

The Diocese of St Edmundsbury and Ipswich

The Chadbrook Benefice



Annual Report and Financial Statements

**For the year ended 31st December 2024
Parochial Church Council**

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

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

Loving God,

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

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

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

AMEN

Annual Vestry Meeting

Agenda

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

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 1

Annual Parochial Meeting

Agenda

1. Apologies for absence
2. Minutes of the Annual Parochial Church Meeting held on 29th April 2024
3. Matters arising from the minutes
4. Electoral Roll Report
5. Financial Statement for the year ended 31st December 2024 including the Independent Examiners report
6. Report on the Fabric, goods and ornaments of Holy Trinity and St Catherine's churches
7. Group reports and Deanery Synod report (attached)
8. Elections – current vacancies as listed
 - Three lay representatives to the Parochial Church Council – each for three-year terms.
9. Election of PCC Members
10. Appointment of Independent Examiner for 2025
11. Results of Elections, if any
12. Any other business
13. Rectors Report

MINUTES OF THE LAST MEETING ARE IN ADDENDUM 2

Parochial Church Council 2024

Administrative Information

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

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

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

Elected Members:

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

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

Structure Governance and Management

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

Objectives and Activities

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

Church Services

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

Weddings	8
Christenings / Baptisms	13
Confirmations	8
Funerals	26 + 5 Interments
Average attendance at combined Sunday services was 88 adults / 12 children	

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

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

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

Licensed Ministers

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

Elders

There are currently 7 Lay Elders in the Chadbrook Benefice.

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

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

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

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

Parochial Church Council – Review of the Year

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

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

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

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

Gutters and downpipes have been cleaned out.

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

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

St Catherine's

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

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

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

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

Cheryl Morgan and Deborah Blake
Church Wardens

CHURCH REPORTS

Treasurer's report to 2025 APCM

The 2024 approved and examined accounts, with frontsheet and Independent Examiner's Statement, are displayed at Holy Trinity and can be downloaded from the Church website.

I do not propose to go over the accounts in detail here, please contact me if you have any questions that you would like me to answer.

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

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

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

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

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

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

Chris Badger, Treasurer

REVISION OF ELECTORAL ROLL AS AT 22ND MARCH 2024

In the past year we have sadly lost; Dudley Kemp, Audrey Wreford and Ann Clubb
May they Rest in Peace.

(We also remember before God June Douglas and
Hugh Edgecombe).

We are happy to have welcomed; Jean Johnson and Ingeburg Sabine

The Electoral Roll stands at 171 (177 in 2024)

Mary MacDonald
Church Electoral Roll Officer

Medieval Stained Glass

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

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

Cheryl Morgan and Deborah Blake
Church Wardens

Children & Youth

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

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

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

Connect Baby and Toddler Group

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

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

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

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

Fusion Youth Club

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

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

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



Young Bellringers

Wow Linda and Teresa! (see bells report)

Miscellaneous – Family and Children's Worker

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



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

Growing New

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

4 o'clock Community

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

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

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



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

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

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

Church Bells

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



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

Congratulations to Morgan, Ewan, Seth and Kimberley.

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

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

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

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

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

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

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

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

Linda Goodban
Tower Captain, Holy Trinity Church

Deanery Synod and wider report to APCM May 2025.

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

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

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

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

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

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

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

FRIENDS OF LONG MELFORD CHURCH BUILDING TRUST REPORT

Registered Charity No. 1069008

December 2024

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

Medieval Windows.

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

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

Clopton Reunion.

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

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

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

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

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

ADDENDUM 1

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

1. Members Present:

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

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

3. Minutes of the previous Annual Parishioners Vestry Meeting:

The minutes of the previous meeting held on 10th May 2023 we approved and signed by Rev Matthew Lawson

4. Election of Church Wardens: Two nominations received.

Cheryl Morgan - elected (see nomination form)

Deborah Blake - elected (see nomination form)

Graham Wegg - to continue supporting as Assistant Church warden

All nominations unanimously approved by all present

5. Any other Business: No other business

ADDENDUM 2

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

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

1. Members Present:

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

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

3. Minutes of the previous Annual Parochial Church Meeting:

The minutes of the previous meeting held on 10th May 2023 we approved and signed by Rev Matthew Lawson

4. Electoral Roll Report: Mary MacDonald gave the following report;

In the past year we have sadly lost; Bill Haldane, Joan West and John Steward

We are happy to have welcomed; June Squirrel, Peter Dickinson, Rosalind Dickinson, Karen Straight, Terence Straight and Jean Johnson

The Electoral Roll stands at 176 comprising 144 inside the parish and 32 outside

5. Finance Report: David Walters gave the following report;

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

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

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

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

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

6. **Fabric Report:** Fabric report and stained glass fund report were received and noted as per Annual Report document
7. **Group Reports and Deanery Synod report:** Reports from Church groups and Deanery Synod received and noted as per Annual Report document
8. **Elections to PCC:** Three lay representatives to the Parochial Church Council each for three year terms.
Nominations received were:
Melonie Clubb
Sally McDonald
Graham Wegg

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

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

9. **Election to Deanery Synod:** David Walters and John Watts continue to serve until 2025.
No other nominations received. One further vacancy remains unfilled, anyone with an interest is invited to speak with John Watts or David Walters for further information.
10. **Appointment of independent examiner:**
David Walters proposed that Neil Pearson be appointed to continue in this role.
Seconded by CM Unanimously agreed. DW to notify Neil Pearson.
11. **Any other Business:** No matters raised
12. **Rectors Report:** Rev Matthew Lawson gave the following report;
There have been many moments during this year when I have felt thankful, in particular on Sunday, coming into Church to hear Nigel at the organ and the sound of the choir; bells, youth team, Easter services, and an opportunity to Abseil down the tower here at Holy Trinity.
A mum from Connect has shared that she is looking for a solid Christian teaching for her children and she is now looking to set up Sunday school in Church at the 10.30 services.
I feel it is a real privilege to be here!

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

Our volunteer economy is stretched more than ever before.

I am thankful to so many people / groups, choir, flower ladies, sacristans, cleaners, maintenance, fundraisers, ministry team, alpha – each and every one of these people/groups show love in all sorts of ways.

We had the massive undertaking of the clerestory works, we learnt much during this time, flexibility amongst ourselves and with each other.

There has been the challenges and sadness of two break-ins, each of which not only caused damage and loss of property but also a massive amount of additional work for our Church wardens. I am deeply grateful for their support in dealing with this.

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

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

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

Times may be unsettled as a nation within CofE however here at Holy Trinity we have great opportunities and exciting times.

There is an opportunity for funding to bring music from the church into our local schools, with Nigel to lead this could encourage a youth choir or band within the church for some services.

Our ministry team continues to grow, Kevin Powell and two others are exploring options for priesthood, Karen Straight is looking to join our Elder team.

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

Thanks: I would like to offer personal thanks to the following and offered small gifts of appreciation;

Cheryl, Deborah and Graham for your services as wardens

Judith, Henry and Malcolm for your support in ministry and services

Ian, for your support and encouragement while overseeing the DGM and clerestory works

David, for your years of service as Treasurer

Chris, for taking up the reigns as treasurer as David steps aside from this role

Linda, for your support as PCC secretary

Nicky and Pam, for your enthusiasm, encouragement and support in family and youth work

Nigel, for your uplifting support and encouragement with music and choir

Vicky, for keeping me on track, organising me and reminding me when I have to get things completed.

And to anyone else I have not already mentioned, thank you one and all.

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

There being no further business the meeting ended at 20.50

Signed:

Date:

Holy Trinity with St Catherine's Long Melford

Registered Charity Number: 1169680



PCC Annual Accounts

For the Year 1st January – 31st December 2024

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

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

Respective responsibility of the PCC (the Trustees), and Independent Examiner

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

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act;
- b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- c) State whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and consequently no opinion is given as to whether the accounts present "a true and fair view", and the report is limited to those matters set out in the statement below.

Independent Examiner Statement

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

1. which give me reasonable cause to believe that, in any material respect, the requirements
 - 1a. to keep accounting records in accordance with section 130 of the 2011 Act or
 - 1b. to prepare accounts which accord with these accounting records and comply with the accounting requirements of the 2011 Acthave 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: *March 10, 2025*

87 High Street,
Bildeston,
Suffolk
IP7 7ER

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

INCOMING RESOURCES

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

RESOURCES EXPENDED

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Endowment Funds 2024 £	Total funds 2024 £	Total funds 2023 £
<i>Activities directly relating to the work of the Church</i>	3a	122,207	120,485	-	242,692	308,652
<i>Church management & administration</i>	3b	24,807	57	-	24,864	20,068
<i>Cost of generating funds</i>	3c	8,464	8,425	-	16,889	21,239
<i>Grants to other charities</i>	3d	-	2,705	-	2,705	2,608
TOTAL RESOURCES EXPENDED		155,478	131,672	-	287,150	352,567

NET (OUTGOING)/INCOMING RESOURCES		(10,014)	15,609	-	5,595	(74,538)
Investment gains (losses)	6	-	-	422	422	731
Increase in capital items	5b	-	-	-	-	1,062
Capital items written off	5b	(7,592)	-	-	(7,592)	-
Depreciation	5b	-	-	-	-	(2,177)
Increase/(decrease) in shop stock	5c	1,670	-	-	1,670	6,855
NET MOVEMENT IN FUNDS		(15,936)	15,609	422	95	(68,067)

**BALANCES BROUGHT FORWARD
AT 1st JANUARY**

475,745	108,391	8,275	592,411	660,478
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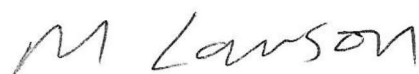
**BALANCES CARRIED FORWARD
AT 31st DECEMBER**

459,809	124,000	8,697	592,506	592,411
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Parochial Church Council of Holy Trinity with St Catherines Long Melford Suffolk
Balance sheet as at 31st December 2024

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

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



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 the year ended 31st December 2024

1 ACCOUNTING POLICIES

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

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

Funds

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

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

Incoming Resources

Voluntary Income and Capital Sources

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

Planned giving is recognised only when received.

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

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

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

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

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

Other income

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

Income from investments

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

Gains and losses on investments

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

Resources Expended

Activities directly relating to the work of the Church

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

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

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

Grants

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

Fixed Assets

Consecrated property and moveable church furnishings

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

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

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

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

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

Other fixtures, fittings or office equipment

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

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

Investments

Investments are valued at market value at 31st December

Current (Cash) Assets

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

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

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

Transitory Income

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

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

2 INCOMING RESOURCES

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

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

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

	<u>2024</u>	<u>2023</u>
Benefice Administrator:	14,951	12,670
Organists:	7,915	6,925
Children & Youth Worker	14,506	14,460
Technical support, mainly livestreaming	4,412	3,962
General cleaning at both buildings	2,059	1,048
Totals:	<u>43,842</u>	<u>39,065</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. It is still shown at that value in the balance sheet, though its current market value is likely to be higher. The property has been occupied under a short-term tenancy since March 2024 and regular rental income is being received. Use of this rental income is described in note 8.

5(b) Other tangible fixed assets

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

5(c) Shop Stock

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

5(d) Investment and Endowment Funds

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

6. DETAILS OF FUNDS

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

<u>Value at</u> <u>31/12/23</u>	<u>Fund Title</u>	<u>Value at</u> <u>31/12/24</u>
<u>98,289</u>	Unrestricted General Fund	<u>88,275</u>
	<u>Restricted Funds</u>	
0	Preservation & Protection Fund	1,607
4,607	Bell Fund	3,602
655	Flower Fund	188
1,265	Children, Youth and Fresh Expressions Fund	16,730
7,882	Organ Fund	9,479
<u>93,982</u>	Stained Glass Fund	<u>92,394</u>
<u>108,391</u>		<u>124,000</u>
	<u>Endowment Funds</u>	
495	Charlotte Allen Churchyard Trust	518
<u>7,780</u>	Miss Sophia Louise Faulkner Trust	<u>8,179</u>
<u>8,275</u>		<u>8,697</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 notes 2 and 3 to these accounts, relate to this fund.

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

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

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

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

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

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

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

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

Separate but Related Charity

Friends of Long Melford Church Building Trust

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

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

7. INCOME TAX RECOVERED FROM HMRC THROUGH GIFT AID

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

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

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

8. FUNDING OF CHILDREN, FAMILY AND YOUTH WORK COSTS

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

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

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

9. RESERVES POLICY

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

10. TRANSITORY INCOME

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

Summary of Major Transitory Income

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

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

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

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

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

12. CHURCH SHOP ACTIVITY

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

13. ALLOCATIONS OF BANK CHARGES AND INTEREST

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

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

14. ELECTRICITY SUPPLY COSTS IN 2024

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

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

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

Respective responsibility of the PCC (the Trustees), and Independent Examiner

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

It is my responsibility to:

- a) Examine the accounts under section 145 of the 2011 Act;
- b) Follow the procedures laid down in the general direction given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- c) State whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit and consequently no opinion is given as to whether the accounts present "a true and fair view", and the report is limited to those matters set out in the statement below.

Independent Examiner Statement

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

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

have not been met, or

2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: *March 10, 2025*

87 High Street,
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