

**The Parochial Church Council of
Holy Trinity Longlevens, Gloucester**
Registered Charity No. 1178091

Trustees' Annual Report
and
Financial Statements
for the year ended 31st December 2020

THE PAROCHIAL CHURCH COUNCIL OF
HOLY TRINITY CHURCH, LONGLEVENS, GLOUCESTER
Registered Charity No. 1178091

TRUSTEES ANNUAL REPORT – YEAR ENDED 31ST DECEMBER 2020

ADMINISTRATION INFORMATION

Holy Trinity Church is situated in Church Road, Longlevens, Gloucester.

It is part of the Diocese of Gloucester within the Church of England.

The correspondence address is Holy Trinity Church Office, Church Road, Longlevens, Gloucester, GL2 0AJ.

The Parochial Church Council (PCC) was registered with the Charity Commission in 2018.

PCC Members who have served during 2020

	Name	Post	Dates if part year
Incumbent:	Revd Dr G Gibbens	Chair	
Wardens:	Mrs L Robinson		Re-Elected – October 2020
	Mr S Peachey		Re-Elected – October 2020
Deanery	Mrs P Mackness		
Synod:	Mr T Haines		
	Mrs L Robinson		
Elected	Mrs J Chitty	Treasurer	Re-Elected – October 2020
Members:	Mrs J E Uzzell	Secretary	
	Mr E Chitty		Re-Elected – October 2020
	Mrs M Humphris		
	Mrs E Simpson		
	Mr N Rees		
	Mrs J Porter		
	Mr R Leatherdale		Elected – October 2020
	Mr T Simpson		Elected – October 2020
Resignations:	Mr I Bingham		Resigned March 2020
	Mrs S Bingham		Resigned March 2020
	Mr D Lyes		Resigned October 2020
	Mr P Winkley		Resigned October 2020

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 stand for elections to the PCC.

Objectives and Activities

Holy Trinity PCC has the responsibility of co-operating with the incumbent Revd Dr Gwyneth Gibbens, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

It also has maintenance responsibilities for the Holy Trinity Church buildings and associated property.

ACHIEVEMENTS AND PERFORMANCE

Church Attendance

A new electoral roll was compiled ahead of the Annual meeting in April 2019. The number of parishioners recorded on the roll was 135. The number of people on our Electoral Roll at April 1st 2021 was 130.

The constraints of lockdown as part of Government COVID19 risk management had significant impact on church and community. During the periods when we were not able to use the church we produced weekly 'sofa sheets' as a way of offering and enabling shared prayer and reflection. Average weekly church attendance has also been significantly lower and in the region 30-35 per week, spread over 4 services.

WORK OF THE PCC 2020

Vision and objectives/priorities

Once again our priorities have been driven by our vision that at Holy Trinity we strive to be

A growing and vibrant church with an open door, enabling us to take God's
love out into the community and to welcome and nourish with God's love
all who enter.

Just as I have loved you, you also should love one another – John 13.34
Taste and see that the Lord is good – Psalm 34.8

Given the national risk management constraints our strategic plans have been largely on hold. Nevertheless we have embraced the need and opportunity to look afresh to identify ways of enabling worship and meet needs through outreach within community. The most significant investment we have made is in the:

Installation of a live streaming system and capability

This was an unforeseen blessing and was achievable thanks to a grant from our local council. This capability has meant the church members have still been able to feel part of church as they watch the live-streamed services.

No progress has been made with our objective:

Create a safe area for outdoor activities between the church and the church hall particularly for young people and those with special needs

These plans are still on-hold because of the Covid-19 risk management constraints. We look forward to developing this area as we start to regain flexibility and freedom of movement.

STEWARDSHIP

Response to Quinquennial Recommendations

Progress has been very slow as we continued to face resource and funding constraints as well as Covid-19 constraints. Our main focus has been essential repairs and maintenance. We have continued to benefit from the support of our Local Councillor in helping resource repairs and improvements.

Safeguarding

The annual review of our Safeguarding process was carried out, and again identified some areas for development to ensure that we remain consistent with the Church of England's recommended best practices. We confirmed that, overall, our Safeguarding policies are appropriate and effective. All members of the PCC and those engaged in work with the community are now required to take part in regular Safeguarding Training appropriate to their roles.

A new Safeguarding Officer has been appointed and we are committed to complying with national and Diocesan guidelines and implementing and overseeing good safeguarding practices and oversight.

WORSHIP AND PRAYER

Our worship and prayer has been significantly constrained by lock-down and associated COVID-19 risk management. Nevertheless, we continue to put a high priority on holding our services within the Church Building. In parallel we strive to be alert to the needs of those who have been self-isolating at home and we have tried to meet needs through a combination of telephone calls and our weekly sofa-sheets/cards. We also received a generous grant, which enabled us to install a streaming capability, thus further facilitating access to our communal worship.

SHARING FAITH AND VALUES

Much of our planned work has not been possible because the impact of the Covid-19 Pandemic.

SERVING THE COMMUNITY AND THE WIDER WORLD

We continue to maintain our commitment to Traidcraft. Although we were unable to hold our usual outreach events, we continue to promote, sell and take orders for Traidcraft products. We still strive to maintain a visible and significant effort to enable fair trade and independence in many countries including parts of South America and Asia.

Financial Review

Total receipts on ordinary unrestricted funds were £59,530 and are detailed in the Financial Statements.

Total payments on the ordinary unrestricted fund in the year were £62,044. The largest item of expenditure £40,000 was Parish Share which is a payment to the Gloucester Diocesan Board of Finance to enable it to provide the parish with clergy and support services. For the second time in many years the PCC was unable to meet the full amount requested (£59,000) for Parish Share and felt it prudent not to pay the further £19,000 which would have decimated the Church's financial reserves.

The net result for the year was an excess of payments over receipts of £2,514.

Reserves Policy

The PCC held £13,995 in unrestricted funds at the end of the year. These funds are held to meet unforeseen expenditure which may occur. Because it is not possible to forecast what future expenditure may be necessary, it is difficult to say what period of time this expenditure would cover.

Restricted Funds

Monies held in 6 Restricted Funds are donations and fundraising income especially to be spent on Choir and Music; Youth activities; Organ maintenance; fabric of the church; fabric of the church hall; missions and charities. In addition, a Specified Gifts Fund is held for donations and other monies received (e.g legacies) that are to be spent on purposes specified by the donor, less related expenditure. There are two memorial funds established, the interest of which is to be used for the benefit of children associated with the church and the benefit of flowers in the church, respectively.

A handwritten signature in black ink, appearing to read 'G. A. Gibb', with a long horizontal stroke extending to the right.

Revd Dr Gwyneth Gibbens
Incumbent

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

Registered Charity Number 1178091

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST DECEMBER 2020

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

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THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Unrestricted General Fund £	Unrestricted Designated Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
RECEIPTS					
Voluntary income:					
Planned giving	31,591	0	0	31,591	34,171
Income tax recovered	8,316	0		8,316	7,337
Open plate collections	1,980	0	759	2,739	6,194
Sundry donations & Grants	7,272	0	570	7,842	13,570
Donations for specific purposes	0	0	1,406	1,406	26,197
Legacies	0	0	0	0	20,343
Activities for generating funds:					
Fund raising events	942	0	670	1,612	10,902
Income from investments:					
Interest	263	0	81	344	382
Income from charitable (church) activities:					
Sale of magazines	1,640	0	0	1,640	1,723
Magazine advertising income	680	0	0	680	1,496
Church hall lettings	5,577	0	0	5,577	13,902
Fees	1,269	0	0	1,269	4,129
TOTAL RECEIPTS	59,530	0	3,486	63,016	140,346
PAYMENTS					
Costs of generating voluntary income:					
Stewardship envelopes	257	0	0	257	252
Fundraising trading: costs of goods etc:					
Costs of fund raising events	25	0	0	25	657
Activities directly relating to the work of the church:					
Church overseas	0	0	0	0	0
Relief and development agencies	0	0	100	100	212
Home missions and other Church societies	0	0	1,599	1,599	970
Parish Share	40,000	0	0	40,000	50,000
Clergy expenses	951	0	0	951	954
Church running expenses:					
Heating, lighting, insurance and cleaning	6,095	0	0	6,095	5,991
Cost of services: altar, choir, organ etc	2,765	0	0	2,765	5,264
Church and churchyard maintenance	1,043	0	0	1,043	7,669
Magazine production costs	970	0	0	970	2,609
Upkeep of hall	7,064	0	0	7,064	27,499
Books, stationery and office	2,696	0	37	2,733	3,229
Sundries	178	0	70	248	131
Audio/Visual upgrade	0	0	384	384	20,008
Final Loan repayment	0	0	0	0	3,819
TOTAL PAYMENTS	62,044	0	2,190	64,234	129,264
NET RECEIPTS/(PAYMENTS)	(2,514)	0	1,296	(1,218)	11,082
Transfers (to)/from funds	0	0	0	0	0
SURPLUS/(DEFICIT) FOR YEAR	(2,514)	0	1,296	(1,218)	11,082
BALANCES BROUGHT FORWARD AT 1ST JANUARY 2020	16,509	19,803	37,577	73,889	62,807
BALANCES CARRIED FORWARD AT 31ST DECEMBER 2020	13,995	19,803	38,873	72,671	73,889

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

Registered Charity No 1178091

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31ST DECEMBER 2020

	Unrestricted General Fund £	Unrestricted Designated Funds £	Restricted Funds £	2020 Total Funds £	2019 Total Funds £
Monetary assets					
Cash	0	0	0	0	0
NatWest bank account	12,647	19,803	27,494	59,944	61,253
National Savings Investment account	1,348	0	11,379	12,727	12,636
	<hr/> 13,995	<hr/> 19,803	<hr/> 38,873	<hr/> 72,671	<hr/> 73,889
Other monetary assets					
Income tax reclaimable on gift aided income	6,900	0	0	6,900	5,000
Church hall lettings receivable	323	0	0	323	570
Grant from Glos CC for a streaming capability	0	0	5,000	5,000	0
Fixed assets used by the PCC					
Church hall - cost	0	0	94,917	94,917	94,917
Various equipment and hall furnishings, no individual item exceeds £1,000 in value					
Church furnishings are as listed in the church terrier and inventory	0	0	4,000	4,000	4,000
Liabilities					
Missions for year not paid until after year end	0	0	626	626	1,566
Balance owing on Parish Share	0	0	0	0	0
Fee Deposits	400	0	0	400	200
Streaming capability for services	0	0	4,555	4,555	0

Approved by the Parochial Church Council and signed on its behalf by:



Rev Dr Gwyneth Gibbens

(Chairman)



Janet Chitty

(Member)

Date: 12 April 2021

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

1 BASIS OF ACCOUNTING

The financial statements have been prepared on the receipts and payments basis and in accordance with the Church Accounting (Amendment) Regulations 2006.

2 ACCOUNTING POLICIES

The financial statements include all monetary 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 nor those that are informal gatherings of Church members.

Receipts are included as received and expenditure when irrevocably paid.

General funds represent 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. Funds designated for a particular purpose by the PCC are also unrestricted. Restricted funds are those where the person or persons providing the funds have specified how the funds are to be used, and so cannot be used for other purposes.

The origin and purpose of each fund within the above fund classifications are given in notes 4 and 5 below.

3 UNRESTRICTED GENERAL FUND

	2020	2019
	£	£
General Fund - Schedule A	13,995	16,509

4 UNRESTRICTED DESIGNATED FUNDS

	£	£
Choir Fund - Schedule B	31	31
Mower Fund - Schedule C	27	27
Fabric Fund - Schedule I	19,745	19,745
Hall Fabric Fund - Schedule J	0	0
	19,803	19,803

The unrestricted choir fund represents unspent contributions from the PCC towards music.

The mower fund represents unspent contributions from the PCC towards the replacement of the church mower less accumulated depreciation on the existing mower.

The fabric fund represents income received by the PCC set aside to be spent on the fabric of the Church.

The hall fabric fund represents income received by the PCC set aside to be spent on the fabric of the Church hall.

5 RESTRICTED FUNDS

	£	£
Choir Fund - Schedule B	625	625
Youth and Sunday Club Fund - Schedule D	643	643
Specified Gifts Fund - Schedule E	2,379	1,394
The Mark Hayter Memorial Fund - Schedule F	6,912	6,933
The Joe Selwyn Memorial Fund - Schedule G	4,467	4,435
Organ Fund - Schedule H	8,795	8,225
Fabric Fund - Schedule I	14,253	13,583
Hall Fabric Fund - Schedule J	173	173
Mission Fund - Schedule K	626	1,566
	38,873	37,577

The restricted choir fund represents unspent fund raising income, donations etc received specifically to be spent on choir and music.

The Sunday Club fund represents unspent fund raising income, donations etc. received specifically to be spent on the Sunday Club and youth activities.

The specified gifts fund represents donations etc received to be spent on purposes specified by the donors, less the related expenditure.

The Mark Hayter Memorial Fund was established as minuted on 20th September 1993 and represents donations and interest received available to be spent for the benefit of Sunday School or other children associated with the Church.

The Joe Selwyn Memorial Fund was established as minuted on 13th May 1996 and represents a donation and interest received available to be spent for the benefit of flowers in the Church.

The organ fund represents monies received to be spent on maintenance of the organ.

The fabric fund represents donations received to be spent on the fabric of the Church.

The hall fund represents donations received to be spent on the fabric of the Church Hall

The mission fund represents monies received to be spent on grants to missions and other charities.

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

DETAILED RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

SCHEDULE A - GENERAL FUND

	2020		2019	
	£	£	£	£
Receipts				
Open Plate collections		1,980		5,359
Planned giving - Envelopes		8,326		12,227
Planned giving - Standing orders etc		3,660		3,580
Planned giving - Parish giving scheme		19,605		18,364
Income tax recoverable on gift aided giving		8,316		6,847
Fees		1,269		4,129
Donations		7,272		6,420
Legacies		0		0
Fund raising events:				
Fete	0		2,054	
Auction	210		2,743	
Bingo nights	523		0	
Christmas Fayre	0		1,404	
Jumble Sales, Table Top	209		1,075	
Nativity Crib festival	0		243	
	942		7,519	
Less Costs of fund raising events	25		657	
		917		6,862
Total receipts		51,345		63,788
Payments				
Vicar's working expenses:				
Expenses	0		0	
Telephone	951		954	
Travel costs	0		0	
		951		954
Curates' working expenses:				
Expenses	0		0	
Telephone	0		0	
Travel costs	0		0	
		0		0
Office		989		1,147
Salaries:				
Organists	1,920		3,800	
		1,920		3,800
Parish Share: paid in year		40,000		50,000
Choir and organ:				
Choir	0		0	
Organ and piano tuning	50		195	
RSCM subscription	107		105	
		157		300
Youth and Children's work		96		97
Water and insurance:				
Water	61		70	
Insurance	2,594		2,536	
		2,655		2,606
Heat and light:				
Gas	2,528		2,620	
Electricity	912		765	
		3,440		3,385

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

DETAILED RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

SCHEDULE A - GENERAL FUND continued

	2020	2019
	£	£
Payments continued		
Churchyard:		
Mower and Grass cutting	0	0
	0	0
Maintenance:		
General maintenance costs	1,043	969
	1,043	969
Books and stationery	1,707	2,082
Stewardship envelopes	257	252
Altar	592	855
Sundries	178	81
	53,985	66,528
Excess of payments over receipts	(2,640)	(2,740)
Church hall receipts		
Lettings	5,577	13,902
Church hall payments		
Caretaker	2,571	3,023
Electricity and gas	1,537	1,851
Insurance and water bills	1,481	1,532
Maintenance	1,475	2,346
	7,064	8,752
	(1,487)	5,150
Magazine receipts		
Sales	1,640	1,723
Adverts	680	1,496
	2,320	3,219
Costs of magazine printing	970	2,609
	1,350	610
Interest received on bank accounts	263	292
Excess of payments over receipts general fund	(2,514)	3,312
Balance at 1st January 2020	16,509	13,197
Balance at 31st December 2020	13,995	16,509

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

DETAILED RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

SCHEDULE B - CHOIR FUNDS

	2020		2019	
	Designated £	Restricted £	Designated £	Restricted £
Balance at 1st January 2020	31	625	31	625
Receipts	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Payments	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Balance at 31st December 2020	31	625	31	625

SCHEDULE C - MOWER FUND

	Designated £	Designated £
Balance at 1st January 2020	27	39
Receipts	0	0
Payments		
Mower repair	0	12
	<hr/>	<hr/>
Balance at 31st December 2020	27	27

SCHEDULE D - YOUTH & SUNDAY CLUB FUND

	Restricted £	Restricted £
Balance at 1st January 2020	643	643
Receipts		
Donations	0	0
Payments	0	0
	<hr/>	<hr/>
Balance at 31st December 2020	643	643

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

DETAILED RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2020

SCHEDULE E - SPECIFIED GIFTS FUND

	2020 Restricted £	2019 Restricted £
Balance at 1st January 2020	1,394	11,025
Receipts		
Grants from GCC for Hall Kitchen & Railings	0	5,500
Donations for Electric Fund	0	911
Donation for Baptismal candles	150	0
Book of Remembrance; Railings etc	4	92
Dntns to Project Fund (incl Audio/visual; Hall kitchen & Tax rec'ble)	1,252	25,665
	<hr/> 1,406	<hr/> 32,168
Payments		
Baptismal candles	0	0
Audio/Visual System	384	20,008
Book of Remembrance;	37	50
Hall Kithchen refurbishment	0	17,922
Final loan repayment	0	3,819
	<hr/> 421	<hr/> 41,799
Balance at 31st December 2020	<hr/> 2,379	<hr/> 1,394

SCHEDULE F - THE MARK HAYTER MEMORIAL FUND

	Restricted £	Restricted £
Balance at 1st January 2020	6,933	6,900
Receipts		
Donations	0	0
Interest receivable	49	55
	<hr/> 49	<hr/> 55
Payments		
Open the Book Bible	0	22
TRAC fee	70	0
	<hr/> 6,912	<hr/> 6,933
Balance at 31st December 2020		

SCHEDULE G - THE JOE SELWYN MEMORIAL FUND

	Restricted £	Restricted £
Balance at 1st January 2020	4,435	4,590
Receipts		
Interest receivable	32	35
	<hr/> 32	<hr/> 35
Payments		
Christmas trees: 2018 and 2019	0	190
	<hr/> 0	<hr/> 190
Balance at 31st December 2020	<hr/> 4,467	<hr/> 4,435

SCHEDULE H - ORGAN FUND

	Restricted £	Restricted £
Balance at 1st January 2020	8,225	6,875
Receipts		
Donations	570	1,350
	<hr/> 570	<hr/> 1,350
Balance at 31st December 2020	<hr/> 8,795	<hr/> 8,225

THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

DETAILED RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

SCHEDULE I - FABRIC FUNDS

	2020 Designated £	2020 Restricted £	2019 Designated £	2019 Restricted £
Balance at 1st January 2020	19,745	13,583	28	17,630
Receipts				
Fund raising events - Coffee mornings, etc	0	620	0	2,341
Fund raising events - printing	0	50	0	0
Legacy	0	0	20,343	0
Donations	0	0	0	300
	0	670	20,343	2,641
Payments				
Lines in carpark	0	0	0	1,131
Resurface paths and ramp	0	0	0	5,000
Hall Kitchen; Church External Emergency light	0	0	626	557
Balance at 31st December 2020	19,745	14,253	19,745	13,583

SCHEDULE J - HALL FABRIC FUNDS

	2020 Designated £	2020 Restricted	2019 Designated £	2019 Restricted
Balance at 1st January 2020	0	173	0	372
Receipts				
Donations	0	0	0	0
Payments				
Temporary cooker	0	0	0	199
Balance at 31st December 2020	0	173	0	173

SCHEDULE K - MISSIONS FUNDS

	2020 Restricted £	2019 Restricted £
Balance at 1st January 2020	1,566	852
Receipts		
Collections at services	759	835
Fund raising events including appeals	0	1,042
Other donations	0	19
	759	1,896
Payments		
Church overseas:		
Missionary societies	0	0
Relief and development agencies	100	212
Home missions and other Church Societies	1,599	970
	1,699	1,182
Balance at 31st December 2020	626	1,566

INDEPENDENT EXAMINER'S REPORT

TO THE PAROCHIAL CHURCH COUNCIL OF LONGLEVENS, GLOUCESTER

This report on the financial statements of the PCC for the year ended 31st December 2020, which are set out on pages 3 to 10, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 2006 to ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and the examiner

As the members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of Regulation 3(3) of the Church Accounting Regulations 2006 and section 144 of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of Regulation 25.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

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

Laurence M years

Laurence Myears
Chartered Accountant
6 Beechcroft Rd
Longlevens
Gloucester
GL2 9HF

Date: 3rd May 2021