct from HMRC as a result of our Gift-Aid claim, and some is received via PGS (Parish Giving Scheme) who immediately claim the money on behalf of the PCC and forward it directly to us. The split of this income, and its subsequent distribution to the respective funds and charities, is shown in the tables below.

Sources of Tax Recovered Through Gift-Aid, and its Allocation

	2021	2020
Received Directly from HMRC:	11,701	14,871
Received via PGS (Parish Giving Scheme):	3,399	2,407
Total:	15,100	17,278
Donations to Charities through the Church account:	376	216
Children, Youth & Family Work:	23	784
Stained Glass Fund:	568	3,068
Preservation and Protection (Rector's sponsorship):	22	0
Forwarded from Rector's sposorship:	88	0
Share of Benefice Donation to Alpheton & Shimpling:	0	100
Unrestricted:	14,023	13,110
Total:	15,100	17,278

8. FUNDING OF CHILDREN, FAMILY AND YOUTH WORK COSTS

The rental income from the house mentioned in 5(a), after an allowance for routine upkeep and maintenance costs, has been designated by the PCC to fund Children and Youth work. In addition, the Children & Youth fund receives, on occasions, donations or fundraising revenue specifically restricted for that purpose. In 2021, this work needed to be supplemented by an additional £2,187 from the General Fund, but this needs to be balanced against the surplus for children/youth restricted and designated funding of £2,800, which was achieved in 2020.

9. RESERVES POLICY

The reserves policy of the PCC, which is reviewed annually, is based on an estimate of 3 months' parish share and 3 months of maintenance, insurance and all other expenses totalling £33,000, to be held as part of the Unrestricted General Fund. As is clear from the figures in section 6, this was comfortably covered in 2021.

10. TRANSITORY INCOME

In accordance with recommended accounting practice, transitory income is not shown in the SOFA, but major items of possible interest are summarised for information in the following table.

	2021	2020
Administration payments from Alpheton & Shimpling:	1,695	2,164
Share of Ministry costs from Alpheton & Shimpling:	1,475	839
Share of Donations and Fundraising to A&S and Lawshall:	293	417
Diocesan fees for weddings and funerals:	1,491	844
All other transitory payments for weddings and funerals:	5,872	2,654
	10,826	6,918

11. INCOME FROM CONTACTLESS CARD DONATIONS AND ONLINE CARD DONATIONS

The gross income and charges relating to each of these sources in 2021 and 2020 are tabulated below.

Card Donations Credits and Costs	Gross Credits		Charges	
	2021	2020	2021	2020
Contactless Donations	4,958.00	2,106.47	701.07	633.68
Online Donations	257.83	96.00	5.17	1.90

12. INCOME AND COSTS RELATING TO THE CHURCH SHOP

Profit from the Church Shop inevitably fell seriously during 2020 because of the lockdowns and other covid-related restrictions. But this recovered to a large extent during 2021, thanks in part to the card payment facility which started in April. In 2021 gross revenue from card payments accounted for over half of all shop receipts, and the total charges for this service amounted to just over 6% of takings, making this an extremely worthwhile facility.

13. OBSERVATIONS ON 2021 FINANCIAL RESULTS

Covid-related restrictions had a significant impact on the financial activities of the Church in 2021, as they had done in 2020. Income from cash collections and envelope-giving was well down on pre-pandemic levels, as was income from weddings and funerals. Offset against that, but only to a small extent, energy costs and some other service-related expenses were also reduced. Energy costs will of course increase very significantly from 2022 onwards.

All revenue from credit and debit cards has increased in importance, and, even more importantly, regular online giving via PGS (the Parish Giving Scheme), standing orders and BACS payments has also increased. These forms of income will become increasingly important for the Church in the future as cash will continue to be a less significant part of the general economy, even after the pandemic is finally over.

We received three legacies in 2021: two unrestricted legacies totalling £17,418 and one of £9,400 restricted to fabric. These extraordinary items of income were balanced against extraordinary expenditure totalling ~£27,000 on the upgrading of the audio/video/livestreaming equipment and the improvements to our electricity supply as a step towards a more efficient heating system at Holy Trinity.

As can be seen from the SOFA (page 1) and the details given in sections 2 and 3, total income was close to £150,000, with an overall surplus of £1,380 but a deficit in our General Fund of £2,511.

It is expected that there will be major fabric expenditure in 2022, which will deplete our reserves.

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2021 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Neil J Pearson

Dated: March 7, 2022

Address:
87 High Street,
Bildeston,
Suffolk
IP7 7ER

PCC OF LONG MELFORD

England & Wales - Charity number 1169680

Accounts

The Diocese of St Edmundsbury and Ipswich

The Chadbrook Benefice





<u>Annual Report and Financial Statements</u>

For the year ended 31st December 2020
Parochial Church Council

Holy Trinity Church with St Catherine's
Long Melford, Suffolk

APCM meeting will be held at Holy Trinity Church, Long Melford
at 7.30pm on Tuesday 27th April 2021

Prayer

Loving God,
once more we thank you for our church
and for the fellowship we share with one another.
We praise you for all whose contribution to our life together
we recognise and acknowledge this day –
all who have served the church over the years,
who have nurtured and encouraged our faith,
who have been part of our continuing life and witness.

We pray for those who offer their services this day:
those who will take on new positions of responsibility –
equip them to fulfil their duties wisely and faithfully;
those who will continue in the office
they have already been undertaking –
give them renewed inspiration and vigour in their work;
those who will stand down from office –
may they know their labours have been appreciated.

Holy Spirit, Lord God, Giver of life,
come to us as a refreshing and strengthening power;
purge out of our lives all that denies your inspiration;
keep us alert to your challenges;
let us be open to your new demands, both in the world and in the church;
give us humility that we may see your vision and, trusting in your power, commit ourselves to it,
In the name of Jesus Christ our Lord

AMEN

Annual Vestry Meeting

Agenda

1. Prayer
2. Apologies
3. Minutes of the last Vestry Meeting held on 20th October 2020
4. Election of Churchwardens for 2021-2022

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 1

Annual Parochial Meeting

Agenda

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on 20th October 2020
3. Matters arising from the minutes
4. Electoral Roll Report
5. Financial Statement for the year ended 31st December 2020 including the Independent Examiners report
6. Report on the Fabric, goods and ornaments of Holy Trinity and St Catherine's churches
7. Group reports and Deanery Synod report (attached)
8. Elections
   Three lay representatives to the Parochial Church Council – each for three-year terms.
10. Appointment of Independent Examiner for 2020
11. Results of Elections, if any
12. Any other business
13. Rectors Report

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 2

Parochial Church Council 2020

Administrative Information

Holy Trinity Church Long Melford is situated at the northern end of the village green, overlooking the village. St Catherine's, in St Catherine's Road is situated in the heart of the residential area of the village further south. They are part of the Diocese of St Edmundsbury and Ipswich. The correspondence address is The Rectory, The Green, Long Melford, Sudbury, Suffolk CO10 9DT.

The Parochial Church Council (PCC) is a charity requiring registration to the Charity Commission, as a church with an income greater than £100,000. PCC members as this report was prepared are:

Chairman:	Rev Matthew Lawson	
Church Warden(s)/ vice chair:		
Church Treasurer:	David Walters	
PCC Secretary:	Cheryl Morgan	
Representative on Diocesan Synod	John Watts	ex-officio (2020-2023)
	David Walters	ex-officio (2020-2023)
	David Hamand	ex-officio (2020-2023)
Curate	Judith Offord	

Elected Members:

Melonie Clubb	2019 - 2022
Alan Douglas	2019 – 2022
Alison Ewbank	2020 – 2023
Charlotte Harkness	2018 – 2021
Harry Mee	2019 - 2022
Cheryl Morgan	2020 – 2023
Fiona Pearson	2020 – 2023
Helen Spear	2019 - 2022
Carolyn Spraggons	2019 - 2022

Structure Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and for election to the PCC.

Objectives and Activities

Holy Trinity and St Catherine's PCC has responsibility for co-operating with the Rector in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church buildings of Holy Trinity and St Catherine's and the Glebe land, Long Melford.

Church Services

Throughout 2020 there were long periods of lockdown where the congregation and members of the public from the wider community could access the services via livestreaming through Facebook. Attendance was good with approximately 100 people joining in with the service.

Elders

There are currently eight Lay Elders in the Chadbrook Benefice;

Charlotte and Richard Blyth
Malcolm Brunwin
Jean Cook
Jane Kohler
Nicky Lawson
Christine Smith
Pam Tonks

Parochial Church Council – Review of the Year

During the year there have been six meetings of the Parochial Church Council and all were held virtually via Zoom with an average attendance of 13 people. For the majority of the year services were held either from The Rectory Study or from church via the wonders of livestreaming. Revd Lawson has also been burning DVD's of the service and arranging distribution to care homes and to those without internet facility. We are planning to continue livestreaming the services even when we are back in church and are having a professional system installed in 2021.

This review highlights the main activities of the PCC, whilst the Finance and Fabric Reports to follow summarise further work carried out by the PCC in these areas. Members of the PCC meet regularly to address the issues that arise from the responsibility of such a historic and important building and to consider aspects of ministry concerning the church community in Long Melford.

2020 was challenging due to the coronavirus pandemic however, the PCC continued developing the Diocesan initiative 'Growing in God' and the development of the children's ministry. Our Family and Youth worker has been working to continue to build strong relationships with the Primary School which is a member of the Diocesan Academy. Pam Tonks together with a band of volunteers continue to build the youth groups - Connect, Base Camp, Fusion and Messy Church, and although it has not been possible to meet in person, there has been a story each week for the babies and toddlers and Messy Church continued via Zoom. The Church is making a real impact on the youth of the village. The PCC have also been working to create improved communications where the two main focuses have been the Web Site and Facebook. Our website and Facebook are now up and running. By the end of December 2020, the Holy Trinity Facebook page had 462 'followers' and the Connect Facebook page has 200 'followers'. The Children at Church group has 51 members

Members have also spent time managing the legacy from the late Ken and John Talbot of property located in Bridge Street and residual estate funds. The PCC acknowledge, and are very grateful for the many hours of work that Alan Douglas has put in to overseeing this project. Options for future capital investment are being explored

Work to maintain the facilities both in Holy Trinity Church and St Catherine's will be ongoing and is highlighted later in this report.

The committee receive regular reports on the Diocesan Synod and Deanery Synod meetings keeping them advised on the wider church in Suffolk. A synopsis of these are included later in this report.

Thanks to all PCC members for their continued dedication and service to the Church and community.

Cheryl Morgan, PCC Secretary

CHURCH REPORTS

Treasurer's report to 2021 APCM

The 2020 approved and examined accounts, with front sheet and Independent Examiner's Statement, have been on display for 3 weeks, and spare copies are freely available in both churches. There will not be time available at the APCM to go through these in great detail, but please take a look at them and get back to me with any questions or concerns that you may have.

The format of the accounts varies to an extent as times change and situations evolve, so it is not too surprising that parts of the accounts look slightly different this year because of three major factors: start of work on stained glass restoration, increased online and contactless transactions, and of course the effect of covid-19. The last of those factors contributed in part to our having a net £15,000 current-account deficit on the year which needs to be addressed, but we should be in a better position to deal with this than most other Churches. I make some general financial comments in section 12 of the accounts, so there is no need to repeat those here.

I continue to be extremely grateful to Deputy Treasurer David Tweed, Cashier Ron Davies and Planned Giving Officer Theresa Munford for the essential work they do and the highly efficient way in which they cheerfully carry it out. We are also very grateful to our examiner Neil Pearson for his highly professional work at no charge, and he has agreed to continue with this despite moving to Bildeston.

I have now served 6 years as PCC Treasurer, and, while I would be prepared to continue for longer, I would be delighted if a volunteer interested in taking over were to come forward. The changes I have made to the way that we operate financially during my time as Treasurer, and the excellent financial support team that we have, means that the job is not as hard or as time-consuming as when I started in 2015. Anyone who feels called in this direction is warmly invited to speak to me.

David Walters, Honorary Treasurer

Choir Review Report for the HTLM PCC AGM

2020 has been a year that has thrown up considerable challenges for the choir at HTLM – and two very low points dominate this review – in that we lost two very dear people who were

central to our family. The loss of Doreen Hamand, and then James Recknell were two events that loomed large and affected the whole choir. Our love goes to David and to Bron and their respective families. It goes without saying that both James and Doreen are sadly missed as lovely people as will both of their contributions to the choir at HTLM.

The outbreak of the pandemic in February and the subsequent lockdown, release and then further restrictions and further lockdowns meant that music-making was very difficult to sustain and added complications to rehearsals and services when we were allowed to sing together. The introduction of social distancing meant that choir members had to take more independent responsibility for the line/part they were singing, and this had to be done at a 2m distance from each other – hence the strange appearance of blue insulating tape crosses on the music desks to keep the singers away from each other! Who would have thought that a risk assessment would be necessary to sing in a church choir?

The choir however rose to the occasion and everyone played (or sang) their part when they could. Different combinations of voices – to give everyone who wished to sing – were organised, so that we could nearly always put together a four-part anthem and hymns. We were working towards the first evensong of the year when the pandemic struck, and this is something we are all keen to get back to – especially as this appears to be an area which the Telegraph at least seems to be suggesting has been a growth area during lockdown, with lots of young people searching out the 1662 liturgy on YouTube.

We were unable to have the full choir together at any point last year and this has to be a priority when it is safe to do so, when permitted, and when everyone feels comfortable to do so. I know that so many have missed the joy of singing, the camaraderie, and the challenge. The choir was making huge progress and taking on some challenging work when we were first locked down, and then later in the year rose to that challenge again, when in small groups we were rehearsing on a Friday evening (scattered around the nave) and putting a performance on a Sunday morning – with the added pressure of being livestreamed! We have yet to negotiate the choir member's fees for this live broadcast…….

Advent and Christmas carol services were done – against the odds and were done without any compromise. New music was performed, and this reflects the effort and perseverance of the choir. This is one of the great achievements for the choir – because it has led to a greater confidence and belief – because of the need to take the load of one's own part. The outcomes were obvious. It is this which we look to build upon in the near future.

The choir also joined that of Lavenham choir one Sunday afternoon to record (whilst socially distanced) a video of two anthems – An Advent Gloria and a Carol for the Epiphany) as part of the St. Edmundsbury In Harmony project, recording music for use by anyone in the diocese. This is a project which is likely to continue into the future, as is the possibility of working with Lavenham choir for the occasional joint venture.
As we move out of the restrictions and hopefully back to some sort of normality, we look forward to being able to rehearse and sing altogether again, to re-grasp the enjoyment and the purpose of singing in church, and hopefully to greeting back those people who for genuine reasons have not been able to sing with us at all for the past year.

This is also a time to look forwards and to try to expand the choir – we currently draw upon 6 basses, 5 tenors, sometimes 2 altos and at full complement, 6 sopranos. However, this year it is a priority to expand the numbers that regularly sing and continue to expand our repertoire as we do so. We will be looking to cast the net to see if we can catch a few to persuade to try singing who might have thought about it, and also to see if there aren't a few younger people out there who could be encouraged to join us.

Nigel would like to thank all in the choir who have turned out when requested and who have tolerated the restrictions, have considered and weighed up the risk and have stoically put up with the conditions – here's hoping that it will not be too long before we can get together and lead the worship as we would prefer to, rather than having to do so in what at times felt like individual isolated bubbles in the choir stall.

Nigel Brown
Organist/Choirmaster

Big Bells

2020 feels a bit like 'the year that never was' and yet it is a year we will never forget, a year of Covid-19 which brought with it disease, isolation, shielding and lockdown. The year started off promising to be one of the busiest ever for weddings with more scheduled than any other year. We also had several visiting ringers scheduled in for tours; sadly, with lockdown enforced to try and protect people from Covid-19 all but 3 weddings were cancelled and the bells at Holy Trinity have been silent for most of the year.

However, we did manage to toll the tenor bell each Thursday during the clap for NHS and key workers and for D-Day and we also tolled the bell in support of Cancer research when a group of supporters started a charity walk from Holy Trinity Church. There was no festive gathering of the ringers this year but hopefully in summer 2021 we will be able to hold a social gathering / picnic instead.

We pray that before long the Church bells will once again ring out, calling people to worship and in celebration of weddings.

Linda Goodban
Tower Captain, Holy Trinity Church

Hand Bells

The hand bell ringers met only once during 2020 and as a result of Covid-19 restrictions, for the first year in a decade, there were no Christmas performances.

Theresa Munford
Hand Bells Holy Trinity Church

Bells note:

It is hoped during 2021, once lockdown and socialising restrictions are lifted, that we will hold 'taster sessions' for both Big bells and Hand bells, allowing anyone who may be looking for a new hobby or interest as we come out of lockdown, to try out these activities and see if they would like to join our bands.

For further information contact:

Linda Goodban on 07786 151650 / email: linda@rodbridge.com (Big bells)
Theresa Munford on 07979 918027 / email: theresamunford1@aol.com (hand bells)

Deanery Synod Report to APCM and details of zoom meeting on 16th March 2021.

The synod has had regular three-monthly meetings throughout the lockdown. The Rural Dean Stephen Morley has chaired the meetings which involved sharing and highlighting

positive activities and events in all parishes of the Deanery. Hence in the pandemic there has been communication between parishes and useful ideas have been exchanged. The lay chair David Lamming has kept us up to date with the decisions of the General Synod. David Walters (Deanery Organiser) has kept a watchful eye on financial matters and has reported any changes throughout the year.

Meeting on 16th March.
Stephen Morley opened the meeting with a prayer.
The Reverend Tom Mumford will become Assistant Rural Dean.
Canon Mark Hawarth gave a presentation about the Diocesan Environmental Group which has taken responsibility for church actions to make it eco-friendlier. Church buildings and schools should do all possible to reduce the carbon footprint. The 6th June marks environmental Sunday and actions to enhance eco-friendly projects could be highlighted. Churches will be rewarded for enhancing God's creation and a detailed document (Previously circulated to the PCC) has been produced.

Suggestions made include a small "forest area" in every churchyard, the provision of charging points in churchyards and general tree planting initiatives through church organisations. Justin Welby has stressed the need to care for God's world and after the pandemic we need to rethink our approach. We have the capacity for change. Eco church has provided many leaflets on this subject.

The Deanery Plan.

Key items were highlighted.

1. A joint deanery service to be held on Sunday 25th July at 10.30.
2. A deanery away day will be arranged.
3. A parish nurse for Sudbury will be appointed.
4. More churches in the deanery will become eco churches.
5. All resources for technology will be shared.

Deanery Organiser's Report.

The Diocese kept books open until 16th February and funds show it close to breaking even. This year's Parish Share is down by 2%. David Walters is available in the Deanery to give advice on giving in general.

The Archdeacon's Visitation will take place on 23rd June at Long Melford.
The meeting ended with a prayer.

John Watts (April 2021)

Report for St Catherine's March 2021

I have put together a Risk Assessment and a Policy document in readiness for the returned use of St Catherine's, and a possible future let following COVID guidance.

Awaiting COVID guidance laminated signs, hands ,face, space etc from Vicky also to add.

I have updated the First Aid box and put all of the items in a new, clear plastic box. I have added a set of PPE. Pam has agreed to purchase a digital thermometer for future use.

I have cleaned the kitchen surfaces and decluttered to make it more COVID friendly, things are away in the cupboards, other items disposed of, old cloths, scourers etc

I have liaised with Mrs Kistruck about the removal of various items, overalls and aprons hanging in the kitchen, at least until they are needed again.

Risk Assessment and policy document have been laminated and pinned on kitchen notice board.

Outside toilet, also cleaned, de cobwebbed. Paper towel, squirty soap, toilet wipes etc also placed in a clear plastic box with guidance, again laminated. (all donated)

Steve has cut the grass. We have done some of the shrubbery area, still some to do.

A cleaner has been secured and will do an initial clean over the Easter holidays and come in to clean toilet and kitchen if groups only meet outside. Also, in the main building when needed.

Carolyn and Steve will continue to do the garden, voluntarily at this current time.
We will continue to put the brown bin out now it has finally been emptied once again.

Carolyn Spraggons

End of reports

Minutes of the Annual Parishioners Meeting for Holy Trinity Church, Long Melford and St Catherine's held on Tuesday 20th October 2020 at 7.30pm in Holy Trinity Church, Long Melford

1. Members Present

Melonie Clubb, Alan Douglas, Alison Ewbank, David Hamand, Charlotte Harkness, Revd M. Lawson, Ian MacDonald, Fiona Pearson, David Walters, John Watts, Graham Wegg, Judith and Malcolm Offord, and 8 parishioners

2. Apologies

Apologies were received from Helen Spear, Carolyn and Stephen Spraggons

3 Minutes of the previous Annual Parishioners Meeting

The minutes of the last meeting were approved as a true record

4 Matters Arising

There were no matters arising

5 **Election of Churchwardens for 2020-2021**

In the absence of election forms, churchwardens were proposed and seconded as follows:

Ian McDonald - Proposed by Fiona Pearson, Seconded by David Walters
Graham Wegg - Proposed by John Freeborn, Seconded by Charlotte Harkness

Graham and Ian were accepted as churchwardens. Revd Lawson said he would check that the procedures were legal with the diocese.

Signed……..

Date……

Minutes of the Annual Parish Council Meeting of Holy Trinity Church with St. Catherine's held on Tuesday 20th October 2020 at 7.30pm in Holy Trinity Church, Long Melford

Revd. Lawson welcomed all to the meeting and spoke of the challenges of Covid since the previous APCM.

The meeting opened in prayer.

1. **Members Present**

   Melonie Clubb, Alan Douglas, Alison Ewbank, David Hamand, Charlotte Harkness, Revd M. Lawson, Ian MacDonald, Fiona Pearson, David Walters, John Watts, Graham Wegg, Judith and Malcolm Offord, and 8 parishioners

2. **Apologies**

   Apologies were received from Helen Spear, Carolyn and Stephen Spraggons

3. **Minutes of the previous Annual Parochial Church Meeting**

   The minutes of the last meeting were approved as a true record

4. **Matters Arising**

   Under item 6, David Walters said that he was very grateful to the Rector for presenting the report and fielding the questions in his absence. But David considered that it was necessary to answer the question regarding the funding of the Youth & Family costs in the following way.

   In 2018, the Youth-Worker time and all the other Children/Family/Youth costs were more than covered by revenue which had been restricted or designated for that purpose, as stated clearly in item 9 of the 2018 accounts. David added that this was certainly not true in 2019, because the house was vacant for more than 8 months in that year. So, the PCC agreed to cover that temporary shortfall from the unrestricted general fund, which nevertheless still ended the year in considerable surplus. In 2020 it looks as though the full Children/Family/Youth costs will again now be more than covered by the restricted and designated income, despite the extraordinary circumstances this year.

5. **Electoral Roll Report**

   Last year there was the 6-yearly review of the electoral roll and there was no report.

6. **Financial Statement for the year ended 31st December 2019 , including the independent Examiners Report**

   The Financial report had been previously distributed. David Walters added that the finances were looking reasonably healthy but that we were in extraordinary financial times. He reminded the meeting that the report was for 2019. David Walters expressed his gratitude to David Tweed, Ron Davies and Teresa Munford for their continued support. He explained that the support of these people enabled David to leave the finances in their capable hands whilst he was away.

7. **Annual Report for 2019 for the APCM**

Cheryl Morgan reported that on page 5, Graham Wegg and Ian McDonald were omitted as churchwardens and the Synod Members should read Deanery and not Diocesan.

David Hamand reported that Canterbury Cathedral Glass Studios would be prepared to restart work again on the medieval windows in the new year (2021). Also, because a visit from the Clopton family didn't happen this year, they donated approx. £4000

Revd Lawson spoke about the sad loss of James Recknell (choirmaster)

Revd Lawson mentioned the work that Pam Tonks was doing with school.

Revd Lawson reported the positive work of the school and the extraordinary work the staff had been doing through the pandemic.

John Watts mentioned the March meeting of Deanery Synod held virtually which had been a roundup of what all the churches were doing. There was a meeting planned for November which would possibly be face-to-face. He added that there was a great spirit of 'carrying on'.

8. Elections of PCC members

3 members were nominated via nomination forms:
Alison Ewbank
Cheryl Morgan
Fiona Pearson

These were all appointed for 3 years from 2020 to 2023

9. Election of Deanery Synod members

3 members were nominated:
David Walters - Proposed Ian McDonald Seconded Fiona Pearson
John Watts - Proposed by John Freeborn Seconded by Graham Wegg
David Hamand - Proposed Alan Douglas Seconded Alison Ewbank

These were all appointed for 3 years from 2020 - 2023

10. Appointment of Sidesmen/women

Revd Lawson explained that sidesmen/women did not now have to be appointed at the APCM. Revd Lawson thanked the sidesmen for their work in the church

11. Appointment of Independent Examiner for 2020

David Walters proposed Neil Pearson as Independent Examiner Seconded by John Freeborn

12. Rectors Report

Revd Lawson said that it had been a full-on time over the last few months and thanked the churchwardens for helping him to get through this tricky period. He thanked all the people who were involved in the church and for the service given. He added that he really loved being part of the church family. He thought that going forward would be challenging and people were feeling irritable, however this was an

opportunity as a church community to try and set the spiritual tone for the months ahead. He asked that everyone tried to reach out. in particular to those alone and those suffering with mental illness.

13. <u>Any Other Business</u>

JW thanked Revd Lawson for leading not only in a spiritual way but in a technological way and it had been good to continue worshipping throughout lockdown. Revd Lawson reported that it was approximately half and half of those now back in church and those worshipping at home. Through the livestream they had attracted new members of the church. This had opened doors to more people and people had more time to reflect on what was important. Lockdown had shown how important community was. He had been really impressed with the way the village pulled together and helped those in need. He felt that going forward the local community would help to shape the future and there could be a positive role for the church to play. Regarding livestream he said that people had varying degrees of anxiety entering public buildings and those who could not yet return livestreaming reached out to them.

James Harkness echoed John Watts thoughts.

David Hamand promoted his calendars and reported that following sales, already £800 had been banked.

Alan Douglas reported that tenants of Convallaria had paid up for the whole year in advance - £11k.

IM commented that the church shop had re-opened and 2 ladies had stepped forward and trained the shopworkers emphasising that they were the first point of contact for the public visiting the church.

Following The Grace being said the meeting closed at 8.30pm

Signed……..

Date……..

Holy Trinity with St Catherine's Long Melford

Registered Charity Number: 1169680



PCC Annual Accounts

For the Year 1st January – 31st December 2020

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2020 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Dated: April 4, 2021

Address: 87 High Street
Bildeston
IP7 7ER

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Statement of Financial Activities for year ending 31 December 2020

INCOMING RESOURCES

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £	Total Funds 2019 £
Incoming resources from donors	2a	70,258	102,087		172,345	117,855
Other Voluntary incoming resources	2b	0	863		863	2,985
to further the Council's objects	2c	6,255	3,249		9,505	13,317
to generate funds	2d	8,147	312		8,459	22,865
Income from Investment	2e	534	515		1,049	2,012
Other ordinary incoming resources	2f	10,957	0		10,957	4,942
TOTAL INCOMING RESOURCES		**96,151**	**107,027**		**203,177**	**163,977**

RESOURCES EXPENDED

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £	Total Funds 2019 £
Activities directly relating to the work of the Church	3a	96,503	75,702		172,205	126,934
Church Management & Administration	3b	10,904	0		10,904	13,299
Cost of generating funds	3c	4,208	0		4,208	5,430
Grants	3d	0	1,079		1,079	3,316
Fund Transfers and Internal Pre-Payments	3e	0	0		0	1,019
TOTAL RESOURCES EXPENDED		**111,615**	**76,780**		**188,395**	**149,999**
NET INCOMING/OUTGOING RESOURCES		-15,464	30,246		14,782	13,978
INVESTMENT DISPOSALS		0	0		0	-512
GAINS AND LOSSES ON INVESTMENTS	6	0	0	453	453	923
APPRECIATION IN VALUE OF PROPERTY	5a	15,000	0		15,000	0
CAPITAL ITEMS ADDITIONS/INCREASE	5b	310	0		310	5,305
CAPITAL ITEMS WRITE-OFFS	5b	0	0		0	-1,325
CAPITAL ITEMS DEPRECIATION	5b	-3,107	0		-3,107	-5,340
MOVEMENT OF STOCK	5c	2,745	0		2,745	-602
NET MOVEMENT IN FUNDS		-516	30,246	453	30,183	12,426
BALANCES BROUGHT FORWARD AT 1st JANUARY		526,552	102,388	6,725	635,664	623,239
BALANCES CARRIED FORWARD AT 31st DECEMBER		**526,035**	**132,634**	**7,178**	**665,847**	**635,664**

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Balance Sheet as at 31 December 2020

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible Fixed Assets	5a&b	364,631	352,428
Investment Assets	5d	7,178	6,725
		371,809	**359,153**
CURRENT ASSETS			
Shop Stock	5c	10,631	7,886
Short Term Deposits		248,145	247,096
Cash in Current Account		41,525	25,629
HMRC Debtors	7	14,871	13,517
Other Debtors		239	1,101
		315,411	**295,230**
LIABILITIES			
Creditors		3,056	7,449
Pre-paid income		18,316	11,270
		21,373	**18,719**
NET CURRENT ASSETS		**294,038**	**276,511**
NET TOTAL ASSETS		**665,847**	**635,664**
FUNDS	6		
Unrestricted		526,035	526,552
Restricted		132,634	102,388
Endowment		7,178	6,725
		665,847	**635,664**

Approved by the Parochial Church Council on 8/3/21 And signed on its behalf by Rev Matthew Lawson

Chairman

The notes to the financial statements on pages 3 to 10 form part of these accounts

1 ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with applicable accounting standards and the Statement of Required Practice, Accounting and Reporting by Charities (FRSSE SORP).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

The unrestricted general fund represents the funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC. If some of this fund is designated for a particular purpose of the PCC (e.g. children & youth work), it is also unrestricted. Details of all of the funds are given in section 6 of these notes to the accounts.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

Incoming Resources

Voluntary Income and Capital Sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the original donation is recognised, which may be some time before the money is received from HMRC. There may be a difference between the totals initially estimated by the Cashier and finally established by the Planned Giving Officer and agreed by HMRC, and any such difference after closure of the accounts is then included in the accounts for the following year. Some Gift-Aid income is received directly from HMRC and some is received via the Parish Giving Scheme (PGS), who claim it from HMRC immediately and forward it to the PCC within days. The split of this Gift Aid income and its allocation between funds and other charities is described in section 7 of these notes to the accounts.

Grants and legacies to the PCC are accounted for as soon as the PCC is formally notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain.

Income from online card donations and contactless card donations is accounted for net within incoming resources. Details of gross income and charges are given in section 11 of these notes to the accounts.

Funds raised by any fund-raising activity are accounted for gross, provided that information is available.

The sales from the Church Shop are all accounted for gross.

Other Income

Rental income from the letting of church premises or church property is recognised when due and received, any payments received in advance are classified as pre-paid income.

Income from Investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Tax recoverable on such income is recognised in the same Accounting year.

Gains and Losses on Investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at 31st December

Resources Expended

Activities directly relating to the work of the Church

The Diocesan Parish Share is accounted for when paid.

All known liabilities for payments at 31st December are provided for in these accounts as an operational liability and are shown as Creditors in the Balance Sheet.

Any significant but unquantifiable liability is assessed as close as possible to the expected value and provisioned accordingly within accruals.

Grants

Grants and donations made to other charities by the PCC are accounted for when paid over or when awarded, if that award creates a binding obligation on the PCC. Any applicable Gift-Aid is credited at the time of the grant or donation and claimed in due course from HMRC

Fixed Assets

Consecrated Property and moveable Church Furnishings

Consecrated and Benefice Property is not included in the accounts in accordance with sections 10(2)(a) and (c) of the Charities Act 2011. Heritage assets are not accounted for as they do not form part of the objects of the PCC.

Moveable Church Furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal are accounted as inalienable property unless consecrated. They are listed in the Church Inventory which can be inspected at any reasonable time.

For inalienable property acquired prior to the Year 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Large items acquired since 1 January 2000 have been capitalised and depreciated in the accounts together with other assets that are able to have been valued, over their currently anticipated useful economic life. Depreciation is usually calculated as 25% of the reducing balance per annum.

A re-valuation of all tangible assets within and around the Church buildings, to estimate their actual practical value, is carried out on occasions to ensure a realistic value for these assets.

All expenditure in the year on consecrated or beneficed buildings or on the repair of moveable church furnishings acquired before 1 January 2004 is written off.

Other Fixtures, Fittings or Office Equipment

Equipment used within the Church premises is normally depreciated at 25% of the reducing balance per annum.

Any item of equipment with a purchase price of less than £1,000 may be written off when the asset is acquired, in accordance with the latest Church Accounting Regulations and as agreed by the PCC in January 2017. Any existing individual item with a residual value of less than £100 is usually written off.

Investments

Investments are valued at market value at 31st December

Current (Cash) Assets

Amounts owing to the PCC at 31st December in respect of fees, rents, Gift Aid or any other income are shown as Debtors, less provision for amounts which may prove uncollectable

Short term deposits include cash held on deposit with the CBF (CCLA) Church of England Funds.

Any outstanding advance payments at the end of the year are shown within Debtors or are deducted from pre-paid income, whichever is judged the more appropriate for the item in question.

Transitory Income
In accordance with the SORP, transitory income which passes through the PCC account as agent is not included in the SOFA, but major items are summarised for information in section 10 of these notes to the accounts.

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Notes to the Financial Statements for year ending 31 December 2020

2 INCOMING RESOURCES

		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2020	Total Funds 2019
		£	£	£	£	£
2(a) Incoming resources from donors						
Standing Orders, BACS and PGS		39,381			39,381	31,651
Numbered White Envelopes		6,165			6,165	7,798
Unrestricted G-Aided Yellow Envelopes		1,405			1,405	6,301
Loose Collections at 10:30 Holy Trinity		1,560			1,560	5,858
Other Holy Trinity loose collections		424			424	3,535
St. Catherines loose collections		5			5	29
Other small non-GA donations in church		2,723	85		2,809	7,050
Received for stained glass restoration			97,156		97,156	0
Grants and other donations, incl. cards	11	2,938	778		3,716	1,702
Gift Aid recovered on all donations	7	13,110	4,068		17,178	14,274
Legacies		2,546			2,546	39,657
		70,258	102,087		172,345	117,855
2(b) *Other Voluntary incoming resources*						
Donations for other charities etc.			863		863	2,985
			863		863	2,985
2(c) *Income from operating activities: to further the Council's objects*						
Weddings & Funerals Stat Fees		2,223			2,223	4,641
Weddings & Funerals Other		3,185	112		3,297	6,082
Magazine Sales		848			848	972
Children's & Youth Work Donations			3,137		3,137	1,621
		6,255	3,249		9,505	13,317
2(d) *Income from operating activities: To generate funds*						
Magazine Advertisements		1,671			1,671	2,275
Use of Church Buildings		380			380	3,657
Catering					0	17
St Catherine's Coffee & Cake		53			53	966
HCT Ride & Stride		541			541	305
Other Unrestricted Fundraising		80			80	54
Sale of Church Calendars		1,040			1,040	0
Flower Fund Revenue (excl. weddings)			246		246	305
Open Gardens					0	3,046
Jeremy Nicholas Event					0	1,022
Childrens & Youth Fundraising					0	55
New Years Eve Social			66		66	0
Shop Receipts		4,382			4,382	11,164
		8,147	312		8,459	22,865
2(e) *Income from Investment*						
Dividends & Interest		534	515		1,049	1,671
Closure of Osmunds Funds					0	341
		534	515		1,049	2,012
2(f) *Other ordinary incoming resources*						
Rental Income from Convallaria		10,957			10,957	4,942
		10,957			10,957	4,942
TOTAL INCOMING RESOURCES		**96,151**	**107,027**	**0**	**203,177**	**163,977**

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Notes to the Financial Statements for year ending 31 December 2020

3 RESOURCES EXPENDED		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2020	Total Funds 2019
		£	£	£	£	£
3(a) *Activities directly relating to the work of the Church*						
Parish Share		58,512			58,512	57,428
Other Ministry & Mission costs		5,294			5,294	5,542
Church Running Expenses						
Utilities		6,451			6,451	10,110
Insurance		6,317			6,317	6,145
New Facilities and Equipment		310			310	11,250
General Repairs & Cleaning		5,271			5,271	3,515
Stained Glass Restoration			70,492		70,492	548
Other Holy Trinity Restoration			3,226		3,226	3,020
Bell Maintenance (Holy Trinity)					0	5,579
Catering					0	16
Flowers (excl. Weddings & Funerals)			10		10	370
Organist fees (excl. transitory)	4	3,870			3,870	7,020
Other music costs		566			566	635
Parish Magazine Printing		364			364	888
Specific children's, youth & family work	4	9,549	1,973		11,522	14,868
		96,503	75,702		172,205	126,934
3(b) *Church Management & Administration*						
Administrator Time & Expenses	4	8,676			8,676	9,286
Other Administration Costs		1,528			1,528	1,744
Maintenance & running costs of Convallaria		700			700	2,269
		10,904	0		10,904	13,299
3(c) *Cost of generating funds*						
Shop purchases		4,157			4,157	4,980
Fund raising events expenses		51			51	450
		4,208	0		4,208	5,430
3(d) *Grants to other charities*						
Kagera, from Lent appeal			381		381	683
Water Aid			16		16	0
Edens project, Sudbury			300		300	970
Sudbury District Scouts & their charities					0	295
St. Nicholas Hospice, from Lent appeal			381		381	0
Christians Against Poverty					0	171
Royal British Legion					0	910
Barnardiston PCC					0	213
USPG					0	74
		0	1,079		1,079	3,316
3(e) *Fund Transfers and Pre-Payments*						
Request to transfer to restricted funds					0	541
Earlier years gift-aid adjustment					0	478
		0	0		0	1,019
TOTAL RESOURCES EXPENDED		**111,615**	**76,780**	**0**	**188,395**	**149,999**

4. PAYMENTS TO INDIVIDUALS FOR SERVICES SUPPLIED

The PCC has no employees but makes payments at agreed rates to self-employed individuals who supply their services as required. Payments in 2020 and 2019 were:

	2020	2019
Payments to Administrator:	8,676	9,286
Payments to Organists:	3,870	7,020
Payments to Children & Youth Worker:	11,349	12,567
Totals:	23,894	28,873

In accordance with the SORP, the above figures do not include any transitory income (e.g. payments to organists through the PCC for weddings and funerals), but do include payment of properly-approved expenses to the administrator and youth worker. The youth worker payments above do not include all purchases of children/youth-related equipment, or some items for Messy Church or Connect.

No payments were made to PCC members apart from transitory income (e.g. verger, bells and chorister fees), and properly-approved reimbursement of incurred expenses.

5. FIXED ASSETS FOR USE BY THE PCC

5(a) *The House 'Convallaria' in Bridge Street*

This was received as part of a legacy in 2015 and its value at the end of 2016, after major refurbishments and improvements, was estimated at £330,000. Its value at the end of 2020, taking into account house price changes locally over the last 4 years, has been conservatively estimated at £355,000. The changes in its value are taken into account in the balance sheet and the SOFA. The property has been occupied since October 2019 and the rent up to October 2021 has been received, and is classified as pre-paid income until it becomes due. Use of this rental income is described in section 8.

5(b) *Other Tangible Fixed Assets*

Fixed tangible assets considered to be the property of the PCC include the furniture in the shop and some other parts of the church buildings, fire equipment, heating systems in the Lady Chapel and St. Catherine's, alarm and bird-proofing systems, storage sheds, some carpets, sound and video systems. The value of these assets is regularly updated and revised to ensure that they are reasonably well aligned with the Church Terrier, insofar as this is permitted by the charity accountancy regulations.

The only item purchased during 2020 which has been added to this list is a set of lighting equipment to facilitate parking on the Green at night. The value of this new asset is £310, as listed in the SOFA. There were no write-offs of assets at the end of 2020 because, even after allowing for depreciation, all remaining assets were considered to have some value.

Based on the one new capital item addition and a nominal depreciation of 25% pa, the value of the tangible assets within and around the church buildings has been revised to a rough figure of £9,631 as of the end of 2020. Adding this to the estimated value of Convallaria gives the figure of £364,631 for tangible fixed assets quoted in the Balance Sheet. The valuation revisions are shown in the SOFA.

5(c) *Shop Stock*

It was not possible to carry out a full stock-take at the end of 2020 because of the Covid-19 restrictions, so based on the start-of-year value, sales during the year and an estimate by the shop managers of the sale value of the new stock purchased, the value of the stock at year end has been estimated at £10,631 as shown in the Balance Sheet. The estimated change in stock value is shown in the SOFA.

5(d) *Investment and Endowment Funds*

The PCC no longer has any investment funds apart from two permanent endowment funds which are held by the diocese. These are detailed as part of section 6. The increase in their value is shown in the SOFA and their total value at the end of 2020, as entered in the Balance Sheet, was £7,178.

6. DETAILS OF FUNDS

The name of each fund, and the amounts held in them at the start and end of 2020, are given below.

Value at 31/12/19	Fund Title	Value at 31/12/20
166,237	Unrestricted General Fund	150,773
15,998	Preservation & Protection Fund	18,846
1,821	Gourmet Gang Catering Account	1,828
4,925	Bell Fund	4,946
403	Flower Fund	642
68	Children & Youth Fund	2,793
7,193	Organ Fund	7,223
2,204	Stained Glass Fund	29,511
64,235	Restoration Fund (Closed to additions)	62,045
5,542	Appeal Fund (Closed to additions)	4,799
268,625		283,407
	Endowment Funds	
402	Charlotte Allen Churchyard Trust	430
6,323	Miss Sophia Louise Faulkner Trust	6,749
6,725		7,178

The ***Unrestricted General Fund*** is the main operating fund of the PCC. All unrestricted transactions described in the SOFA relate to this fund. The money held in this fund reduced during 2020, primarily because of the net reduction in incoming resources apparent in section 2, and mentioned in more detail in section 12.

The Preservation & Protection Fund is a fund set up to receive donations restricted to the preservation and maintenance of the general fabric of the Church building, including the major part of the insurance if required. Any donations or fundraising income specifically for the church building, and not for the wider ministry and mission of the Church, are now normally allocated to this fund.

The Bell Fund receives contributions from donors and visiting bands specifically for the maintenance of the bells and frame at Holy Trinity.

The Flower Fund is used to buy flowers and related material for the decoration of the church and receives payments or donations specifically for that purpose.

The Children & Youth Fund is a fund restricted to paying for the work with children, families and young people. This includes Basecamp on Sundays, Messy Church, the Fusion youth group, the Connect mother & toddler group at St. Catherine's, and any other family and youth initiatives.

The Organ Fund was set up during 2018 to receive donations and fundraising revenue towards major refurbishment and enhancement of the church organ.

The Stained-Glass Fund was set up during 2019 to handle the money received and paid out for the work on the restoration and protection of the eight medieval stained-glass windows. All donations, fundraising and grants for the stained-glass work are paid into this fund, and all payments by the PCC for that restoration and protection work are made from it.

The above seven funds are currently active, and are expected to remain active in 2021 and beyond.

The Gourmet Gang Fund was a fund set up to account for the income and expenses of the Gourmet Gang catering volunteers. Income was to be used firstly to improve the Church catering facilities with any surplus to be used for any other Church activity as determined from time to time by the members of the Gourmet Gang. This fund is in the process of being spent out and closed.

The Restoration Fund is closed to new donations and will eventually be spent out as building restoration work proceeds. Donations restricted to restoration can now be made to the Preservation & Protection Fund.

The Appeal Fund was a fund set up to account for any donations that may accrue and any expense incurred with regard to the Heat/Light/Sound/ Bells appeal launched in 2007. Recent improvements to the heating and lighting at Holy Trinity, and a minor part of the major bell maintenance programme in 2019, were paid for out of this fund. It too is closed to new additions and it is planned to spend the remainder on further improvements to the heating system at Holy Trinity during 2021.

The Charlotte Allen Churchyard Trust is for keeping in good order and condition the Churchyard and requesting that the graves and memorials of William and Charlotte Richold and of Charlotte Allen and her husband be given adequate attention. This is a permanent endowment fund held by the diocese.

The Miss Sophia Louise Faulkner Trust is an endowment fund for the upkeep of the memorial window in memory of Miss Faulkner's father and mother and for general repair of the church. This too is a permanent endowment fund held by the diocese.

The capital appreciation of these two endowment funds is shown as an endowment gain in the SOFA, and their total capital value is listed under investment fixed assets in the Balance Sheet.

Separate but Related Charity

Friends of Long Melford Church Building Trust

This is an independently registered charity (commission no. 1069008) whose purpose is defined as 'To administer funds and trusts to assist the PCC in the repair of the fabric of Holy Trinity Church, Long Melford'.

One of the important elements of the PCC's relationship with the Friends is the project to preserve the medieval glass, for which the Friends hold restricted funds donated by members of the Clopton family. The PCC received £69,250 from this fund in 2020, to cover the cost of the work on the first of the 8 windows.

7. INCOME TAX RECOVERED FROM HMRC THROUGH GIFT AID

Some of the income in this category is received by the PCC direct from HMRC as a result of our Gift-Aid claim, and some is received via PGS who immediately claim the money on behalf of the PCC and forward it directly to us. The split of this income, and its subsequent distribution to the respective funds and charities, is shown in the tables below.

Sources of Tax Recovered Through Gift-Aid, and its Allocation

	2020	2019
Received Directly from HMRC:	14,871	13,517
Received via PGS (Parish Giving Scheme):	2,407	756
Total:	17,278	14,274
Donations to Charities through the Church:	216	331
Preservation and Protection:	0	211
Stained Glass Fund:	3,068	0
Children, Youth & Family Work:	784	405
Share of Benefice Donation to Alpheton & Shimpling:	100	0
Unrestricted:	13,110	13,326
Total:	17,278	14,274

8. FUNDING OF CHILDREN, FAMILY AND YOUTH WORK COSTS

The rental income from the house mentioned in 5(a), after an allowance for routine upkeep and maintenance costs, has been designated by the PCC to fund Children and Youth work. In addition, the Children & Youth fund receives, on occasions, donations or fundraising revenue specifically restricted for that purpose. In 2020 the net profit from Convallaria plus the available restricted Children and Youth income came to a total of £14,188, so that there was a surplus of over £2,800 after the 2020 Children and Youth costs were covered.

9. RESERVES POLICY

The reserves policy of the PCC, which is reviewed annually, is based on an estimate of 3 months' parish share and 3 months of maintenance, insurance and all other expenses totalling £33,000, to be held as part of the Unrestricted General Fund. As is clear from the figures in section 6, this was comfortably covered in 2020.

10. TRANSITORY INCOME

In accordance with recommended accounting practice, transitory income is not shown in the SOFA, but major items of possible interest are summarised for information in the following table.

Summary of Major Transitory Income

	2020	2019
Parish share from Alpheton & Shimpling via Long Melford:	0	11,268
Administration payments from Alpheton & Shimpling:	2,164	2,158
Share of Ministry costs from Alpheton & Shimpling:	839	833
Share of Benefice Donation and Fundraising to A&S:	417	0
Diocesan fees for weddings and funerals:	844	1,242
All other transitory payments for weddings and funerals:	2,654	6,446
	6,918	21,947

From 2020 onwards the parish share from Alpheton and Shimpling is paid by them direct to the diocese rather than via Long Melford, and so our transitory income is now correspondingly lower.

11. INCOME FROM CONTACTLESS CARD DONATIONS AND ONLINE CARD DONATIONS

£200.50 from these facilities in 2020 counted as shop revenue, £83.32 was benefice fundraising and the net balance of £1,283.07, after charges, was classified with other one-off donations in section 2a. The gross income and charges relating to each of these sources in 2019 and 2020 are tabulated below.

Card Donations Credits and Costs	Gross Credits		Charges	
	2020	2019	2020	2019
Contactless Donations	2,106.47	92.00	633.68	48.10
Online Donations	96.00	0.00	1.90	0.00

The contactless facility started in November 2019 and the online card facility in mid-December 2020, and both are expected to increase in importance in the future.

12. COMMENTS ON INCOME AND EXPENDITURE DURING 2020 AND IN THE FUTURE

As can be seen from the SOFA (page 1) and the details given in sections 2 and 3, there was a deficit in our General Fund of £15,464 for the year 2020. It was of course an extraordinary year because of the Covid-19 pandemic, and the ongoing financial effects of this will impact on our finances in 2021, and probably beyond that. The effect of the pandemic and lockdowns has been to reduce our income from the following sources very significantly: loose collections, visitor donations, other casual donations, tours, commercial events, wedding income, funeral income, shop revenue, fundraising activities and magazine revenue. Balanced against that, though to a much smaller extent, there was a reduction in utility costs and organist fees, and also a somewhat encouraging increase in both regular and casual online giving. But the overall effect of the pandemic on our finances has definitely been a negative one, as is true for the vast majority of Churches.

We are fortunate enough to have reserves in both unrestricted and restricted funds which should enable us to cope with this deficit in the short term, and also to cover the major structural repairs which will shortly need to be carried out. But we would be failing in our obligations to past benefactors, and in our responsibilities towards future generations, if we did not manage to rebuild those reserves and balance our budget in the future. While there may be some opportunities to replenish our preservation fund with grants and/or with some specific fundraising events, the cost of our basic Ministry and Mission really needs to be better covered by an increase in our regular giving by something of the order of 15%, and this will hopefully be addressed during 2021.

Independent Examiner Report to the Parochial Church Council of Holy Trinity Church, with St Catherine's Long Melford

I report on the accounts of the PCC for the year ended 31st December 2020 which are set out on pages 1 to 10.

Respective responsibility of the PCC (the Trustees), and Independent Examiner
The PCC are responsible for the preparation of the accounts. The PCC 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:

a) Examine the accounts under section 145 of the 2011 Act;

b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

c) State whether particular matters have come to my attention.

Basis of Independent Examiners 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 PCC 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full 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 Statement

In connection with my examination no matters have come to my attention:

1. which give me reasonable cause to believe that, in any material respect, the requirements
   1a. to keep accounting records in accordance with section 130 of the 2011 Act or
   1b. to prepare accounts which accord with these 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: NJP

Dated: April 4, 2021

Address: 87 High Street
Bildeston
IP7 7ER