

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
Bronwen Recknell

PCC Secretary:

**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

Deanery synod report to APCM May 2022.

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 Spraggon.

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:



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 £	2020 £
<i>Incoming resources from donors</i>	2a	98,305	13,844	-	112,149	172,344
<i>Other Voluntary incoming resources</i>	2b	-	3,357	-	3,357	863
<i>to further the Council's objects</i>	2c	8,613	93	-	8,706	9,505
<i>to generate funds</i>	2d	12,820	1,513	-	14,333	8,459
<i>Income from Investment</i>	2e	60	69	-	129	1,049
<i>Other ordinary incoming resources</i>	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 £	2020 £
<i>Activities directly relating to the work of the Church</i>	3a	114,377	11,163	-	125,540	172,205
<i>Church Management & Administration</i>	3b	13,807	-	-	13,807	10,904
<i>Cost of generating funds</i>	3c	5,006	-	-	5,006	4,208
<i>Grants to other charities</i>	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
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BALANCES BROUGHT FORWARD AT 1st JANUARY		526,036	132,634	7,178	665,848	635,664
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BALANCES CARRIED FORWARD AT 31st DECEMBER		526,718	134,697	8,006	669,420	665,848
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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

Parochial Church Council of Holy Trinity with St. Catherine's Long Melford Suffolk

Notes to the Financial Statements for year ending 31st December 2021

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 £	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
		<u>98,305</u>	<u>13,844</u>	<u>-</u>	<u>112,149</u>	<u>172,344</u>
2(b) Other voluntary incoming resources						
Donations for other charities etc.		-	3,357	-	3,357	863
		<u>-</u>	<u>3,357</u>	<u>-</u>	<u>3,357</u>	<u>863</u>
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
		<u>8,613</u>	<u>93</u>	<u>-</u>	<u>8,706</u>	<u>9,505</u>
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
		<u>12,820</u>	<u>1,513</u>	<u>-</u>	<u>14,333</u>	<u>8,459</u>
2(e) Income from Investment						
Dividends & Interest		60	69	-	129	1,049
		<u>60</u>	<u>69</u>	<u>-</u>	<u>129</u>	<u>1,049</u>
2(f) Other ordinary incoming resources						
Rental Income from Convallaria		10,881	-	-	10,881	10,957
		<u>10,881</u>	<u>-</u>	<u>-</u>	<u>10,881</u>	<u>10,957</u>
TOTAL INCOMING RESOURCES		<u>130,679</u>	<u>18,876</u>	<u>-</u>	<u>149,555</u>	<u>203,177</u>

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Notes to the financial statements for year ending 31st December 2021

3 RESOURCES EXPENDED		Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds	
		£	£	£	2021	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
		<u>114,377</u>	<u>11,163</u>	<u>-</u>	<u>125,540</u>	<u>172,205</u>
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
		<u>13,807</u>	<u>-</u>	<u>-</u>	<u>13,807</u>	<u>10,904</u>
3(c) Cost of generating funds						
Shop purchases, charges and costs	12	5,006	-	-	5,006	4,157
Fund raising events expenses		-	-	-	-	51
		<u>5,006</u>	<u>-</u>	<u>-</u>	<u>5,006</u>	<u>4,208</u>
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	-
		<u>-</u>	<u>3,821</u>	<u>-</u>	<u>3,821</u>	<u>1,078</u>
TOTAL RESOURCES EXPENDED		<u>133,190</u>	<u>14,984</u>	<u>-</u>	<u>148,175</u>	<u>188,394</u>

Parochial Church Council of Holy Trinity with St. Catherine's Long Melford Suffolk
Notes to the Financial Statements for year ending 31st December 2021

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:

	<u>2021</u>	<u>2020</u>
Payments to Administrator:	10,470	8,676
Payments to Organists:	4,860	3,870
Payments to Children & Youth Worker:	12,748	11,349
Totals:	<u>28,078</u>	<u>23,894</u>

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. vergers, 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.

<u>Value at</u> <u>31/12/20</u>	<u>Fund Title</u>	<u>Value at</u> <u>31/12/21</u>
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
<u>283,407</u>		<u>284,788</u>
<u>Endowment Funds</u>		
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

	<u>2021</u>	<u>2020</u>
Received Directly from HMRC:	11,701	14,871
Received via PGS (Parish Giving Scheme):	3,399	2,407
Total:	<u>15,100</u>	<u>17,278</u>
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 sponsorship:	88	0
Share of Benefice Donation to Alpheton & Shimpling:	0	100
Unrestricted:	<u>14,023</u>	<u>13,110</u>
Total:	<u>15,100</u>	<u>17,278</u>

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.

	<u>2021</u>	<u>2020</u>
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
	<u>10,826</u>	<u>6,918</u>

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.

<u>Card Donations Credits and Costs</u>	<u>Gross Credits</u>		<u>Charges</u>	
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>
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:



Neil J Pearson

Dated:

March 7, 2022

Address:

87 High Street,
Bildeston,
Suffolk
IP7 7ER