

The Diocese of St Edmundsbury and Ipswich

The Chadbrook Benefice



Annual Report and Financial Statements

**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:

Dated:

Neil J Pearson



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 |
| | | £ | £ | £ | £ | £ |
| <i>Incoming resources from donors</i> | 2a | 87,699 | 170,468 | - | 258,167 | 112,149 |
| <i>Other Voluntary incoming resources</i> | 2b | - | 2,970 | - | 2,970 | 3,357 |
| <i>to further the Council's objects</i> | 2c | 8,923 | 1,552 | - | 10,475 | 8,706 |
| <i>to generate funds</i> | 2d | 20,044 | 6,658 | - | 26,702 | 14,333 |
| <i>Income from investment</i> | 2e | 1,381 | 2,095 | - | 3,476 | 129 |
| <i>Other ordinary incoming resources</i> | 2f | 12,989 | - | - | 12,989 | 10,881 |
| TOTAL INCOMING RESOURCES | | 131,036 | 183,743 | - | 314,779 | 149,555 |

RESOURCES EXPENDED

| | | | | | | |
|---|----|----------------|----------------|----------|----------------|----------------|
| <i>Activities directly relating to the work of the Church</i> | 3a | 123,943 | 164,443 | - | 288,386 | 125,540 |
| <i>Church management & administration</i> | 3b | 16,681 | 32 | - | 16,713 | 13,807 |
| <i>Cost of generating funds</i> | 3c | 9,434 | - | - | 9,434 | 5,006 |
| <i>Grants to other charities</i> | 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

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 2022

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.

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Notes to the financial statements for year ending 31 December 2022

2 INCOMING RESOURCES

| | | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | Total Funds 2022 £ 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 |
| | | <u>87,699</u> | <u>170,468</u> | | <u>258,167</u> | <u>112,149</u> |
| 2(b) <i>Other voluntary incoming resources</i> | | | | | | |
| Donations for other charities etc. | | - | 2,970 | - | 2,970 | 3,357 |
| | | <u>-</u> | <u>2,970</u> | <u>-</u> | <u>2,970</u> | <u>3,357</u> |
| 2(c) <i>Income from operating activities:</i> <i>to further the Council's objects</i> | | | | | | |
| 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 |
| | | <u>8,923</u> | <u>1,552</u> | | <u>10,475</u> | <u>8,706</u> |
| 2(d) <i>Income from operating activities:</i> <i>To generate funds</i> | | | | | | |
| 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 |
| | | <u>20,044</u> | <u>6,658</u> | | <u>26,702</u> | <u>14,333</u> |
| 2(e) <i>Income from Investment</i> | | | | | | |
| Dividends & Interest | | 1,381 | 2,095 | - | 3,476 | 129 |
| | | <u>1,381</u> | <u>2,095</u> | <u>-</u> | <u>3,476</u> | <u>129</u> |
| 2(f) <i>Other ordinary incoming resources</i> | | | | | | |
| Insurance Claims | | 1,900 | - | - | 1,900 | - |
| Rental Income from Convallaria | | 11,089 | - | - | 11,089 | 10,881 |
| | | <u>12,989</u> | <u>-</u> | <u>-</u> | <u>12,989</u> | <u>10,881</u> |
| TOTAL INCOMING RESOURCES | | <u>131,036</u> | <u>183,743</u> | <u>-</u> | <u>314,779</u> | <u>149,555</u> |

Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Notes to the financial statements for year ending 31 December 2022

| 3 RESOURCES EXPENDED | | Unrestricted | Restricted | Endowment | Total Funds | |
|--|----|-----------------------|-----------------------|------------------|-----------------------|-----------------------|
| | | Funds | Funds | Funds | 2022 | 2021 |
| | | £ | £ | £ | £ | £ |
| 3(a) <i>Activities directly relating to the work of the Church</i> | | | | | | |
| 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 |
| | | <u>123,943</u> | <u>164,443</u> | <u>-</u> | <u>288,386</u> | <u>125,540</u> |
| 3(b) <i>Church Management & Administration</i> | | | | | | |
| 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 |
| | | <u>16,681</u> | <u>32</u> | <u>-</u> | <u>16,713</u> | <u>13,807</u> |
| 3(c) <i>Cost of generating funds</i> | | | | | | |
| Shop purchases, charges and costs | 12 | 7,218 | - | - | 7,218 | 5,006 |
| Commercial & fund raising expenses | | 2,216 | - | - | 2,216 | - |
| | | <u>9,434</u> | <u>-</u> | <u>-</u> | <u>9,434</u> | <u>5,006</u> |
| 3(d) <i>Grants to other charities</i> | | | | | | |
| 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 |
| | | <u>-</u> | <u>3,815</u> | <u>-</u> | <u>3,815</u> | <u>3,822</u> |
| TOTAL RESOURCES EXPENDED | | <u>150,058</u> | <u>168,290</u> | <u>-</u> | <u>318,348</u> | <u>148,175</u> |

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:

| | <u>2022</u> | <u>2021</u> |
|---|---------------|---------------|
| 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: | <u>31,907</u> | <u>28,078</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.

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, 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.

| <u>Value at</u> <u>31/12/21</u> | <u>Fund Title</u> | <u>Value at</u> <u>31/12/22</u> |
|------------------------------------|--|------------------------------------|
| <u>150,091</u> | Unrestricted General Fund | <u>131,069</u> |
| | <u>Restricted Funds</u> | |
| 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 |
| <u>134,696</u> | | <u>150,149</u> |
| | <u>Endowment Funds</u> | |
| 479 | Charlotte Allen Churchyard Trust | 451 |
| 7,528 | Miss Sophia Louise Faulkner Trust | 7,093 |
| <u>8,007</u> | | <u>7,544</u> |

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

| | <u>2022</u> | <u>2021</u> |
|---|---------------|---------------|
| Received Directly from HMRC: | 17,673 | 11,701 |
| Received via PGS (Parish Giving Scheme): | 4,060 | 3,399 |
| Total: | <u>21,733</u> | <u>15,100</u> |
| 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: | <u>14,151</u> | <u>14,023</u> |
| Total: | <u>21,733</u> | <u>15,100</u> |

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.

| | <u>2022</u> | <u>2021</u> |
|--|---------------|---------------|
| 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 |
| | <u>11,424</u> | <u>10,015</u> |

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.

| <u>Card Donations Credits and Costs</u> | <u>Gross Credits</u> | | <u>Charges</u> | |
|---|----------------------|-------------|----------------|-------------|
| | <u>2022</u> | <u>2021</u> | <u>2022</u> | <u>2021</u> |
| 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

Dated:

1/3/2023

Address:

87 High Street,
Bildeston,
Suffolk
IP7 7ER