

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY STAPLETON BRISTOL

England & Wales · Charity number 1182398

## Details

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Other names	HOLY TRINITY STAPLETON PCC, STAPLETON PCC
Status	Registered
Legal form	Other
Registered	2019-03-11
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Website	<a href="http://www.holytrinitystapleton.org.uk">www.holytrinitystapleton.org.uk</a>

## Activities

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**Objects:** PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH

**Activities:** Church and related activities

## Classification

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- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- Bristol City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£167,828	£121,792	-	-
2024-12-31	£139,703	£115,031	-	-
2023-12-31	£85,410	£94,256	-	-
2022-12-31	£325,231	£98,034	-	-
2021-12-31	£159,932	£161,018	-	-
2020-12-31	£159,932	£161,018	-	-

## Trustees

Name	Role	Appointed
Annabel Elizabeth Azeke		2025-05-11
Benjamin Harding		2023-05-07
David Bate		2023-05-07
Deborah Mulvihill		2021-05-27
Delia Jane Beake		2023-05-07
Diana Elizabeth Price		2023-05-07
Duncan Struthers		2023-05-07
Gwenyth Lynne Monks		2023-05-07
Ian Duff Serjeant		2019-04-11
Luke Peter Mills Hitchin		2025-05-11
Oliver Gerald McGregor		2025-05-11
Pauline March		2023-05-07
Rev Ruth Mary Harding		2017-03-30
Rev Victoria Louise Wicks		2023-01-07
Rosalind Ann Bradley		2023-05-07

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# Accounts

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Registered Charity number: 1182398

Holy Trinity Church, Stapleton.

Annual Report and  
Financial Statements

For the year ended 31 December 2025

# Holy Trinity Church, Stapleton

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# Holy Trinity Church, Stapleton

Reference and administrative details of the Charity, its Trustees and Advisers

For the year ended 31 December 2025

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PCC members who have served from 1 January 2025 until the date of this report was approved.

Minister:	Rev'd Vicky Wicks.
Associate Minister:	Rev'd Ruth Harding
Churchwardens:	Delia Beake Ben Harding
Deanery Synod Representatives:	Ben Harding Duncan Struthers (also PCC Secretary)
Elected members:	Lynne Monks (PCC Treasurer) Annabel Azeke David Bate Ros Bradley Luke Hitchin Olly McGregor Pauline March Richard Monks (until May 25) Deborah Mulvihill Diana Price Ian Serjeant LLM
Charity Registered Number:	1182398
Registered Office:	The Parish Office, Church Hall, 23 Park Road, Stapleton, Bristol. BS16 1AZ Email: <a href="mailto:admin@holytrinitystapleton.org">admin@holytrinitystapleton.org</a> Website: <a href="http://holytrinitystapleton.org">holytrinitystapleton.org</a>
Independent examiner:	Susan Rickerby, Lloydbottoms Chartered Accts. 118 High St, Staple Hill, Bristol. BS16 5HH

Bankers:

Nat West Bank PLC  
778 Fishponds Road,  
Bristol.  
BS99 5AX

CCLA Inv. Management Ltd  
CBF Church of England Funds  
PO Box 12892  
Dunmow,  
Essex,  
CM6 9DL

# Holy Trinity Church, Stapleton

## Trustees Annual Report

For the year ended 31 December 2025

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### Aims and purposes.

The PCC has the responsibility of co-operating with the Minister, Rev'd Vicky Wicks, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. These objectives are for the advancement of religion, and the PCC has had regard to the guidance of the Charity Commission on the requirement to demonstrate that they are for the public benefit, and in particular the supplementary guidance on charities for the advancement of religion.

The PCC also has maintenance responsibilities for the Church on Bell Hill and the Church Hall. The graveyard has been closed for burials for several years and Bristol City Council is responsible for the maintenance of the grounds. We have a garden of remembrance for the burial of ashes.

### Objectives and activities.

Over the last year we have been working together on our vision statement, with a view to developing plans and strategies in 2026. Our vision statement is Holy Trinity Stapleton – sharing the hope, light and love of Jesus. This is an outward looking vision as we aim to build God's kingdom and his community here in Stapleton. The PCC maintains an overview of this process and is responsible for the worship and ministry at Holy Trinity. This past year has involved working towards this vision, and at the same time, putting it into practice through:

Welcoming	Everyone is welcome at Holy Trinity. We hope everyone will find a place to belong and a team to join (musical worship, flower arranging, leading our children, serving refreshments etc).
Worshipping	We aim to worship both in traditional and contemporary styles on Sundays across two services, and to encourage prayer and worship at home throughout the week. We hold monthly prayer and worship gatherings outside Sundays.
Learning	We learn together through biblical teaching, small groups (for midweek bible study), age related groups (children aged under 11, young people aged 11 – 18, young adults aged 18 – 30) and through worshipping together.
Sharing	We long to share the hope light and love of Jesus with our local schools, with our friends and neighbours, and to care for those who are struggling in anyway. We love to pray for each other.

During 2025 the following values have been pre-eminent in our church community:

- Ø Being Jesus centred in all that we do
- Ø Looking outwards to share Jesus with others
- Ø Learning from the bible and applying it to all areas of life

- Ø Growing and flourishing for all ages
- Ø Caring for and praying for one another and those in our wider community
- Ø Generosity with our money, our time and our talents
- Ø Working for fairness and justice in Stapleton, Bristol and beyond
- Ø Working within our safeguarding policy so that everyone is safe and listened to

### Mission

We meet to pray with other churches in our area, for our communities and all those who live and work there. We want to bless them, and we want them to get to know Jesus for themselves.

As a church we support a number of mission organisations. We pray for, communicate with and donate to the missionary and other charitable work of the Wider Church in the UK and overseas. This year we have donated to Church Mission Society, Leprosy Mission, Bible Society, African Pastors' Fellowship, Lee Abbey SMC, Kingswood & South Glos. Deanery Synod, Amplifying Voices UK, Saltmine Trust and the George Muller Trust. We have also supported InHope (a local charity) and Embrace the Middle East through donations made at our Christmas services. The Wider Church committee oversees this work and makes sure we are informed, prayerful and support organisations that are particularly relevant to Holy Trinity.

In July we welcomed Beverley Cannon de Pinos, our CMS partner from Ecuador to speak at our morning service.

All we do as a church is missional, but those with a particular outward focus are our monthly Messy Church and our weekly Stay and Play (parent and toddler group) sessions. At Christmas we have evangelistic opportunities in our outdoor carols at Elm Tree Farm, our traditional Carols by Candlelight Service and our Crib Service.

### Church Worship

We are able to offer a wide range of services throughout the year that we all enjoy, and which help us to meet Jesus and worship him. The 8.30am service provides a quiet traditional environment with Holy Communion being celebrated for 3 weeks per month. The 10.30am service provides more lively and contemporary opportunities with Holy Communion once a month. Our music group and band are integral to these services and we provide activities for children at all our 10.30am services. We also hold Quiet Space services twice a year; these are more reflective opportunities and are themed around lent and advent. We offer more traditional services on Ash Wednesday and Ascension Day, as well as extra worship and celebration opportunities at Christmas and Easter.

The Church, Church Hall and Churchyard.

This year has largely been taken up with applying for a faculty for the re-ordering of the back of the church to offer better catering facilities, accessible toilets as well as a more welcoming entrance to the church through the North porch. We have been working closely with our architects, Connolly Wellingham Architects and the DAC who have been very supportive of our plans. We have also upgraded our audio/visual facility and are grateful to PCC members for the work they have put in to ensure that our audio/visual system is fit for future needs.

The re-ordering is very much an on-going project and has been made possible by the legacy left to the church by Kathleen Curnock for which we are extremely thankful. Nevertheless we recognise that we will need to do some fundraising to see the project through to its conclusion. We have already been successful in obtaining a grant of £10,000 from Gloucestershire Historic Churches Trust towards this work.

We are grateful to the Diocese who gave us a grant of £10,000 to enable us to remove the gas supply from the church hall, replace the lighting with LED lights and install a new front door. This was in response to the findings of the Energy Audit Report. Thanks are also due to Dave Price, Kevin Bradley and Tony Monks for general maintenance work carried out at the hall during the year. We also applied to the National Lottery Community Fund for a grant of £10,000 to replace the hall floor and this was successful. We are also grateful to Delia Beake for managing the hall lettings which enable us to keep the hall going as a church and community asset. Our Administrator and Operations Assistant and our Finance Administrator have also taken over some of the work this entails.

The people.

Rev'd Vicky Wicks was licensed as Minister of Holy Trinity in June this year and we had a Licensing Service on 5<sup>th</sup> June which was a joyful celebration of the work Vicky has done over the past 18 months. Delia Beake and Ben Harding agreed to continue as Churchwardens and we are very grateful to them for the many hours of work they put into their roles and the support they provide for Vicky. We employ a Finance Administrator and gratefully acknowledge a grant of £1,750 from The Fulmer Trust towards her salary. We also have a Finance Team to oversee the budget and general finances of the church. In addition, we employed Olly Wicks as Administrator until May when he left to take up a post in America. Following Olly's departure we have employed Voirrey Guy as Administrator and Operations Assistant. We are grateful for the many hours of work put in each week by dedicated volunteers including the music group and band, the welcome stewards, the cash counting team, the refreshments team, the pastoral care team, the small group leaders, the children and youth leaders, the young adults leaders and the flower arrangers who have decorated our church so beautifully by providing fresh flowers throughout the year and the special arrangements provided at Easter, Christmas, Remembrance Sunday and Harvest. Joseph and Emily Thompson are currently undertaking training with a possible view to becoming Licenced Lay Ministers and we are encouraging them with prayer.

We performed 4 Baptisms this year; one wedding and 3 funerals.

We have 75 people on the Electoral Roll.

Deanery Synod.

Two members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Children and Youth.

We have seen a growth in numbers of children and young people attending our services this year and this has been very encouraging.

Rob Wicks has been overseeing our children's work together with his team of volunteers including Abby McGregor who has been particularly faithful in her attendance. Joel Preston is our Youth Ministry Team Leader and hosts a Youth Pasta Night for the young people every week. In addition, Joseph and Emily Thompson have been providing opportunities for young adults to meet socially and grow in their faith. We are grateful to all the volunteers who work so hard to enable our children and young people to grow in their faith.

We are always keen to foster good relationships with local schools and are grateful to Collegiate School for hosting a Christmas Lunch for Senior Citizens and also for their financial contribution towards the cost of running the church. They also hold start and end-of-term services in the church led by one of our Ministry Team as well as various other services throughout the year.

Messy Church continued to meet monthly under the leadership of Rev'd Ruth Harding and Jane Monks and is well attended by local families as well as church members.

Rev'd Ruth Harding co-ordinated the Easter and Christmas in a Box initiatives, which were well received by the pupils and staff of Glenfrome School. Vicky and Rob Wicks also led a Christmas Assembly in Glenfrome school, which was very well received.

On Friday mornings during term time, we host a Stay & Play session in the church hall for 4yr olds and under with their parents or carers.

#### Safeguarding.

Delia Beake is PSO for children and Amy Donaldson is managing DBS checks. Sheena Helyer is PSO for adults and oversees all safeguarding issues. Details of nominated persons are displayed on the church notice board and on our church website. The policies follow those recommended by the Diocese and are regularly checked and approved by the PCC. The PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. Rob Wicks is our designated church photographer and a photography policy has been agreed by the PCC and again, is approved regularly.

#### PCC work.

During the year the PCC has met 7 times and we have a Standing Committee to deal with any matters which might arise between meetings. We also have a Fabric Committee which deals with matters concerning the church and hall buildings and a Finance Committee to oversee our budget and financial planning. Both Committees report to the PCC on a regular basis.

#### Welcome Stewards.

During the year the following people have served as Welcome Stewards:-

Linda Reeve, Sally Lanceley, Alan & Christine Rogers, June Roberts and Tony & Lynne Monks and we are grateful for the welcome they provide at the door at every service.

## Reports.

In addition to the report on the fabric of the church and the proceedings of the Deanery Synod, both of which are required by law, separate reports were provided at the APCM by the following teams:

Messy Church.  
Holy Trinity Music group.  
Contemporary worship at Holy Trinity.  
Young Adults group.  
Welcome Stewards.  
Lunch Club.  
Finance Team.  
Flower Arrangers Team.  
Children's Groups.  
Pastoral Care.  
Youth Group.  
Small Groups.  
Ukrainian Welcome Hub.  
Stay & Play.

## Commitments

Our main commitments are for Parish Share to which we pledged £28,700 and were able to pay in full and to Wider Church projects to which we paid £9,210 plus £960 from the Christmas services.

Our church and hall insurance amounted to £8,852.65.

## Reserves policy.

It is the aim of the PCC to maintain a balance on unrestricted funds which equates to at least 3 month's unrestricted payments in order to smooth fluctuations in cash flow and to meet emergencies. We have been able to increase our reserves this year due to increased giving and re-investing interest earned. Our policy is to invest funds not required for imminent expenditure with the CBF Church of England Deposit Fund.

## Structure, governance and management.

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils Measure and is a registered charity with the Registered Charity No. 1182398. The method of appointment of PCC members is set out in the Church Representation rules. All who attend church and are eligible to do so are encouraged to register on the Electoral Roll and are therefore eligible for election to the PCC. The Electoral Roll was revised this year and currently has 75 members.

## Independent Examiner

We are grateful for the help given by Susan Rickerby of Lloydbottoms Chartered Accountants, our independent examiner. The annual meeting will be asked to confirm the continuation of her appointment.

Statement of Responsibilities for PCC members/Trustees.

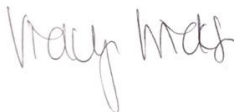
The Trustees are responsible for preparing a Trustees' Annual Report and Accounts in accordance with applicable law and United Kingdom Accounting Standards FRS102. The PCC is also responsible for sharing the leadership, management and administration of the parish, with the Minister.

The Trustees are required to prepare accounts for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of those resources, including the income and expenditure of the charity for that period. In preparing these financial statements the Trustees are required to:

- Ø Select suitable accounting policies and then apply them consistently.
- Ø Observe the methods and principles in the Charities SORP
- Ø Make judgements and estimates that are reasonable and prudent.
- Ø State whether applicable UK accounting standards have been followed.
- Ø Prepare the account on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees and signed on their behalf by:



.....

Rev'd Vicky Wicks.

26 Jan 2026

.....

Date

## Holy Trinity Church, Stapleton

### Independent Examiner's Report to the Trustees of Holy Trinity Church, Stapleton *For the year ended 31 December 2025*

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I report to the charity trustees on my examination of the accounts of the PCC of Holy Trinity Church, Stapleton for the year ended 31 December 2025, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

#### Responsibilities and basis of report

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the PCC's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act;
- the accounts do not accord with those records;
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters, in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Susan Rickerby ACA  
Lloydbottoms Chartered Accountants  
118 High Street  
Staple Hill  
Bristol  
BS16 5HH

Date: .....

HOLY TRINITY CHURCH, STAPLETON

STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 December 2025

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	2025 £	2024 £
<b>Income</b>						
Voluntary income	2.a	112,498	11,530	12,419	136,447	112,095
Fundraising	2.b	0	0	0	0	145
Interest from CCLA fund	2.c	4,108	7,805	0	11,913	12,085
Church activities	2.d	4,770	14,698	0	19,468	15,378
<b>Total income</b>		<b>121,376</b>	<b>34,033</b>	<b>12,419</b>	<b>167,828</b>	<b>139,703</b>
<b>Expenditure</b>						
Church activities	3.a	67,144	32,959	15,218	115,321	108,089
Support costs	3.b	1,141	0	2,830	3,971	4,442
Depreciation	3.c	0	2,500	0	2,500	2,500
<b>Total expenditure</b>		<b>68,285</b>	<b>35,459</b>	<b>18,048</b>	<b>121,792</b>	<b>115,031</b>
<b>Net income/(expenditure) before transfers</b>		<b>53,091</b>	<b>(1,426)</b>	<b>(5,629)</b>	<b>46,036</b>	<b>24,672</b>
Transfers between funds	12	(204,700)	202,000	2,700	0	0
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>(151,609)</b>	<b>200,574</b>	<b>(2,929)</b>	<b>46,036</b>	<b>24,672</b>
<b>Reconciliation of funds</b>						
Total funds at the start of the year		271,900	169,400	9,618	450,918	426,246
<b>Total funds at the end of the year</b>		<b>120,291</b>	<b>369,974</b>	<b>6,689</b>	<b>496,954</b>	<b>450,918</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure relates to continuing activities.

HOLY TRINITY CHURCH, STAPLETON

BALANCE SHEET

As at 31 December 2025

	Note	31 December 2025		31 December 2024	
		£	£	£	£
Fixed assets					
Tangible fixed assets	9		164,160		166,660
Current assets					
Debtors	10	8,348		7,760	
Cash at bank and in hand	1.e	325,889		277,713	
			<u>334,237</u>		<u>285,473</u>
Creditors					
Amounts falling due within one year	11	<u>(1,443)</u>		<u>(1,215)</u>	
Net current assets			<u>332,794</u>		<u>284,258</u>
Total assets less current liabilities			496,954		450,918
Creditors: amounts falling due after more than one year	11				
Net assets			<u><u>496,954</u></u>		<u><u>450,918</u></u>
Charity funds					
Restricted funds	12		6,689		9,618
Designated funds	12		369,974		169,400
Unrestricted funds	12		<u>120,291</u>		<u>271,900</u>
			<u><u>496,954</u></u>		<u><u>450,918</u></u>

The financial statements were approved by the Trustees and signed on their behalf by:

\_\_\_\_\_  
 Rev'd Vicky Wicks Date

\_\_\_\_\_  
 Lynne Monks Date

1 Accounting policies

a. Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The PCC constitutes a public entity as

After reviewing the Charity's forecasts and projections, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing its accounts.

b. Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Restricted funds are those derived from gifts which are restricted to a particular purpose. The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

c. Income

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable.

d. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Diocesan parish share

The Diocesan parish share is accounted for in accordance with the agreed intention of the PCC.

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2025

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#### 1 Accounting policies (continued)

##### e. Fixed Assets

Consecrated land and buildings and moveable church furnishings

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is calculated to write down the cost less estimated residual value of all tangible fixed assets over their expected useful lives, using the straight-line method. The rates applicable are:

Freehold buildings	- 2.5% per annum
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The value of the Church Hall and adjoining land are held at valuation determined by the Trustees on 1st January 2022. The property is reviewed for impairment, in accordance with Section 27 of FRS 102, at the end of each accounting period.

Current assets

The following assets are recognised and a monetary value given:

Amounts owing from the HM Revenue & Customs where the amount has been ascertained.

Any other amounts owing to the PCC including church hall lettings and insurance claims.

Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances as shown in the receipts and payments account.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

The following liabilities are recognised in the Statement of Assets and Liabilities:

Any loans or overdrafts advanced to the PCC.

Any shortfall in the payment of Parish Share for the year.

Creditors for goods or services where the supply has been received and invoiced by 31 December.

Accruals for services provided in respect of the year invoiced in a subsequent year

HOLY TRINITY CHURCH, STAPLETON

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2025

2 Incoming resources

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2025 £	Total funds 2024 £
a Voluntary income					
Planned giving	77,926	100	200	78,226	64,678
Gift aid recovered	16,163	0	0	16,163	11,072
Collections at services	1,805	0	0	1,805	5,589
Donations	16,219	11,430	12,219	39,868	30,246
Legacies	0	0	0	0	0
Grants received	0	0	0	0	0
Diocesan fees	385	0	0	385	510
	<u>112,498</u>	<u>11,530</u>	<u>12,419</u>	<u>136,447</u>	<u>112,095</u>
b Fundraising		0	0	0	145
c Interest from CCLA fund	4,108	7,805	0	11,913	12,085
d Church activities					
Lettings	2,550	14,698	0	17,248	15,138
Weddings and funerals	2,220	0	0	2,220	240
	<u>4,770</u>	<u>14,698</u>	<u>0</u>	<u>19,468</u>	<u>15,378</u>
	<u>121,376</u>	<u>34,033</u>	<u>12,419</u>	<u>167,828</u>	<u>139,703</u>

3 Expenditure

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2025 £	Total funds 2024 £
a Church activities					
Wider church	10,361	0	650	11,011	7,853
Outreach and discipleship	235	0	18	253	222
Children & youth	902	0	0	902	480
Parish share	28,704	0	0	28,704	27,000
Diocese fees	1,225	0	0	1,225	716
Other activities	25,717	32,959	14,550	73,226	71,818
	<u>67,144</u>	<u>32,959</u>	<u>15,218</u>	<u>115,321</u>	<u>108,089</u>
b Support costs					
Fundraising	0	0	0	0	0
Administration	1,141	0	2,830	3,971	4,442
	<u>1,141</u>	<u>0</u>	<u>2,830</u>	<u>3,971</u>	<u>4,442</u>
c Depreciation	0	2,500	0	2,500	2,500
	<u>68,285</u>	<u>35,459</u>	<u>18,048</u>	<u>121,792</u>	<u>115,031</u>

HOLY TRINITY CHURCH, STAPLETON

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2025

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4 Tax-efficient Planned Giving

Planned Giving in the unrestricted funds includes tax-efficient giving of £53,458 (2024: £36,422), excluding tax repayments claimed by or on behalf of the PCC, of which £5,785 (2024: £4,844) was through the Parish Giving Scheme.

5 Other Tax-efficient Giving

Unrestricted donations include tax-efficient giving of £8,830 (2024: £7,645). In addition "Gift Aid" includes £0 (2024: £1,454) received under the Gift Aid Small Donations Scheme. Restricted funds include tax-efficient giving of £0 (2024: £20) and gift aid of £0 (2024: £5).

6 Printing and administration

The PCC has a Hire Agreement with Xerox Finance Ltd for a risograph printer. Costs of stationery and printing are included in the costs of administration, and cannot be separately identified.

7 Staff costs

	2025	2024
	£	£
Administration Assistant	2,830	2,839
Expenses reimbursed to the Rector	138	115
Payments to other ministers	0	0
	<u>2,968</u>	<u>2,954</u>

During the year the PCC employed an administrative assistant for the Rector which is paid for using a grant from the Fulmar Trust. The cleaner for the Church and Church Hall was self-employed. There were no employees earning over £50,000.

PCC members were reimbursed expenses. There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

There are no pension commitments as there are no employed staff for whom a pension scheme would need to be provided. The Rector's pension is the responsibility of the Diocese.

8 Relationships with other groups, charities and individuals

As the PCC of a parish within the Diocese of Bristol, in the Church of England, there are no financial links with the Diocese other than the annual Diocesan Parish Share paid.

HOLY TRINITY CHURCH, STAPLETON

NOTES TO THE FINANCIAL STATEMENTS  
For the year ended 31 December 2025

9 Tangible fixed assets

	Property improvements £	Freehold buildings & land £	Fixtures & fittings £	Total £
Cost				
At 1 January and 31 December 2024	<u>0</u>	<u>174,160</u>	<u>0</u>	<u>174,160</u>
Depreciation				
At 1 January 2024	0	7,500	0	7,500
Charge for the year	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>
At 31 December 2025	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>
Net book value				
At 31 December 2024	<u>0</u>	<u>166,660</u>	<u>0</u>	<u>166,660</u>
At 31 December 2025	<u>0</u>	<u>164,160</u>	<u>0</u>	<u>164,160</u>

Within the 'freehold buildings and land' £100,000 of the cost is allocated to the value of the hall building and depreciated accordingly with the remaining £74,160 value relating to the land itself which is not subject to depreciation.

10 Debtors

	2025 £	2024 £
Other debtors	0	0
Income tax recoverable	5,357	4,850
Deposit interest	<u>2,991</u>	<u>2,910</u>
	<u>8,348</u>	<u>7,760</u>

11 Creditors

	2025 £	2024 £
Amounts falling due within one year		
Trade creditors	0	0
Other creditors and accruals	<u>1,443</u>	<u>1,215</u>
	<u>1,443</u>	<u>1,215</u>

HOLY TRINITY CHURCH, STAPLETON

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2025

12 Movement in funds	At 1 January 2025 £	Income £	Expenditure £	Transfers : 31 December 2025 £	£
Unrestricted funds					
General fund	271,900	121,376	(68,285)	(204,700)	120,291
Total unrestricted funds	271,900	121,376	(68,285)	(204,700)	120,291
Designated funds					
Hall fund	2,740	25,823	(7,246)		21,317
Re-ordering fund	0	8,210	(25,713)	202,000	184,497
Property fund	166,660	0	(2,500)		164,160
Total designated funds	169,400	34,033	(35,459)	202,000	369,974
Restricted funds					
Fabric Fund	1,677	540	(1,902)		315
Flower Fund	21	97	(118)		0
Fulmar Trust	0	1,750	(2,830)	2,700	1,620
HTS Administrator	3,500	7,500	(9,684)		1,316
Restricted collections	2	0	(2)		0
Stapleton Welfare Trust	1,943	152	(753)		1,342
Ukraine Hub	2,432	2,380	(2,716)		2,096
Worship Books	43	0	(43)		0
Total restricted funds	9,618	12,419	(18,048)	2,700	6,689
Total funds	450,918	167,828	(121,792)	0	496,954

The property fund represents the value of the Church Hall buildings and land as determined by the Trustees at 1st January 2022, less subsequent depreciation.

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

*For the year ended 31 December 2025*

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#### 13 Description of restricted funds

##### Fabric Fund:

This fund is for the repair and improvement of the fabric and fittings of the Church.

##### Fulmar Trust:

This fund was set up to receive money towards the cost of employing a Benefice Assistant who supports both Holy Trinity and Frenchay parish churches.

##### Holy Trinity Administrator:

This is a new fund established to cover the costs of a new administrator role.

##### Restricted collections:

This fund identifies collections made on behalf of specified charities.

##### Stapleton Welfare Trust:

This fund is derived from a share of the income of the Stapleton Consolidated Charities (registered charity 200887) and is applicable for the relief of persons in the parish who are in need, hardship or distress.

##### Ukraine Hub:

This fund was opened with a grant of £3,000 from the Bristol City Council as part of their scheme to support Ukrainian families who have been displaced by the war.

##### Worship Books:

This fund was originally set up to provide funding for Church Bibles, teaching materials and service books. The present fund is derived from payments for the services of the singing group, and is used for the purchase of music and other resources for the group.

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# Accounts

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Registered Charity number: 1182398

**Holy Trinity Church, Stapleton.**

**Annual Report and  
Financial Statements**

**For the year ended 31 December 2024**

# Holy Trinity Church, Stapleton

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## Holy Trinity Church, Stapleton

### Reference and administrative details of the Charity, its Trustees and Advisers *For the year ended 31 December 2024*

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PCC members who have served from 1 January 2023 until the date this report was approved:

Curate-in-Charge:	Rev'd Vicky Wicks.	
Curate:	Rev'd Ruth Harding.	
Churchwardens :	Delia Beake Ben Harding	
Representatives to the Deanery Synod:	Ben Harding Duncan Struthers	
Elected members:	Duncan Struthers Lynne Monks Annabel Azeke Delia Beake David Bate Ros Bradley Annabel Dart Ben Harding Ruth Harding Luke Hitchin Olly McGregor Pauline March Richard Monks Deborah Mulvihill Diana Price Ian Serjeant	PCC Secretary PCC Treasurer. co-opted ...  until April 2024  co-opted ... co-opted March 2024  LLM
Charity Registered number	1182398	
Registered Office	The Parish Office, Church Hall, 23 Park Road, Stapleton. Bristol. BS16 1AZ Email: <a href="mailto:administrator@holytrinitystapleton.org.uk">administrator@holytrinitystapleton.org.uk</a> Website: <a href="http://www.holytrinitystapleton.org.uk">www.holytrinitystapleton.org.uk</a>	

Independent examiner

Susan Rickerby  
Lloydbottoms Chartered Accountants  
118 High Street, Staple Hill  
Bristol, BS16 5HH

Bankers

National Westminster Bank PLC  
778 Fishponds Road, Bristol. BS99 5AX

CCLA Investment Management Ltd  
The CBF Church of England Funds,  
P O Box 12892  
Dunmow,  
Essex,  
CM6 9DL

## Holy Trinity Church, Stapleton

### Trustees Annual Report

*For the year ended 31 December 2024*

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#### Aims and purposes

The PCC has the responsibility of co-operating with the Curate-in-Charge, Rev'd Vicky Wicks, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. These objectives are for the advancement of religion, and the PCC has had regard to the guidance of the Charity Commission on the requirement to demonstrate that they are for the public benefit, and in particular the supplementary guidance on charities for the advancement of religion.

The PCC also has maintenance responsibilities for the Church on Bell Hill and the Church hall at 23 Park Road, Stapleton and their fittings and contents, but the churchyard is closed for burials and Bristol City Council is responsible for its maintenance.

#### Objectives and activities

We aim to live out the Biblical vision of a Christian community and we are committed to enabling as many people as possible to worship at our church and to become part of our parish community at Holy Trinity. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through:

- Providing a warm welcome to all
- Authentic biblical teaching and preaching
- A foundation of solid pastoral care and musical strengths
- A desire to deepen and widen opportunities for meeting in small groups
- A desire to establish links with local schools
- Encouragement, participation and integration of young people in worship

During 2024 the following values have been pre-eminent in our church community:

- Worshipping, encountering and learning from Jesus
- Prayerfulness
- Humility in coming under the authority of scripture
- Care for creation
- Generosity in giving
- Enthusiasm in supporting each other in teams
- Inclusivity in offering a variety of worship activities for all ages
- Gratitude for our church building and all God provides
- A proactive approach to developing deeper and wider pastoral care.

## Mission

We make connections.....

### With God through

Worship and prayer in various settings during and after services and in daily, weekly and monthly prayer and worship opportunities.

### With each other through

Small (midweek) groups, supporting Wider Church (mission action) groups, the local Churches Together in Worship, Messy Church, the Pastoral Care group, Sunday worship, social activities and age-related groups (children and youth).

### With the wider community through

Praying for, communicating with and donating to the missionary and other charitable work of the wider Church in the UK and overseas. This year we have donated to Church Mission Society, Far East Broadcasting Corporation, Kingswood & South Gloucestershire Deanery's Uganda Link and the Lee Abbey Small Missional Community in Knowle West. We have also supported African Pastors Fellowship, Bible Society and The Leprosy Mission. The Christmas collections were divided between Embrace the Middle East and inHope, a local charity caring for the homeless in Bristol. This year we worked for the first time with Elm Tree Farm for a Christmas Carol event and we are always looking for opportunities to serve our local area.

## Church Worship

We have welcomed former members of St. Michael's Stoke Gifford to our congregation at the start of this year and this has greatly enhanced the variety of services we are able to offer.

We are keen to offer a wide range of services throughout the year that we all enjoy and which help us meet Jesus and worship him. The 8.30am service provides a quieter and more traditional environment whilst the 10.30am service provides more lively and contemporary worship opportunities. We have been fortunate this year in welcoming musicians from the grafting with St. Michael's and they have augmented the music already provided by our music group. We provide activities for children at all our 10.30am services and this has resulted in an increase in children and young families joining our congregation.

We had an excellent response to our Gift Day held to coincide with Generosity Week in October.

## The Church, Church Hall & Churchyard

We are in the process of re-ordering the church at the moment in order to offer better catering facilities, accessible toilets as well as access to all areas for wheelchair users. We have appointed architects who have completed a Survey and Feasibility Study. We have worked closely with the Diocese who have been very supportive of our plans and we have now submitted a faculty application. We are also considering the removal of the old wooden pews to provide more comfortable and flexible seating and there is a need to provide a safe place for the children to meet on a weekly basis rather than having to move to the church hall. This is very much an on-going project and has been made possible by the legacy left to us by Kath Curnock. We will nevertheless need to do some fundraising in order to complete our plans.

We are also looking to upgrade our audio/visual facility and are grateful to PCC members for the work they have put in to ensure our A/V system is fit for future needs.

The Church Hall no longer has a gas supply as the heaters were replaced with infra-red heaters last year. This year we have replaced all lighting with LED lights and installed a new door and replaced the water boiler in the kitchen. This was in response to the Energy Audit carried out by the Diocese and was paid for by a grant from them which we acknowledge with gratitude. Thanks are also due to Dave Price and Tony Monks for general maintenance work carried out at the hall during the year. And to Delia Beake for managing the hall lettings.

### The People

Rev'd Vicky Wicks was appointed as Curate-in-Charge from January 2024, and we welcomed several members from St. Michael's Stoke Gifford this year. Delia Beake and Ben Harding agreed to continue as Churchwardens, and we are very grateful to them for the many hours of work they put into their roles. We employ a Benefice Administrator to assist with the administrative work at Holy Trinity. We are grateful for the many hours of work put in each week by dedicated volunteers including the music group and band, the welcome stewards, the cash counting team, the refreshments team and the flower arrangers who have decorated our church so beautifully by providing fresh flowers throughout the year and the special arrangements provided at Easter, Harvest, Remembrance Sunday and Christmas. Rob Wicks has been overseeing our Sunday Children's work and Joel Preston has been overseeing our church youth work, and we are grateful for the time they give to this work.

We are always keen to foster good relationships with local schools and are grateful to Collegiate School for hosting a Christmas Lunch for Senior Citizens and also for their contribution of £1,625 towards the running costs of the church.

### Children and Youth

The grafting with St. Michael's has brought more children and young families to our church and we provide activities for children at all the 10.30am services. We are grateful for all the efforts put in by Rob Wicks and his team of volunteers who help on a rota basis. Special thanks must go to Abby McGregor who seems to be very happy to be on the rota every week. The monthly All Age services have now been streamlined to around 5 per year as a result. Due to the growth in numbers the children's group now use the Church hall after our "all together" time at the start of the service and then rejoin us in the Church to share their activities. We are mindful that this is not an ideal situation particularly during the winter and we are looking at options to provide a safe space within the church building for our children's group. Joel Preston has been appointed as Youth Ministry Team Lead.

Messy Church continues to meet monthly under the leadership of Rev'd Ruth Harding and Jane Monks and is well attended.

Teenagers meet at the Rectory on Tuesday evenings for a Pasta Night led by Joel Preston and Rev'd Vicky Wicks.

Rev'd Ruth Harding co-ordinated the Christmas in a Box initiative at Glenfrome School and Rev'd Vicky Wicks led an assembly there (hopefully the first of many). Collegiate School have continued to use the church for their start and end of term services (led by one of our clergy) as well as various other services throughout the year. We have begun to build relationships with Begbrook School, the other primary school in our parish.

## Safeguarding

Delia Beake has taken on the role of PSO for children from Jane Collingbourne and Amy Donaldson is now managing DBS checks. Sheena Helyer is PSO for adults and oversees all safeguarding issues. Details of nominated persons are displayed on the Church notice board and on our Church website. The policies follow those recommended by the Diocese. The PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. Rob Wicks has been designated as our official church photographer and a photography policy was agreed by the PCC at the July meeting.

## PCC work

During the year the PCC meets bi-monthly and we have a Standing Committee to deal with any matters which might arise between meetings. We also have a Fabric Committee which deals with matters concerning the church and hall buildings and a Finance Committee to oversee our budget and financial planning. Both Committees report to the PCC on a regular basis.

## Welcome Stewards

During the year the following people have served as Welcome stewards:-  
Linda Reeve, Sally Lanceley, Christine & Alan Rogers, Tony & Lynne Monks and June Roberts and we are grateful for the welcome they provide at the door every service.

## Reports

In addition to the report on the fabric of the Church and the proceedings of the Deanery Synod, which are required by law, separate reports are provided at the APCM by the following teams or committees:

Finance Committee

Pastoral Care team

Children's ministry including Messy church.

Youth Ministry

Musical worship

## Commitments

Our main commitments are for Parish Share to which we pledged £27,000 and were able to pay in full and to Wider Church projects to which we paid £5,393.

Our Church and hall insurance amounted to £8,638.

## Reserves policy

It is the aim of the PCC to maintain a balance on unrestricted funds which equates to three months' unrestricted payments in order to smooth fluctuations in cash flow and to meet emergencies. We have been able to increase our reserves this year through increased giving and interest payments. Our policy is to invest funds not required for imminent expenditure with the CBF Church of England Deposit Fund.

## Structure, governance and management

The Parish remains part of the Suspended Benefice of Frenchay & Stapleton in the Diocese of Bristol. The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils Measure and is a registered charity with the Registered Charity No. 1182398. The method of appointment of PCC members is

set out in the Church Representation rules. All who attend church and are eligible to do so are encouraged to register on the Electoral Roll and are therefore eligible for election to the PCC.

#### Independent Examiner

We are grateful for the help given by Susan Rickerby of Lloydbottoms Chartered Accountants, our Independent Examiner. The Annual meeting will be asked to confirm the continuation of her appointment.

#### Statement of Responsibilities for PCC Members/Trustees

The Trustees are responsible for preparing a trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards including FRS102

The Trustees are required to prepare accounts for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently,
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable UK accounting standards have been followed,
- Prepare the Account on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees and signed on their behalf by:

.....

Rev'd Vicky Wicks

.....

Date

## Holy Trinity Church, Stapleton

### Independent Examiner's Report to the Trustees of Holy Trinity Church, Stapleton *For the year ended 31 December 2024*

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I report to the charity trustees on my examination of the accounts of the PCC of Holy Trinity Church, Stapleton for the year ended 31 December 2024, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

#### Responsibilities and basis of report

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the PCC's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act;
- the accounts do not accord with those records;
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters, in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Susan Rickerby ACA  
Lloydbottoms Chartered Accountants  
118 High Street  
Staple Hill  
Bristol  
BS16 5HH

Date: .....

HOLY TRINITY CHURCH, STAPLETON

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 December 2024

	Note	Unrestricted funds £	Designated funds £	Restricted funds £	2024 £	2023 £
<b>Income</b>						
Voluntary income	2.a	97,475	8,358	6,262	112,095	62,377
Fundraising	2.b	145	0	0	145	40
Interest from CCLA fund	2.c	12,085	0	0	12,085	10,895
Church activities	2.d	4,849	10,529	0	15,378	12,098
<b>Total income</b>		<b>114,554</b>	<b>18,887</b>	<b>6,262</b>	<b>139,703</b>	<b>85,410</b>
<b>Expenditure</b>						
Church activities	3.a	59,633	31,110	17,346	108,089	84,528
Support costs	3.b	1,603	0	2,839	4,442	7,228
Depreciation	3.c	0	2,500	0	2,500	2,500
<b>Total expenditure</b>		<b>61,236</b>	<b>33,610</b>	<b>20,185</b>	<b>115,031</b>	<b>94,256</b>
<b>Net income/(expenditure) before transfers</b>		<b>53,318</b>	<b>(14,723)</b>	<b>(13,923)</b>	<b>24,672</b>	<b>(8,846)</b>
Transfers between funds	12	0	0	0	0	0
<b>Net income/(expenditure) and net movement in funds for the year</b>		<b>53,318</b>	<b>(14,723)</b>	<b>(13,923)</b>	<b>24,672</b>	<b>(8,846)</b>
Reconciliation of funds		(12,486)	12,000	486	0	0
Total funds at the start of the year		231,068	172,123	23,055	426,246	435,092
<b>Total funds at the end of the year</b>		<b>271,900</b>	<b>169,400</b>	<b>9,618</b>	<b>450,918</b>	<b>426,246</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure relates to continuing activities.

HOLY TRINITY CHURCH, STAPLETON

BALANCE SHEET

As at 31 December 2024

	Note	31 December 2024		31 December 2023	
		£	£	£	£
Fixed assets					
Tangible fixed assets	9		166,660		169,160
Current assets					
Debtors	10	7,760		5,636	
Cash at bank and in hand	1.e	277,713		255,233	
		<u>285,473</u>		<u>260,869</u>	
Creditors					
Amounts falling due within one year	11	<u>(1,215)</u>		<u>(3,783)</u>	
Net current assets			<u>284,258</u>		<u>257,086</u>
Total assets less current liabilities			450,918		426,246
Creditors: amounts falling due after more than one year	11				0
Net assets			<u>450,918</u>		<u>426,246</u>
Charity funds					
Restricted funds	12		9,618		23,055
Designated funds	12		169,400		172,123
Unrestricted funds	12		<u>271,900</u>		<u>231,068</u>
			<u>450,918</u>		<u>426,246</u>

The financial statements were approved by the Trustees and signed on their behalf by:

\_\_\_\_\_  
 Rev'd Vicky Wicks Date

\_\_\_\_\_  
 Lynne Monks Date

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2024

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#### 1 Accounting policies

##### a. Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The PCC constitutes a public entity as

After reviewing the Charity's forecasts and projections, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing its accounts.

##### b. Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Restricted funds are those derived from gifts which are restricted to a particular purpose. The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

##### c. Income

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable.

##### d. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

##### Diocesan parish share

The Diocesan parish share is accounted for in accordance with the agreed intention of the PCC.

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2024

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#### 1 Accounting policies (continued)

##### e. Fixed Assets

###### Consecrated land and buildings and moveable church furnishings

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

###### Tangible fixed assets

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is calculated to write down the cost less estimated residual value of all tangible fixed assets over their expected useful lives, using the straight-line method. The rates applicable are:

Freehold buildings	- 2.5% per annum
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The value of the Church Hall and adjoining land are held at valuation determined by the Trustees on 1st January 2022. The property is reviewed for impairment, in accordance with Section 27 of FRS 102, at the end of each accounting period.

###### Current assets

The following assets are recognised and a monetary value given:

Amounts owing from the HM Revenue & Customs where the amount has been ascertained.

Any other amounts owing to the PCC including church hall lettings and insurance claims.

Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances as shown in the receipts and payments account.

###### Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

###### Creditors and provisions

The following liabilities are recognised in the Statement of Assets and Liabilities:

Any loans or overdrafts advanced to the PCC.

Any shortfall in the payment of Parish Share for the year.

Creditors for goods or services where the supply has been received and invoiced by 31 December.

Accruals for services provided in respect of the year invoiced in a subsequent year

HOLY TRINITY CHURCH, STAPLETON

NOTES TO THE FINANCIAL STATEMENTS  
for the year ended 31 December 2024

2 Incoming resources

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
a Voluntary income					
Planned giving	64,538	0	140	64,678	31,209
Gift aid recovered	11,035	25	12	11,072	8,997
Collections at services	5,515	0	74	5,589	5,442
Donations	15,877	8,333	6,036	30,246	12,729
Legacies	0	0	0	0	0
Grants received	0	0	0	0	4,000
Diocesan fees	510	0	0	510	0
	<u>97,475</u>	<u>8,358</u>	<u>6,262</u>	<u>112,095</u>	<u>62,377</u>
b Fundraising	<u>145</u>	<u>0</u>	<u>0</u>	<u>145</u>	<u>40</u>
c Interest from CCLA fund	<u>12,085</u>	<u>0</u>	<u>0</u>	<u>12,085</u>	<u>10,895</u>
d Church activities					
Magazine	0	0	0	0	0
Lettings	4,609	10,529	0	15,138	11,090
Weddings and funerals	240	0	0	240	1,008
	<u>4,849</u>	<u>10,529</u>	<u>0</u>	<u>15,378</u>	<u>12,098</u>
	<u>114,554</u>	<u>18,887</u>	<u>6,262</u>	<u>139,703</u>	<u>85,410</u>

3 Expenditure

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2024 £	Total funds 2023 £
a Church activities					
Wider church	7,603	0	250	7,853	13,947
Outreach and discipleship	222	0	0	222	229
Children & youth	480	0	0	480	225
Parish share	27,000	0	0	27,000	27,000
Diocese fees	716	0	0	716	0
Other activities	23,612	31,110	17,096	71,818	43,127
	<u>59,633</u>	<u>31,110</u>	<u>17,346</u>	<u>108,089</u>	<u>84,528</u>
b Support costs					
Fundraising	0	0	0	0	61
Administration	1,603		2,839	4,442	7,167
	<u>1,603</u>	<u>0</u>	<u>2,839</u>	<u>4,442</u>	<u>7,228</u>
c Depreciation	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>
	<u>61,236</u>	<u>33,610</u>	<u>20,185</u>	<u>115,031</u>	<u>94,256</u>

# HOLY TRINITY CHURCH, STAPLETON

## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2024

- 4 Tax-efficient Planned Giving  
Planned Giving in the unrestricted funds includes tax-efficient giving of £36,422 (2023: £11,041), excluding tax repayments claimed by or on behalf of the PCC, of which £4,844 (2023: £19,372) was through the Parish Giving Scheme. In the B & M Adams Restricted Fund, receipts include tax-efficient planned giving of £48 (2023: £144) and gift aid of £12 (2023: £36).
- 5 Other Tax-efficient Giving  
Unrestricted donations include tax-efficient giving of £7,645 (2023: £50). In addition "Gift Aid" includes £1,454 (2023: £1,329) received under the Gift Aid Small Donations Scheme. Restricted funds include tax-efficient giving of £20 (2023: £0) and gift aid of £5 (2023: £0).
- 6 Printing and administration  
The PCC has a Hire Agreement with Xerox Finance Ltd for a risograph printer. Costs of stationery and printing are included in the costs of administration, and cannot be separately identified.
- 7 Insurance claim  
There were no insurance claims in 2024.

8 Staff costs	2024	2023
	£	£
Administration Assistant	2,839	2,415
Expenses reimbursed to the Rector	115	923
Payments to other ministers	0	45
	<u>2,954</u>	<u>3,383</u>

During the year the PCC employed an administrative assistant for the Rector which is paid for using a grant from the Fulmar Trust. The cleaner for the Church and Church Hall was self-employed. There were no employees earning over £50,000.

PCC members were reimbursed expenses. There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

There are no pension commitments as there are no employed staff for whom a pension scheme would need to be provided. The Rector's pension is the responsibility of the Diocese.

- 9 Relationships with other groups, charities and individuals  
As the PCC of a parish within the Diocese of Bristol, in the Church of England, there are no financial links with the Diocese other than the annual Diocesan Parish Share paid.

HOLY TRINITY CHURCH, STAPLETON

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2024

9	Tangible fixed assets	Property improvements £	Freehold buildings & land £	Fixtures & fittings £	Total £
	Cost				
	At 1 January and 31 December 2023	0	174,160	0	174,160
	Depreciation				
	At 1 January 2024	0	5,000	0	5,000
	Charge for the year	0	2,500	0	2,500
	At 31 December 2024	0	7,500	0	7,500
	Net book value				
	At 31 December 2023	0	169,160	0	169,160
	At 31 December 2024	0	166,660	0	166,660

Within the 'freehold buildings and land' £100,000 is allocated to the value of the hall building and depreciated accordingly with the remaining £74,160 value relating to the land itself which is not subject to depreciation.

10	Debtors	2024 £	2023 £
	Other debtors	0	1,133
	Income tax recoverable	4,850	1,321
	Deposit interest	2,910	3,182
		<u>7,760</u>	<u>5,636</u>

11	Creditors	2024 £	2023 £
	Amounts falling due within one year		
	Trade creditors	0	0
	Other creditors and accruals	1,215	3,783
		<u>1,215</u>	<u>3,783</u>

HOLY TRINITY CHURCH, STAPLETON

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2024

12 Movement in funds

	At 1 January 2024 £	Income £	Expenditure £	Transfers: 31 December 2024 £	£
Unrestricted funds					
General fund	231,068	114,554	(61,236)	(12,486)	271,900
Total unrestricted funds	231,068	114,554	(61,236)	(12,486)	271,900
Designated funds					
Hall fund	2,963	18,887	(19,110)		2,740
Re-ordering fund	0	0	(12,000)	12,000	0
Property fund	169,160		(2,500)		166,660
Total designated funds	172,123	18,887	(33,610)	12,000	169,400
Restricted funds					
B&M Adams	107	73	(180)		0
Fabric Fund	16,113	330	(14,766)		1,677
Flower Fund	39	69	(87)		21
Fulmar Trust	678	1,800	(2,964)	486	0
HTS Administrator	0	3,500	0		3,500
Restricted collections	2	0	0		2
Stapleton Welfare Trust	1,718	490	(265)		1,943
Ukraine Hub	4,325	0	(1,893)		2,432
Worship Books	73	0	(30)		43
Total restricted funds	23,055	6,262	(20,185)	486	9,618
Total funds	426,246	139,703	(115,031)	0	450,918

The property fund represents the value of the Church Hall buildings and land as determined by the Trustees at 1st January 2022, less subsequent depreciation.

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

*For the year ended 31 December 2024*

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#### 12 Description of restricted funds

**B&M Adams:**

This fund collects donations to support the work of Mike and Brigit Adams with First Response Radio. It has now been closed.

**Fabric Fund:**

This fund is for the repair and improvement of the fabric and fittings of the Church.

**Flower Fund:**

This fund was established from donations given in memory of the late Sue Mattock. Funds are to be used towards the cost of flower arrangements in the Church.

**Fulmar Trust:**

This fund was set up to receive money towards the cost of employing a Benefice Assistant who supports both Holy Trinity and Frenchay parish churches.

**Holy Trinity Administrator:**

This is a new fund established to cover the costs of a new administrator role.

**Restricted collections:**

This fund identifies collections made on behalf of specified charities.

**Stapleton Welfare Trust:**

This fund is derived from a share of the income of the Stapleton Consolidated Charities (registered charity 200887) and is applicable for the relief of persons in the parish who are in need, hardship or distress.

**Ukraine Hub:**

This fund was opened with a grant of £3,000 from the Bristol City Council as part of their scheme to support Ukrainian families who have been displaced by the war.

**Worship Books:**

This fund was originally set up to provide funding for Church Bibles, teaching materials and service books. The present fund is derived from payments for the services of the singing group, and is used for the purchase of music and other resources for the group.

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# Accounts

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Registered Charity number: 1182398

# **HOLY TRINITY CHURCH, STAPLETON**

## **Annual Report and Financial Statements**

**for the year ended 31 December 2023**

# HOLY TRINITY CHURCH, STAPLETON

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# HOLY TRINITY CHURCH, STAPLETON

## REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS *For the year ended 31 December 2023*

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PCC members who have served from 1 January 2023 until the date this report was approved:

<b>Rector:</b>	The Rev'd Charles Sugden	(Retired April 2023)
<b>Curate:</b>	The Rev'd Ruth Harding	
<b>Churchwardens:</b>	Delia Beake Ben Harding	
<b>Representative on the Deanery Synod:</b>	Ben Harding Duncan Struthers	
<b>Elected members:</b>	Delia Beake Duncan Struthers Lynne Monks David Bate Ros Bradley Annabel Dart Ben Harding Ruth Harding Pauline March Richard Monks Deborah Mulvihill Diana Price Linda Reeve Ian Serjeant	Chair PCC Secretary Treasurer           Co-opted 1 June 2023      Co-opted 1 June 2023

**Charity registered number** 1182398

**Registered office**  
The Parish Office  
Church Hall  
23 Park Road  
Stapleton  
BS16 1AZ  
*E-mail: [office@holytrinitystapleton.org.uk](mailto:office@holytrinitystapleton.org.uk)*  
*Website: [www.holytrinitystapleton.org.uk](http://www.holytrinitystapleton.org.uk)*

**Independent examiner**  
Philip Hodges  
74 Cottrell Road, Bristol, BS5 6TN

**Bankers**  
National Westminster Bank Plc  
778 Fishponds Road, Bristol, BS99 5AX  
  
CCLA Investment Management Ltd  
The CBF Church of England Funds  
One Angel Lane  
London EC2V 6DZ

# HOLY TRINITY CHURCH, STAPLETON

## TRUSTEES' ANNUAL REPORT

*For the year ended 31 December 2023*

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### Aims and Purposes

The PCC has the responsibility of co-operating with the Rector, the Revd Charles Sugden, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. These objectives are for the advancement of religion, and the PCC have had regard to the guidance of the Charity Commission on the requirement to demonstrate that they are for the public benefit, and in particular the supplementary guidance on charities for the advancement of religion.

The PCC also has maintenance responsibilities for the Church on Bell Hill and the Church Hall at 23 Park Road, Stapleton and their fittings and contents, but the churchyard is closed for burials and Bristol City Council is responsible for its maintenance.

### Objectives and Activities

We aim to live out the Biblical vision of a Christian Community, providing:

- a warm welcome to all
- authentic biblical preaching and teaching
- a desire to grow through reaching out to the surrounding community
- a foundation of solid pastoral care and musical strengths
- a desire to deepen and widen opportunities for meeting in small groups
- a desire to establish links with local schools (both independent and state)
- encouragement, participation and integration of young people in worship

During 2023 the following values have been pre-eminent in our church community:

- Prayerfulness
- Humility in coming under the authority of scripture
- Care for creation
- Generosity in giving
- Enthusiasm in supporting each other in teams
- Inclusivity in offering a variety of worship activities
- Gratitude for our beautiful church building and all God provides
- A proactive approach to developing deeper and wider pastoral care

### Mission

We make connections...

With **God** through

Worship, using music ministry and prayer in various settings during and after services and in daily, weekly and monthly meetings

With **each other** through

Home groups, Contact groups, Supporting Wider Church Action groups, The local Churches Together in Worship, Messy Church, the Pastoral Care group.

# HOLY TRINITY CHURCH, STAPLETON

## TRUSTEES' ANNUAL REPORT (continued)

*For the year ended 31 December 2023*

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### **Mission (cont)**

With **the wider community** through

Contact groups, Luncheon Club for Senior Citizens, annual commemoration service for the bereaved, Stay & Play for toddlers and their carers, often feeding into Messy Church which is run with help from Frenchay as well as Holy Trinity, and also feeding into the monthly All Age Worship service in church, offering courses for people to explore Christianity, Easter flowers and Advent gifts for the bereaved, ill and housebound: engaging with the local communities in church and schools and good stewardship in the use of buildings. In 2022 we also set up a hub to welcome Ukrainian refugees and, in conjunction with volunteers from Frenchay we have continued to supply a monthly meal and days out for the refugees. We are grateful to Delia Beake and David Bate who have agreed to co-ordinate the administrative and practical needs of the hub following the departure of Kath Sugden. We are also grateful to Bristol City Council for the financial support provided to enable us to carry on the work. We are also proud of our connections with Collegiate School and Glenfrome School. Collegiate School again hosted a Christmas Lunch for local Senior Citizens which was attended by 22 people this year. The school also makes use of the church for their start and end of term services and also for their Christmas carol services and leavers service. We also have strong connections with Glenfrome School and Easter in a Box and Christmas in a box sessions were delivered this year.

With **the wider church** through

Praying for, communicating with and donating a tithe to the missionary and other charitable work of the wider Church in the United Kingdom and overseas of Church Mission Society, FEBC/First Response Radio, Lee Abbey Missional Community, KSG Deanery Uganda/Bristol link, African Pastors Fellowship, Christians Against Poverty, inHope Bristol, Network Counselling and Training, The Childrens' Society and the Leprosy Mission. The PCC has also pledged a further £3,000 to the Wider Church from our bequest from Kath Curnock. £1,000 of this has already been donated to Christian Aid and a further £1,000 was donated to Embrace the Middle East. We have also honoured our pledge to pay £6,000 this year to InHope Bristol who support the most vulnerable people in our community.

In October we welcomed Mike and Brigit Adams as our speakers who told us of the ongoing work of FEBC

### **Church Worship**

The singing group have continued to lead us into worship and hymns and songs are projected on Powerpoint. Parish prayer meetings were held monthly and Holy Communion services were observed on two Sundays of the month and the second Sunday morning worship was given over to the All Age Worship team who have been very successful in attracting children and their parents to the church. Two 8.30am services are held each month using the BCP.

### **The Church & Churchyard**

Minor day-to-day matters continue to be dealt with by Dave Price and Tony Monks to whom we are very grateful. The church and hall continue to be cleaned on a regular basis. With regard to the future, the church heaters run on gas but the hall heaters were replaced by infra-red heaters at the end of 2022. This was made possible by using some of the funds left to us in the legacy from Kath Curnock.

The National Arts Society have been recording the history and artefacts of the church over the last 4 years and in November they presented their work to members of the church and local community. We are very grateful for their meticulous and detailed work which will be a permanent addition to our archives.

## **HOLY TRINITY CHURCH, STAPLETON**

### **TRUSTEES' ANNUAL REPORT (continued)**

***For the year ended 31 December 2023***

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#### **The Church & Churchyard (cont)**

Throughout the year work has been ongoing on re-ordering the church to provide a kitchen/servery and two accessible toilets (one with baby changing facilities) at the back of the church. We are also looking to upgrade our audio/visual facility and making the music vestry a more welcoming space for children to meet every Sunday. We are grateful for the many hours of work put in by Ian Serjeant to appoint a new church architect following the retirement of Quentin Alder and for the preparation of the Statement of Needs and Statement of Significance, both of which can be viewed on our church notice board. Thanks are also due to Ben Harding for working with members of Stoke Gifford to ensure our A/V system is fit for future needs.

The grass around the church is cut regularly by Bristol City Council and we employ a gardener on an ad hoc basis. We also record our thanks to Becky Paice and her team for maintaining the shrubs surrounding the church.

#### **The People**

We have been in a vacancy following the retirement of Charles Sugden. Holy Trinity has a dedicated PCC supporting Delia Beake and Ben Harding who were re-elected as Churchwardens at our 1st June meeting and we are very grateful to them for continuing in this role. We employ a Benefice Administrator to assist with the administrative work at Holy Trinity and Frenchay churches and we also employ a book-keeper to assist with preparing the financial accounts. Both these roles have proved invaluable during the year. We are grateful for the many hours of work put in each week by dedicated volunteers including the cash counting team, the welcoming team, the refreshments team and the flower arrangers who have decorated our church so beautifully by providing fresh flowers throughout the year and the special arrangements provided at Easter, Harvest, Remembrance Sunday and Christmas.

At the end of April we had an initial meeting with Archdeacon Christopher Bryan, Si Jones and Vicky Wicks from St. Michaels Stoke Gifford. This was at the Archdeacon's request in order to explore the possibility of grafting some members of Stoke Gifford to Holy Trinity with a view to encouraging the growth of youth worship. Many questions arose following the meeting but, after many hours of work by the grafting panel it is now decided that Rev. Vicky Wicks will join us as Curate-in-charge from 7th Jan 2024. She and her husband moved into the Rectory on 22nd November prior to Vicky taking on her role. We welcome Vicky and other members of St. Michael's who have decided to join us and look forward to working with them in the new year.

#### **Children and Young People**

Messy Church continues to be led by Rev. Ruth Harding and Jane Monks and this has proved to be very popular with children and their parents/carers. Including helpers, we have an average of 40 people attending each month. The All Age Worship Team consists of Richard Monks, Linda Hart, Jane Monks, Ian Serjeant and Ru Katugaha assisted by Mary Serjeant and Marion Monks and they have been very successful in attracting children and their families to the services held on the 2nd Sunday of each month.

#### **Safeguarding**

Jane Collingbourne handles all DBS and is PSO for children whilst Sheena Helyer is PSO for adults. Our safeguarding policies are reviewed annually by the PCC. Details of nominated persons are displayed on the Church and hall notice boards and on our church website. The policies follow those recommended by the Diocese. The PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on safeguarding children and vulnerable

# HOLY TRINITY CHURCH, STAPLETON

## TRUSTEES' ANNUAL REPORT (continued)

*For the year ended 31 December 2023*

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### **PCC Work**

During the year the PCC spends time on :-

The PCC meets bi-monthly on average and we have a Standing Committee to deal with any matters which might arise between meetings. In July 2023 the PCC voted to apply for an Energy Audit from the Diocese with a possible view to obtaining a grant to improve our energy consumption.

### **Reports**

In addition to the report on the fabric, goods and ornaments of the church and the proceedings of the Deanery Synod, which are required by law, separate reports are provided at the APCM by the following teams or committees: Ministry Team, Pastoral Committee, Wider Church Committee, Church hall Committee, Messy Church, Stay & Play, Discipleship & Senior Citizens Lunch Club.

### **Financial Review**

#### **Unrestricted funds**

Our unrestricted general funds show a surplus of £231,832, in general reserves. (£216,000 from Kath Curnock's legacy) and £15,832 in general reserves. The total legacy was £246,000 and £15,000 was used to replace the hall heating system, We have also donated £12,000 to InHope to enable them to support their clients during the cost of living crisis (£6,000 in 2022 and a further £6,000 in 2023). We have also donated £3,000 to Wider Church giving. The PCC have voted to use the remainder of the legacy for capital projects and we hope to make a start on these in 2024. A donation of £1,625 was received from Collegiate School for which we are very grateful. We have been able to reclaim £8,961 in Gift Aid.

#### **Restricted Funds**

- The Fabric Fund is showing a healthy balance of £14,003
- The Brigit & Mike Adams Fund shows a balance of £79 from donations received
- The Fulmar Trust Fund was set up to receive money towards the cost of employing a Benefice Assistant. This cost is shared on a 50/50 basis with Frenchay and we have been promised funds for at least another 2 years
- The Stapleton Welfare Trust shows a balance of £1,499
- The Worship books fund shows a balance of £64
- The Flower fund shows a balance of £39
- The Ukraine Hub fund received a second installment of £2,500 from Bristol City Council and has a balance of £3,875

#### **Commitments**

Our main commitments are for Parish Share to which we pledged £27,000 and were able to pay in full and to Wider Church to which we paid £4,600 being 10% of the previous year's income.

In addition to this we have also paid £6,000 to InHope Bristol, therefore honouring our pledge of 2022, £1,000 to Christian Aid and £1,000 to Embrace. The collections at the Christmas Services were split equally between Caring in Bristol and Embrace. This amounted to £714.85. In addition we also made a donation to Embrace of £232.55 from our AAW service on 10th December. Our church and hall insurance amounted to £9,044.81.

**HOLY TRINITY CHURCH, STAPLETON**

**TRUSTEES' ANNUAL REPORT (continued)**  
*For the year ended 31 December 2023*

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**Reserves Policy**

It is the aim of the PCC to maintain a balance on unrestricted funds which equates to three months' unrestricted payments in order to smooth out fluctuations in cash flow and to meet emergencies. We have not been able to meet our aim this year due to increased costs but our focus for next year is to increase our reserves by keeping costs to a minimum and increased giving. Our policy is to invest our funds balances not required for expenditure with the CBF Church of England Deposit Fund.

**Structure, governance and management**

The Parish is part of the Benefice of Frenchay & Stapleton in the Diocese of Bristol. The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils Measure and is a registered charity with the Registered Charity Number 1182398. The method of appointment of PCC members is set out in the Church Representation rules. All who attend church and are eligible to do so are encouraged to register on the Electoral Roll and so are eligible for election to the PCC.

**Independent Examiner**

We are grateful for the help given by Philip Hodges, our Independent Examiner. The Annual meeting will be asked to confirm the continuation of his appointment.

**Statement of Responsibilities for PCC Members/ Trustees'**

The trustees are responsible for preparing a trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102.

The Trustees are required to prepare accounts for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently,
- Observe the methods and principles in the Charities SORP,
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable UK accounting standards have been followed,
- Prepare the Accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees and signed on their behalf by:

.....  
**D Beake**

.....  
**Date**

# HOLY TRINITY CHURCH, STAPLETON

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLY TRINITY CHURCH, STAPLETON

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I report on the accounts of the PCC of Holy Trinity Church, Stapleton for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

### Respective responsibilities of the PCC and examiner

The PCC is responsible for preparing the Trustees' Annual Report and the Accounts. The PCC considers 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.

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Public Finance and Accountancy.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of the independent examiner's report

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of 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 no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

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

- which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records, and comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

..... *P. Hodges* .....

Philip Hodges CPFA

..... *24/4/24* .....

Date

## HOLY TRINITY CHURCH, STAPLETON

### STATEMENT OF FINANCIAL ACTIVITIES

*For the year ended 31 December 2023*

	Note	Unrestricted funds	Designated funds £	Restricted funds £	2023 £	2022 £
<b>Income</b>						
Voluntary income	2.a	55,369	1,431	5,577	62,377	310,939
Fundraising	2.b			40	40	131
Interest from CCLA fund	2.c			10,895	10,895	3,085
Church activities	2.d	1,008	11,090		12,098	11,076
<b>Total income</b>		<b>56,377</b>	<b>12,521</b>	<b>16,512</b>	<b>85,410</b>	<b>325,231</b>
<b>Expenditure</b>						
Church activities	3.a	56,490	21,156	6,882	84,528	87,165
Support costs	3.b	4,813	0	2,415	7,228	4,940
Depreciation	3.c		2,500		2,500	2,500
<b>Total expenditure</b>		<b>61,303</b>	<b>23,656</b>	<b>9,297</b>	<b>94,256</b>	<b>94,605</b>
<b>Net income / (expenditure) before transfers</b>		<b>(4,926)</b>	<b>(11,135)</b>	<b>7,215</b>	<b>(8,846)</b>	<b>230,626</b>
Transfers between funds	12	(4,160)	4,810	(650)	-	-
<b>Net income / (expenditure) and net movement in funds for the year</b>		<b>(9,086)</b>	<b>(6,325)</b>	<b>6,565</b>	<b>(8,846)</b>	<b>230,626</b>
<b>Reconciliation of funds</b>						
Total funds at the start of the year		240,155	178,448	16,489	435,092	58,374
<b>Total funds at the end of the year</b>		<b>231,069</b>	<b>172,123</b>	<b>23,054</b>	<b>426,246</b>	<b>289,000</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure relates to continuing activities.

# HOLY TRINITY CHURCH, STAPLETON

## BALANCE SHEET

As at 31 December 2023

	Note	1 January 2023		31 December 2023	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	9		171,660		169,160
<b>Current assets</b>					
Debtors	10	5,428		5,636	
Cash at bank and in hand	1.e	262,500		255,233	
		<u>267,928</u>		<u>260,869</u>	
<b>Creditors</b>					
Amounts falling due within one year	11	(4,496)		(3,783)	
<b>Net current assets</b>			<u>263,432</u>		<u>257,086</u>
<b>Total assets less current liabilities</b>			<u>435,092</u>		<u>426,246</u>
Creditors: Amounts falling due after more than one year	11		0		0
<b>Net assets</b>			<u><u>435,092</u></u>		<u><u>426,246</u></u>
<b>Charity funds</b>					
Restricted funds	12		16,489		23,055
Designated funds	12		178,448		172,123
Unrestricted funds	12		240,155		231,068
			<u>435,092</u>		<u>426,246</u>

The financial statements were approved by the Trustees and signed on their behalf by:

.....

**D Beake**

.....

**L Monks**

.....

**Date**

.....

**Date**

# HOLY TRINITY CHURCH, STAPLETON

## NOTES TO THE FINANCIAL STATEMENTS

*For the year ended 31 December 2023*

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### 1. Accounting policies

#### a. Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The PCC constitutes a public entity as

After reviewing the Charity's forecasts and projections, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing its accounts.

#### b. Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Restricted funds are those derived from gifts which are restricted to a particular purpose.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

#### c. Income

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable.

#### d. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

#### *Diocesan parish share*

The Diocesan parish share is accounted for in accordance with the agreed intention of the PCC.

# HOLY TRINITY CHURCH, STAPLETON

## NOTES TO THE FINANCIAL STATEMENTS

*For the year ended 31 December 2023*

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### 1. Accounting policies (continued)

#### e. Fixed Assets

##### ***Consecrated land and buildings and moveable church furnishings***

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

##### ***Tangible fixed assets***

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is calculated to write down the cost less estimated residual value of all tangible fixed assets over their expected useful lives, using the straight-line method. The rates applicable are:

Freehold buildings	- 2.5% per annum
--------------------	------------------

The value of the Church Hall and adjoining land are held at valuation determined by the Trustees on 1st January 2022. The property is reviewed for impairment, in accordance with Section 27 of FRS 102, at the end of each accounting period.

##### ***Current assets***

The following assets are recognised and a monetary value given:

Amounts owing from the HM Revenue & Customs where the amount has been ascertained.

Any other amounts owing to the PCC including church hall lettings and insurance claims.

Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances as shown in the receipts and payments account.

##### ***Cash at bank and in hand***

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### ***Creditors and provisions***

The following liabilities are recognised in the Statement of Assets and Liabilities:

Any loans or overdrafts advanced to the PCC.

Any shortfall in the payment of Parish Share for the year.

Creditors for goods or services where the supply has been received and invoiced by 31 December.

# HOLY TRINITY CHURCH, STAPLETON

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

### 2. Incoming resources

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
<i>a. Voluntary income</i>					
Planned giving	31,065		144	31,209	31,698
Gift aid recovered	8,961		36	8,997	9,411
Collections at services	5,442			5,442	5,257
Donations	9,901	1,431	1,397	12,729	13,570
Legacies				0	246,476
Grants received			4,000	4,000	4,527
	<u>55,369</u>	<u>1,431</u>	<u>5,577</u>	<u>62,377</u>	<u>310,939</u>
<i>b. Fundraising</i>					
			40	40	131
<i>c. Interest from CCLA fund</i>					
			10,895	10,895	3,085
<i>d. Church activities</i>					
Magazine				0	690
Lettings		11,090		11,090	8,602
Weddings and funerals	1,008			1,008	1,784
	<u>1,008</u>	<u>11,090</u>	<u>0</u>	<u>12,098</u>	<u>11,076</u>
	<u>56,377</u>	<u>12,521</u>	<u>16,512</u>	<u>85,410</u>	<u>325,231</u>

### 3. Expenditure

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2023 £	Total funds 2022 £
<i>a. Church activities</i>					
Wider church	13,947			13,947	13,583
Outreach & discipleship	229			229	795
Children & youth	225			225	343
Parish share	27,000			27,000	30,000
Other activities	15,089	21,156	6,882	43,127	45,604
	<u>56,490</u>	<u>21,156</u>	<u>6,882</u>	<u>84,528</u>	<u>87,165</u>
<i>b. Support costs</i>					
Fundraising	61			61	206
Administration	4,752		2,415	7,167	5,003
	<u>4,813</u>		<u>2,415</u>	<u>7,228</u>	<u>4,940</u>
<i>c. Depreciation</i>					
		2,500		2,500	2,500
	<u>61,303</u>	<u>23,656</u>	<u>9,297</u>	<u>94,256</u>	<u>94,605</u>

# HOLY TRINITY CHURCH, STAPLETON

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

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### 4. Tax-efficient Planned Giving<sup>2</sup>

Planned Giving in the unrestricted funds includes tax-efficient giving of £11,041 (2022: £10,195), excluding tax repayments claimed by or on behalf of the PCC, of which £19,372 (2022: £19,364 ) was through the Parish Giving Scheme. In the B & M Adams Restricted Fund, receipts include tax-efficient planned giving of £144 (2022: £96) and gift aid of £36 (2022: £24).

### 5. Other Tax-efficient Giving

Unrestricted donations include tax-efficient giving of £50 (2022: £225). In addition "Gift Aid" includes £1329 (2022: £1,441) received under the Gift Aid Small Donations Scheme. Restricted funds include tax-efficient giving of £0 (2022: £2,000) and gift aid of £0 (2022: £500).

### 6. Magazine printing and administration

The magazine is printed in the Parish Office. The PCC has a Hire Agreement with Xerox Finance Ltd for a risograph printer. Costs of stationery and printing are included in the costs of administration, and cannot be separately identified.

### 7. Insurance claim

There were no insurance claims in 2023.

### 8. Staff costs

	2023	2022
	£	£
Administration Assistant	2,415	1,259
Expenses reimbursed to the Rector	923	300
Payments to other Ministers	45	45
	<u>3,383</u>	<u>1,604</u>

During the year the PCC employed an administrative assistant for the Rector which is paid for using a grant from the Fulmar Trust. The cleaner for the Church and Church Hall was self-employed. There were no employees earning over £50,000.

PCC members were reimbursed expenses. There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

There are no pension commitments as there are no employed staff for whom a pension scheme would need to be provided. The Rector's pension is the responsibility of the Diocese.

### 9. Relationships with other groups, charities and individuals

As the PCC of a parish within the Diocese of Bristol, in the Church of England, there are no financial links with the Diocese other than the annual Diocesan Parish Share paid.<sup>2</sup>

# HOLY TRINITY CHURCH, STAPLETON

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2023

### 9. Tangible fixed assets

	Property improvements £	Freehold buildings & land £	Fixtures & fittings £	Total £
<b>Cost</b>				
At 1 January and 31 December 2022	0	174,160	0	174,160
	<u>0</u>	<u>174,160</u>	<u>0</u>	<u>174,160</u>
<b>Depreciation</b>				
At 1 January 2023	0	2,500	0	2,500
Charge for the year	0	2,500	0	2,500
	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>
At 31 December 2023	0	5,000	0	5,000
	<u>0</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>
<b>Net book value</b>				
At 31 December 2022	0	171,660	0	171,660
	<u>0</u>	<u>171,660</u>	<u>0</u>	<u>171,660</u>
At 31 December 2023	0	169,160	0	169,160
	<u>0</u>	<u>169,160</u>	<u>0</u>	<u>169,160</u>

Within the 'freehold buildings and land' £100,000 is allocated to the value of the hall building and depreciated accordingly with the remaining £74,160 value relating to the land itself which is not subject to depreciation.

### 10. Debtors

	2023 £	2022 £
Other debtors	1,133	495
Income tax recoverable	1,321	4,933
Deposit interest	3,182	0
	<u>5,636</u>	<u>5,428</u>
	<u>5,636</u>	<u>5,428</u>

### 11. Creditors

	2023 £	2022 £
<b>Amounts falling due within one year</b>		
Trade creditors	0	0
Other creditors and accruals	(3,783)	(4,496)
	<u>(3,783)</u>	<u>(4,496)</u>
	<u>(3,783)</u>	<u>(4,496)</u>

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

*For the year ended 31 December 2023*

#### 12. Movement in funds

	At 1 January 2023 £	Income £	Expenditure £	Transfers £	At 31 December 2023 £
Unrestricted funds:					
General fund	240,155	56,377	(61,304)	(4,160)	231,068
Total unrestricted funds	240,155	56,377	(61,304)	(4,160)	231,068
Designated funds:					
Hall fund	6,788	12,521	(21,156)	4,810	2,963
Property fund	171,660		(2,500)		169,160
Total designated funds	178,448	12,521	(23,656)	4,810	172,123
Restricted funds					
B&M Adams	182	325	(400)		107
CMS boxes	13	0	(13)		0
Fabric Fund	9,777	7,361	(1,025)		16,113
Flower Fund	0	80	(41)		39
Fulmar Trust	1,161	1,932	(2,415)		678
Janet Pollock Memorial	1,569	0	(1,569)		0
Restricted collections	2	773	(773)		2
Stapleton Welfare Trust	996	738	(16)		1,718
Ukraine Hub	2,737	5,261	(3,023)	(650)	4,325
Worship Books	52	42	(21)		73
Total restricted funds	16,489	16,512	(9,296)	(650)	23,055
Total funds	435,092	85,410	(94,256)	0	426,246

*The Janet Pollock Memorial and CMS boxes funds were closed this year as the funds had been used for their allocated purposes.*

*The property fund represents the value of the Church Hall buildings and land as determined by the Trustees at 1st January 2022.*

# HOLY TRINITY CHURCH, STAPLETON

## NOTES TO THE FINANCIAL STATEMENTS

*For the year ended 31 December 2023*

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### 13. Description of restricted funds

**B&M Adams:**

*This fund collects donations to support the work of Mike and Brigit Adams with First Response Radio.*

**CMS boxes:**

*This fund collects donations to support the work of the Church Mission Society.*

**Fabric Fund:**

*This fund is for the repair and improvement of the fabric and fittings of the Church.*

**Flower Fund:**

*This fund was established from donations given in memory of the late Sue Mattock. Funds are to be used towards the cost of flower arrangements in the Church.*

**Fulmar Trust:**

*This fund was set up to receive money towards the cost of employing a Benefice Assistant who supports both Holy Trinity and Frenchay parish churches.*

**Janet Pollock Memorial:**

*This fund was established from donations given in memory of the late Janet Pollock. Funds are to be used towards the cost of improving the hall facilities.*

**Restricted collections:**

*This fund identifies collections made on behalf of specified charities.*

**Stapleton Welfare Trust:**

*This fund is derived from a share of the income of the Stapleton Consolidated Charities (registered charity 200887) and is applicable for the relief of persons in the parish who are in need hardship or distress.*

**Ukraine Hub:**

*This fund was opened with a grant of £3,000 from the Bristol City Council as part of their scheme to support Ukrainian families who have been displaced by the war.*

**Worship Books:**

*This fund was originally set up to provide funding for Church Bibles, teaching materials and service books. The present fund is derived from payments for the services of the singing group, and is used for the purchase of music and other resources for the group.*

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# Accounts

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**Registered Charity number: 1182398**

# **HOLY TRINITY CHURCH, STAPLETON**

## **Annual Report and Financial Statements**

**for the year ended 31 December 2022**

## HOLY TRINITY CHURCH, STAPLETON

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## HOLY TRINITY CHURCH, STAPLETON

### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS *For the year ended 31 December 2022*

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PCC members who have served from 1 January 2022 until the date this report was approved are:

<b>Rector:</b>	The Revd Charles Sugden	Chairman
<b>Curate:</b>	The Revd Ruth Harding	
<b>Churchwardens:</b>	Delia Beake	
	Ben Harding	
<b>Representative on the Deanery Synod:</b>	Duncan Struthers	PCC Secretary
<b>Elected members:</b>	Lynne Monks	Treasurer
	David Bate	
	Malcolm Collier (until Sept 2022)	
	Annabel Dart	
	Delia Beake	
	Ben Harding	
	Pauline March	
	Deborah Mulvihill	
	Diana Price	
	Ian Serjeant (From Jan 2022)	
<b>Co-opted Member:</b>	Simon Awdry (May - July 2022)	

**Charity registered number** 1182398

**Registered office** The Parish Office  
Church Hall  
23 Park Road  
Stapleton  
BS16 1AZ  
*E-mail: [office@holytrinitystapleton.org.uk](mailto:office@holytrinitystapleton.org.uk)*  
*Website: [www.holytrinitystapleton.org.uk](http://www.holytrinitystapleton.org.uk)*

**Independent examiner** Philip Hodges  
74 Cottrell Road  
Bristol  
BS5 6TN

**Bankers** National Westminster Bank Plc  
778 Fishponds Road  
Bristol  
BS99 5AX

CCLA Investment Management Ltd  
The CBF Church of England Funds  
One Angel Lane  
London EC2V 6DZ

## HOLY TRINITY CHURCH, STAPLETON

### TRUSTEES' ANNUAL REPORT

*For the year ended 31 December 2022*

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#### **Aims and Purposes**

The PCC has the responsibility of co-operating with the Rector, the Revd Charles Sugden, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. These objectives are for the advancement of religion, and the PCC have had regard to the guidance of the Charity Commission on the requirement to demonstrate that they are for the public benefit, and in particular the supplementary guidance on charities for the advancement of religion.

The PCC also has maintenance responsibilities for the Church on Bell Hill and the Church Hall at 23 Park Road, Stapleton and their fittings and contents, but the churchyard is closed for burials and Bristol City Council is responsible for its maintenance.

#### **Objectives and Activities**

We aim to live out the Biblical vision of a Christian Community, providing:

- a warm welcome to all
- authentic biblical preaching and teaching
- a desire to grow through reaching out to the surrounding community
- a foundation of solid pastoral care and musical strengths
- a desire to deepen and widen opportunities for meeting in small groups
- a desire to establish links with local schools (both independent and state)
- encouragement, participation and integration of young people in worship

During 2022 the following values have been pre-eminent in our church community:

- Prayerfulness
- Humility in coming under the authority of scripture
- Care for creation
- Generosity in giving
- Enthusiasm in supporting each other in teams
- Inclusivity in offering a variety of worship activities
- Gratitude for our beautiful church building and all God provides
- A proactive approach to developing deeper and wider pastoral care

#### **Mission**

We make connections...

With **God** through

Worship, using music ministry and prayer in various settings during and after services and in daily, weekly and monthly meetings

With **each other** through

Home groups, Contact groups, PCC Away Days ( including ministry leaders), Supporting wider Church action groups, The local Churches Together in Worship, Messy Church, CAMEO – (this has not met in 2021 owing to Covid), the Pastoral Care Development programme set up by the Rector to train new leaders for small groups, encouraging more people to be involved in prayer partnerships, small groups and courses

## **HOLY TRINITY CHURCH, STAPLETON**

### **TRUSTEES' ANNUAL REPORT (continued)**

*For the year ended 31 December 2022*

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#### **Mission (cont)**

With **the wider community** through

Contact groups, Luncheon Club for Senior Citizens, annual service for the bereaved, Stay & Play for toddlers and their carers, often feeding into Messy Church which is run with help from volunteers from Frenchay as well as Holy Trinity, offering courses for people to explore Christianity, Easter flowers and Advent gifts for the bereaved, ill and housebound: engaging with the local communities in church and schools: involving the local community in fundraising events for the Roof Fund: distributing a Christmas card from the local churches into every home: good stewardship in the use of buildings and continuing to seek the credentials of a dementia friendly church. In 2022 we also set up a hub to welcome Ukrainian refugees. This was originally instigated by Kath Sugden and the hub continues to provide a monthly meal for the refugees. We are grateful to Delia Beake and David Bate for agreeing to co-ordinate the administrative and practical needs of the hub going forward. We are also grateful to Bristol City Council for the financial support provided to enable us to carry on the work and also to volunteers from Frenchay church and other members of the community for their commitment.

With **the wider church** through

Praying for, communicating with and donating a tithe to the missionary and other charitable work of the wider Church in the United Kingdom and overseas of Church Mission Society, FEBC/First Response Radio' Lee Abbey small Missional community – Knowle West, KSG Deanery Uganda/Bristol link, African Pastors' Fellowship, Bible Society, Christians Against Poverty, inHope Bristol, Network Counselling and Training, The Children's Society and the Leprosy Mission.

#### **Church Worship**

The singing group now continue to lead us into worship and hymns and songs are projected on Powerpoint. Parish Prayer meetings have resumed after Covid restrictions were lifted. Holy Communion is observed on two Sundays of the month and the second Sunday morning worship is given over to the All Age Worship team who have been very successful in attracting children and their parents to the church.

#### **The Church & Churchyard**

Minor day-to-day matters continue to be dealt with usually by Tony Monks and David Price, to whom we are very grateful. The church and hall continue to be cleaned on a regular basis and we again had a team from UWE of Occupational Therapy students for two days in February who worked on parts of the church and hall. Thank you to Delia Beake and Dave Price for making this a welcoming opportunity to take time to sit and chat with the team and providing refreshments. On 7th and 8th May we celebrated the completion of the roof renewal project. We also reviewed and upgraded the lighting in the chancel. This has been a great improvement particularly to the singing group. The National Arts Society Recording group is at work to record every part of the church and this work is now nearing completion.

With regard to the future the church heaters run on gas but the hall heaters were replaced with infra-red heaters at the end of 2022. The PCC were given permission to install handrails on the approach from the West gates of the churchyard and on the steps at the North East corner, as recommended in the Accessibility audit. We wish to attend to sound and visual improvements in the church, as well as kitchen counter and accessible toilet facilities in the West end of church. The spire lighting was also improved in 2022 and can now be seen clearly.

## **HOLY TRINITY CHURCH, STAPLETON**

### **TRUSTEES' ANNUAL REPORT (continued)**

*For the year ended 31 December 2022*

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#### **The People**

This year in June we had the joy of seeing Ruth Harding ordained as priest and she now serves her curacy in this benefice. Holy Trinity has a dedicated PCC supporting the Rector in the whole mission of the Church in the Parish and during 2022 we appointed two churchwardens, Delia Beake and Ben Harding and we are very grateful to them for stepping forward to fulfil the vacancies. In addition many hours of work are put in each week by people who are not paid for their services. The vast majority of these are regular worshippers, but not all are. The benefice has employed a Benefice Assistant to assist with the administrative work of both parishes and we also employ a bookkeeper to assist with preparing the financial accounts.

#### **Children and Young People**

Messy church continues to be led by Revd Ruth Harding and Jane Monks and this has proved to be very popular with children and their parents/carers. Including helpers we have an average of 40 people attending each month. The All Age Worship team consist of Richard Monks, Linda Hart, Jane Monks assisted by Ian and Mary Serjeant. Tables were purchased and space made available for the children to participate in the service and use craft skills. Christmas in a Box was introduced to Glenfrome School thanks to Bristol Schools Connection working with members of our church. Ongoing prayer meetings with parents and staff and church members continue.

#### **Safeguarding**

Jane Collingbourne handles all DBS and is PSO for children, while Sheena Helyer is PSO for adults. Our safeguarding policies are reviewed annually by the PCC. Details of nominated persons are displayed on the Church and hall notice boards and on our church website. The policies follow those recommended by the diocese. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

#### **PCC work**

During the year the PCC spend time on Transforming Church, a vision statement for HTS, Living in Love and Faith, Climate Emergency, planning the celebration weekend. The PCC meets bi-monthly and we have a Standing Committee to deal with any matters which might arise between meetings.

## HOLY TRINITY CHURCH, STAPLETON

### TRUSTEES' ANNUAL REPORT (continued) For the year ended 31 December 2022

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#### Reports

In addition to the reports on the fabric, goods and ornaments of the church and the proceedings of the Deanery Synod, which are required by law, separate reports are provided at the APCM by the following teams or committees : Ministry Team, Pastoral Committee, Wider Church Committee, CRAG, Church Hall Committee, Messy Church, Stay and Play, Music Group, Discipleship, Senior Citizens Luncheon Club, CAMEO and Wild Goose Café outreach work.

#### Financial Review

##### Unrestricted funds

Our unrestricted general funds show a surplus of £260,839 (£225,000 from Kath Curnock's legacy) and £14,951 in general reserves. The Hall Fund shows a balance of £7,007. The total legacy was £246,000 and £15,000 has been used to replace the heating system in the hall and £6,000 was donated to InHope to enable them to support their clients during the cost of living crisis. A further £9,000 has also been pledged for 2023 (£6,000 to InHope on Oct 2023 and £3,000 to Wider Church projects). The PCC voted to use the legacy for capital expenditure projects and not for day-to-day running expenses. Planned giving has decreased slightly with 12 people choosing to give by standing order through the Parish Giving Scheme. Cash collections are up slightly but more people are now choosing to give via the contactless card payment option. A donation of £1500 from Collegiate School was received (but not credited until Jan 2023) for which we are very grateful. We were able to reclaim £7,240 in Gift Aid.

##### Restricted Funds

- The Fabric Fund is showing a healthy balance of £8855 which includes a transfer of £6,394 from the Roof Repair Fund following the final payment of £3,452 to Mogford Prescott. We were able to reclaim the VAT amounting to £575.44 on this payment and The Roof Repair Fund is now closed
- The Brigit & Mike Adams Fund shows a balance of £106 from donations received
- The CMS Boxes fund shows a balance of £13 which will be transferred to CMS together with the Wider Church payment and this fund can then be closed
- The Spire Lights Reserve fund has a balance of £8 and, with no more donations expected I will recommend to the PCC that this fund can be closed with any further costs involving the spire being met from the Fabric Fund
- The Fulmar Trust Fund was set up to receive money towards the cost of employing a Benefice Assistant. This cost is shared on a 50/50 basis with Frenchay and we have been promised funds for at least another 2 years.
- The Janet Pollock Memorial fund balance of £1,569 will now been transferred to the Hall Fund.
- The Ukraine Hub fund was opened with a donation of £3,000 from Bristol City Council and has a remaining balance of £2,737.

##### Commitments

Our main commitments are for Parish Share to which we pledged £30,000 and were able to pay in full and to Wider Church to which we paid £5,834. Our church and hall insurance amounted to £6,887 and is due to increase next year. Our utility bills came to £2,105 as opposed to £833 last year and these are forecast to rise further next year. We were allocated a grant of £250 towards energy costs from a Government grant.

## HOLY TRINITY CHURCH, STAPLETON

### TRUSTEES' ANNUAL REPORT (continued) For the year ended 31 December 2022

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#### Reserves Policy

It is the policy of the PCC to try to maintain a balance on unrestricted funds which equates to at least three months' unrestricted payments (currently about £17,000) in order to smooth out fluctuations in cash flow and to meet emergencies. Our policy is to invest our funds balances not required for expenditure with the CBF Church of England Deposit Fund.

#### Structure, governance and management

The Parish is part of the Benefice of Frenchay & Stapleton in the Diocese of Bristol. The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Councils Measure and is a registered charity with the Registered Charity Number 1182398. The method of appointment of PCC members is set out in the Church Representation rules. All who attend church and are eligible to do so are encouraged to register on the Electoral Roll and so are eligible for election to the PCC.

Holy Trinity Church is situated at the top of Bell Hill, Stapleton, Bristol. It is part of the Diocese of Bristol within the Church of England. Title to the Church and churchyard is registered at HM Land Registry under Title Number BL 125604.

#### Statement of Responsibilities for PCC Members/ Trustees'

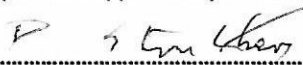
The trustees are responsible for preparing a trustees' annual report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102.

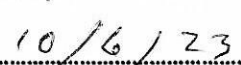
The Trustees are required to prepare accounts for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the Accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees and signed on their behalf by:

  
.....  
D Struthers

  
.....  
Date

# HOLY TRINITY CHURCH, STAPLETON

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HOLY TRINITY CHURCH, STAPLETON

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I report on the accounts of the PCC of Holy Trinity Church, Stapleton for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

### Respective responsibilities of the PCC and examiner

The PCC is responsible for preparing the Trustees' Annual Report and the Accounts. The PCC considers 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.

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Public Finance and Accountancy.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of the independent examiner's report

My examination was carried out in accordance with the general Direction given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of 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 no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

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

- which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare financial statements which accord with the accounting records, and comply with the accounting requirements of the 2011 Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

.....  
*P. Hodges*

Philip Hodges C P F A

.....  
*5/5/23*

Date

## HOLY TRINITY CHURCH, STAPLETON

### STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2022

	Note	Unrestricted funds	Designated funds	Restricted funds	2022	2021
			£	£	£	£
<b>Income</b>						
Voluntary income	2.a	296,577	4,060	10,302	310,939	76,378
Fundraising	2.b			131	131	465
Interest from CCLA fund	2.c			3,085	3,085	13
Church activities	2.d	2,474	8,602		11,076	8,155
<b>Total income</b>		<b>299,051</b>	<b>12,662</b>	<b>13,518</b>	<b>325,231</b>	<b>85,011</b>
<b>Expenditure</b>						
Church activities	3.a	55,627	21,437	13,261	90,325	105,908
Support costs	3.b	5,082	0	127	5,209	3,753
Depreciation	3.c		2,500		2,500	
<b>Total expenditure</b>		<b>60,709</b>	<b>23,937</b>	<b>13,388</b>	<b>98,034</b>	<b>109,661</b>
<b>Net income / (expenditure) before transfers</b>		<b>238,342</b>	<b>(11,275)</b>	<b>130</b>	<b>227,197</b>	<b>(24,650)</b>
Transfers between funds	12	(11,000)	11,336	(336)	-	-
<b>Net income / (expenditure) and net movement in funds for the year</b>		<b>227,342</b>	<b>61</b>	<b>(206)</b>	<b>227,197</b>	<b>(24,650)</b>
<b>Reconciliation of funds</b>						
Total funds at the start of the year		12,813	178,387	16,696	207,896	58,374
<b>Total funds at the end of the year</b>		<b>240,155</b>	<b>178,448</b>	<b>16,490</b>	<b>435,093</b>	<b>33,724</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure relates to continuing activities.

**HOLY TRINITY CHURCH, STAPLETON**

**BALANCE SHEET**

*As at 31 March 2021*

	Note	1 January 2022		31 December 2022	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	9		174,160		171,660
<b>Current assets</b>					
Debtors	10	2,565		5,428	
Cash at bank and in hand	1.e	33,094		262,501	
		<u>35,659</u>		<u>267,929</u>	
<b>Creditors</b>					
Amounts falling due within one year	11	(1,923)		(4,496)	
<b>Net current assets</b>			<u>33,736</u>		<u>263,433</u>
<b>Total assets less current liabilities</b>			<u>207,896</u>		<u>435,093</u>
Creditors: Amounts falling due after more than one year	11		0		0
<b>Net assets</b>			<u><u>207,896</u></u>		<u><u>435,093</u></u>
<b>Charity funds</b>					
Restricted funds	12		16,696		16,490
Designated funds	12		178,387		178,448
Unrestricted funds	12		12,813		240,155
			<u>207,896</u>		<u>435,093</u>

The financial statements were approved by the Trustees and signed on their behalf by:

D Struthers

10/6/23

D Struthers

Date

L Monks

10/6/23

L Monks

Date

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

*For the year ended 31 December 2022*

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#### 1. Accounting policies

##### a. Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The PCC constitutes a public entity as

This is the first year that the accounts have been prepared using the accruals accounting method and this has resulted in the significant year-on-year variation in the Gift Aid recovered income.

After reviewing the Charity's forecasts and projections, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing its accounts.

##### b. Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

Restricted funds are those derived from gifts which are restricted to a particular purpose.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

##### c. Income

Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable.

##### d. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

##### *Diocesan parish share*

The Diocesan parish share is accounted for in accordance with the agreed intention of the PCC.

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

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#### 1. Accounting policies (continued)

##### e. Fixed Assets

###### **Consecrated land and buildings and moveable church furnishings**

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

###### **Tangible fixed assets**

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is calculated to write down the cost less estimated residual value of all tangible fixed assets over their expected useful lives, using the straight-line method. The rates applicable are:

Freehold buildings	- 2.5% per annum
--------------------	------------------

As this is the first time transitioning to accruals accounting, the value of the Church Hall and adjoining land are held at valuation determined by the Trustees on 1st January 2022. The property is reviewed for impairment, in accordance with Section 27 of FRS 102, at the end of each accounting period.

###### **Current assets**

The following assets are recognised and a monetary value given:

Amounts owing from the HM Revenue & Customs where the amount has been ascertained.

Any other amounts owing to the PCC including church hall lettings and insurance claims.

Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances as shown in the receipts and payments account.

###### **Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

###### **Creditors and provisions**

The following liabilities are recognised in the Statement of Assets and Liabilities:

Any loans or overdrafts advanced to the PCC.

Any shortfall in the payment of Parish Share for the year.

Creditors for goods or services where the supply has been received and invoiced by 31 December.

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

#### 2. Incoming resources

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<i>a. Voluntary income</i>					
Planned giving	31,554		144	31,698	35,348
Gift aid recovered	8,887		524	9,411	10,759
Collections at services	5,257			5,257	4,045
Donations	3,920	4,060	5,590	13,570	9,134
Legacies	246,476			246,476	1,000
Grants received	483		4,044	4,527	16,092
	<u>296,577</u>	<u>4,060</u>	<u>10,302</u>	<u>310,939</u>	<u>76,378</u>
<i>b. Fundraising</i>			131	131	465
<i>c. Interest from CCLA fund</i>			3,085	3,085	13
<i>d. Church activities</i>					
Magazine	690			690	675
Lettings		8,602		8,602	5,860
Weddings and funerals	1,784			1,784	1,620
	<u>2,474</u>	<u>8,602</u>	<u>0</u>	<u>11,076</u>	<u>8,155</u>
	<u>299,051</u>	<u>12,662</u>	<u>13,518</u>	<u>325,231</u>	<u>85,011</u>

#### 3. Expenditure

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds 2022 £	Total funds 2021 £
<i>a. Church activities</i>					
Wider church	12,064		1,519	13,583	7,134
Outreach & discipleship	795			795	427
Children & youth	343			343	828
Parish share	30,000			30,000	28,800
Other activities	12,425	21,437	11,742	45,604	68,719
	<u>55,627</u>	<u>21,437</u>	<u>13,261</u>	<u>90,325</u>	<u>105,908</u>
<i>b. Support costs</i>					
Fundraising	79		127	206	3,642
Administration	5,003			5,003	111
	<u>5,082</u>		<u>127</u>	<u>5,209</u>	<u>3,753</u>
<i>c. Depreciation</i>		2,500		2,500	
	<u>60,709</u>	<u>23,937</u>	<u>13,388</u>	<u>98,034</u>	<u>109,661</u>

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

#### 4. Tax-efficient Planned Giving

Planned Giving in the unrestricted funds includes tax-efficient giving of £10,195 (2021: £12,651), excluding tax repayments claimed by or on behalf of the PCC, of which £19,364 (2021: £19,537) was through the Parish Giving Scheme. In the B & M Adams Restricted Fund, receipts include tax-efficient planned giving of £96 (2021: £144) and gift aid of £24 (2021: £36).

#### 5. Other Tax-efficient Giving

Unrestricted donations include tax-efficient giving of £225 (2021: £477). In addition "Gift Aid" includes £1,441 (2021: £1,015) received under the Gift Aid Small Donations Scheme. Restricted funds include tax-efficient giving of £2,000 (2021: £240) and gift aid of £500 (2021: £60).

#### 6. Magazine printing and administration

The magazine is printed in the Parish Office. The PCC has a Hire Agreement with Xerox Finance Ltd for a risograph printer. Costs of stationery and printing are included in the costs of administration, and cannot be separately identified.

#### 7. Insurance claim

There was a water leak at the hall costing £770 to repair. A claim was made on the PCCs Insurance policy which was settled by payment of £270 (less the £500 excess).

#### 8. Staff costs

	2022	2021
	£	£
Administration Assistant	1,259	900
Expenses reimbursed to the Rector	300	578
Payments to other Ministers	45	0
	<u>1,604</u>	<u>1,478</u>

During the year the PCC employed an administrative assistant for the Rector. The cleaner for the Church and Church Hall was self-employed. There were no employees earning over £50,000.

PCC members were reimbursed expenses. There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

There are no pension commitments as there are no employed staff for whom a pension scheme would need to be provided. The Rector's pension is the responsibility of the Diocese.

#### 9. Relationships with other groups, charities and individuals

As the PCC of a parish within the Diocese of Bristol, in the Church of England, there are no financial links with the Diocese other than the annual Diocesan Parish Share paid.

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2022

#### 9. Tangible fixed assets

	Property improvements £	Freehold buildings & land £	Fixtures & fittings £	Total £
<b>Cost</b>				
At 1 January and 31 December 2022	0	174,160	0	174,160
<b>Depreciation</b>				
At 1 January 2022	0	0	0	0
Charge for the year	0	2,500	0	2,500
At 31 December 2022	0	2,500	0	2,500
<b>Net book value</b>				
At 31 December 2021	0	174,160	0	174,160
At 31 December 2022	0	171,660	0	171,660

*Within the 'freehold buildings and land' £100,000 is allocated to the value of the hall building and depreciated accordingly with the remaining £74,160 value relating to the land itself which is not subject to depreciation.*

#### 10. Debtors

	2022 £	2021 £
Other debtors	495	1,337
Income tax recoverable	4,933	1,228
	5,428	2,565

#### 11. Creditors

	2022 £	2021 £
<b>Amounts falling due within one year</b>		
Trade creditors	0	0
Other creditors and accruals	(4,496)	(1,923)
	(4,496)	(1,923)

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

#### 12. Movement in funds

	At 1 January 2022	Income	Expenditure	Transfers	At 31 December 2022
	£	£	£	£	£
Unrestricted funds:					
General fund	12,813	299,051	(60,709)	(11,000)	240,155
<b>Total unrestricted funds</b>	<b>12,813</b>	<b>299,051</b>	<b>(60,709)</b>	<b>(11,000)</b>	<b>240,155</b>
Designated funds:					
Hall fund	4,227	12,662	(21,437)	11,336	6,788
Property fund	174,160		(2,500)		171,660
<b>Total designated funds</b>	<b>178,387</b>	<b>12,662</b>	<b>(23,937)</b>	<b>11,336</b>	<b>178,448</b>
Restricted funds					
B&M Adams	130	292	(240)		182
CMS boxes	0	13	0		13
Fabric Fund	5,882	4,125	(6,624)	6,394	9,777
Flower Fund	101	3	(104)		0
Fulmar Trust	0	1,500	(339)		1,161
Janet Pollock Memorial	0	1,569	0		1,569
Restricted collections	2	1,229	(1,229)		2
Roof Repair Fund	9,064	910	(3,580)	(6,394)	0
Spire Lights Reserve	520	0	(520)		0
Stapleton Welfare Trust	801	246	(50)		997
Ukraine Hub	0	3,545	(472)	(336)	2,737
Worship Books	196	86	(230)		52
<b>Total restricted funds</b>	<b>16,696</b>	<b>13,518</b>	<b>(13,388)</b>	<b>(336)</b>	<b>16,490</b>
<b>Total funds</b>	<b>207,896</b>	<b>325,231</b>	<b>(98,034)</b>	<b>0</b>	<b>435,093</b>

*The Flower fund, Janet Pollock Memorial and Spire Lights Reserve funds were all closed this year as the funds had been used for their allocated purposes.*

*The property fund represents the value of the Church Hall buildings and land as determined by the Trustees at 1st January 2022.*

## HOLY TRINITY CHURCH, STAPLETON

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2022

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#### 13. Description of restricted funds

**B&M Adams:**

*This fund collects donations to support the work of Mike and Brigit Adams with First Response Radio.*

**CMS boxes:**

*This fund collects donations to support the work of the Church Mission Society.*

**Fabric Fund:**

*This fund is for the repair and improvement of the fabric and fittings of the Church.*

**Flower Fund:**

*This fund was established from donations given in memory of the late Sue Mattock. Funds are to be used towards the cost of flower arrangements in the Church.*

**Fulmar Trust:**

*This fund was set up to receive money towards the cost of employing a Benefice Assistant who supports both Holy Trinity and Frenchay parish churches.*

**Janet Pollock Memorial:**

*This fund was established from donations given in memory of the late Janet Pollock. Funds are to be used towards the cost of improving the hall facilities.*

**Restricted collections:**

*This fund identifies collections made on behalf of specified charities.*

**Roof Repair Fund:**

*This fund was established in January 2015 to receive money raised by the Appeal for funds to repair the roofs and rainwater disposal systems of the Church.*

**Spire Lights Reserve:**

*This Fund is originally derived from a donation of £500 made by Barrie Ashford in December 2006 for the maintenance, repair, replacement and renewal of the Vera Ashford Memorial Spire Lights, which was originally included in the Fabric Fund. As at 1 January 2009 the original donation, with accrued interest, was transferred to a separate fund.*

**Stapleton Welfare Trust:**

*This fund is derived from a share of the income of the Stapleton Consolidated Charities (registered charity 200887) and is applicable for the relief of persons in the parish who are in need hardship or distress.*

**Ukraine Hub:**

*This fund was opened with a grant of £3,000 from the Bristol City Council as part of their scheme to support Ukrainian families who have been displaced by the war.*

**Worship Books:**

*This fund was originally set up to provide funding for Church Bibles, teaching materials and service books. The present fund is derived from payments for the services of the singing group, and is used for the purchase of music and other resources for the group.*

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# Accounts

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**Holy Trinity Church, Stapleton**

**Registered Charity Number 1182398**

**Annual Report and Financial Statements**

31st December 2021

## **Holy Trinity Church, Stapleton**

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**Holy Trinity Church, Stapleton**  
**Annual Report of the Parochial Church Council ('PCC')**  
**For the year ended 31st December 2021**

PCC members who have served from 1 January 2021 until the date this report was approved are:

Rector:	The Revd Charles Sugden	Chairman
Curate:	The Revd Ruth Harding	(From 4 July 2021)
Churchwardens:	Two Vacancies	
Representatives on the Deanery Synod:	Delia Beake	
Elected Members:	Duncan Struthers	PCC Secretary
	Simon Awdry	Treasurer
	David Bate	
	Malcolm Collier	(From APCM 27 May 2021)
	Annabel Dart	(From APCM 27 May 2021)
	Ben Harding	
	Deborah Mulvihill	
	Diana Price	
	Ian Serjeant	
Co-opted Member	Annabel Dart	(Until APCM 27 May 2021)

**Aims and Purposes**

The PCC has the responsibility of co-operating with the Rector, the Revd Charles Sugden, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. These objectives are for the advancement of religion, and the PCC have had regard to the guidance of the Charity Commission on the requirement to demonstrate that they are for the public benefit, and in particular the supplementary guidance on charities for the advancement of religion.

The PCC also has maintenance responsibilities for the Church on Bell Hill and the Church Hall at 23 Park Road, Stapleton and their fittings and contents, but the churchyard is closed for burials and Bristol City Council is responsible for its maintenance.

**Objectives and Activities**

We aim to live out the Biblical vision of a Christian Community, providing

- \* a warm welcome to all
- \* authentic biblical preaching and teaching
- \* a desire to grow through reaching out to the surrounding community.
- \* a foundation of solid pastoral care and musical strengths.
- \* a desire to deepen and widen opportunities for meeting in small groups.
- \* a desire to establish links with local schools (both independent and state)
- \* encouragement, participation and integration of young people in worship

During 2021 the following values have been pre-eminent in our church community

- + Prayerfulness
- + Humility in coming under the authority of scripture
- + Care for creation
- + Generosity in giving
- + Enthusiasm in supporting each other in teams
- + Inclusivity in offering a variety of worship activities
- + Gratitude for our beautiful church building and all God provides
- + A proactive approach to developing deeper and wider pastoral care

## **Mission**

We make connections

With **God** through

Worship, using music ministry and prayer in various settings during and after services and in daily, weekly and monthly meetings

With **each other** through

Home groups, Contact groups, PCC Away Days (including ministry leaders), Supporting wider Church action groups, The local Churches Together in Worship, Messy Church, CAMEO – (this has not met in 2021 owing to Covid), the Pastoral Care Development programme set up by the Rector to train new leaders for small groups, encouraging more people to be involved in prayer partnerships, small groups and courses.

With **the wider community** through

Contact groups, Luncheon Club for senior citizens, Annual service for the bereaved, Memory Café for those suffering from dementia and their carers (this has not met in 2021 owing to Covid), Stay and Play for toddlers and their carers, often feeding into Messy Church, Offering courses for people to explore Christianity, Easter flowers and Advent gifts for the bereaved, ill and housebound, Regular services provided to the 3 Care Homes in our parish, Volunteering at the Wild Goose Café for the homeless (this has not been possible in 2021 owing to Covid), Engaging with the school communities in church and schools, Producing a monthly Stapleton News, Involving the local community in fundraising events for the Roof Fund, Distributing a Christmas card from the local churches into every home, Good Stewardship in the Use of Buildings and Continuing to seek the credentials of a dementia friendly church.

With **the wider church** through

Praying for, communicating with and donating a tithe to the missionary & other charitable work of the wider church in the United Kingdom and overseas of Church Mission Society, FEBC/First Response Radio, Lee Abbey Small Missional Community - Knowle West, KSG Deanery Uganda/Bristol Link, African Pastors' Fellowship, Bible Society, Christians Against Poverty, inHope Bristol, Network Counselling & Training, The Children's Society & The Leprosy Mission.

## **Church Worship**

For much of the year, singing was limited to a very small group socially distanced, before the service commenced. Hymns and songs were projected on Powerpoint, but no singing was permitted owing to government restrictions.

There were no Parish Prayer Meetings until late in the year, yet weekly Benefice Prayer Meetings were available by Zoom.

The weekly pattern of services in the benefice was such that the morning service was in person in the parish churches, and the evening service (benefice) by Zoom.

## **The Church & Churchyard**

Minor day-to-day matters continued to be dealt with, usually by Tony Monks or David Price, to whom we are very grateful.

The church and hall continued to be cleaned on a regular basis and we again had a team from UWE of Occupational Therapy students for two days in February who worked on cleaning parts of the church needing a 'spring clean'. Thanks to Delia for making this a welcoming opportunity to take time to sit and chat to the team.

The year saw the final completion of the church roof renewal project. This will culminate in a celebration THANK YOU on the 7th and 8th May 2022 to all who helped raise the funds for this amazing task.

During 2022, we also reviewed and upgraded the lighting in the chancel. This has been a great improvement, particularly for the church singing group.

improvement, particularly for the church singing group.

The National Arts Society Church Recording group is at work to record every part. They have been hindered by the pandemic, but plan to complete the task by the end of 2022.

With regard to the future, the heaters in the church and hall run on gas, a fossil fuel we have agreed should be replaced before 2030 at the very latest. The greatest need is to source a system for the hall which is currently running on 2 heaters instead of 3. The diocese does keep us updated on options which do not use fossil fuels and we follow up on potential suggestions, but have yet to find a solution which would fit our needs.

The PCC were given permission to instal handrails on the approach from the West gates of the churchyard and on the steps at the North East corner, as recommended in the Accessibility Audit.

We wish to attend to sound and visual improvements in the church, as well as kitchen counter and disabled toilet facilities in the West end of church. Plans are well under way for improvement to the spire lighting in 2022.

### **The People**

This year in June we had the joy of seeing Ruth Harding ordained as deacon. She now serves her curacy in this benefice.

Holy Trinity has a dedicated PCC supporting the Rector in the whole mission of the Church in the Parish, but we have been without a Churchwarden since July 2017. While having the lay members of the Standing Committee to cover the gap is working extremely well, we still seek two people to come forward for election and fulfil the legal responsibilities which fall on Churchwardens.

In addition huge numbers of hours are put in each work by people who are not paid for their service in any way. The vast majority of these are regular worshippers, but not all are. The only work paid for by the PCC is done by a parish secretary paid for 3 hours per week, and a cleaner for the Hall and Church.

### **Children and Young People**

Messy Church continued to be led by Ruth Harding and Jane Monks. Due to COVID-19, no Messy Church gatherings were possible until September.

When it was possible for young families to gather they did so, using the Church Hall for Family Services, led by a team of Richard Monks, Jane Monks and Linda Hart, assisted by Ian and Mary Serjeant. In September we reverted to All Age Worship in Church, using the pattern that had been developed in the Hall, and with the same leadership. This has seen healthy signs of growing on the Second Sunday of the month. Tables were purchased and space made so that the children could be active with felt tip pens, etc in church during the service.

Christmas in a Box was introduced to Glenfrome School thanks to Bristol Schools Connection working with members of our church, Woodlands Church and Hope Chapel, all people connected with the school. Ongoing prayer meetings with parents and staff and church members continue.

### **Safeguarding**

Mrs Jane Collingbourne handles all DBS, and is PSO for children, while Mrs Sheena Helyer is PSO for adults. Our Safeguarding policies are reviewed annually by PCC. Details of nominated persons are displayed on the Church and Hall notice boards and on our church website. The policies follow those recommended by the diocese. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

### **PCC work**

During the year, PCC spend time on Transforming Church, a Vision Statement for HTS, Living in Love and Faith, Climate Emergency, Treasurer's Succession, planning a Celebration weekend, learning about Evangelism strategy and an Away Morning for 'Decompression'. The Standing

Committee worked with Frenchay Standing Committee and the Benefice Ministry Team to agree with the Rector adjustments to COVID related policies across the benefice, with very occasionally local variations.

### **Reports**

In addition to the reports on the fabric, goods and ornaments of the church and the proceedings of the Deanery Synod, which are required by law, separate reports are provided at the APCM by the following teams or committees :

Ministry Team, Pastoral Committee, Wider Church Committee, CRAG, Church Hall Committee, Messy Church, Stay and Play, Music Group, Discipleship, Senior Citizens Luncheon Club, CAMEO and Wild Goose Café outreach work.

### **Financial Review**

#### **Unrestricted Funds**

The General Fund shows a surplus of £4,499 and although the deficit in the Hall Fund is £1,094 the total unrestricted reserves have increased to £15,700, so that this year there is no anxiety about the impact of COVID-19 on the PCC's current and future financial position. Planned giving has increased, and 13 people are now paying by direct debit through the Parish Giving Scheme. Cash collections are returning towards their previous level with £2,458 being paid through the SumUp card reader. Donations include £1,500 from Colston's School, for which we are very grateful, and £290 for spire lighting.

Missionary and charitable giving includes a tithe of £4,950 to support the wider church, with an additional sum of £164 raised for a special appeal by The Leprosy Mission and £593 from cash collections at our special Christmas services in 2020 which was split equally between Embrace the Middle East and Julian Trust. Other administration costs include £587, the cost of a Dell laptop for the PCC accounts, towards which we received a donation of £400 including gift aid. Church maintenance includes £402 for tuning the organ after the Roof Repairs, £1,607 for tests of the electrical installation and equipment required by our insurers and the resulting work, £880 for servicing the gas heaters, and £468 to replace two lights in the Chancel which had not been working for some years. The amount spent in providing the Christian ministry from Holy Trinity (that is, excluding mission giving and Hall and administration costs) was about £42,400 (2020: £44,300).

In 2021, the amount we paid in the diocesan Parish Share, which largely provides for the stipends and housing of the clergy, was £28,800 (2020: £30,960). For 2022 the Diocese asked us again for £30,960; after prayerful consideration of the amounts available and future prospects the PCC have made a commitment to pay £30,000, the same amount as in 2019.

Because of Covid-19, no income was received from Hall lettings until May. Receipts, at £4,535, were £1,000 more than in 2020 but more than £2,000 less than in 2019. The Hall Fund reserve of £3,034 includes £900 received from the contractors for the new early years building at Colston's Lower School, half the estimated cost of substituting a proper foundation for the replacement store shed which they had provided.

#### **Restricted Funds**

Receipts of £3,899 in the Fabric Fund included £150 from spire lighting, £302 from "Ride & Stride" and £1,792 from our insurers for repairs to storm-damaged slates; those repairs and other work cost £1,974. As explained in Note 6 £707 must be repaid to our insurers so the true balance at 31 December 2021 was £5,882.

Receipts in the Roof Repair Fund include gift aid on donations received before the Appeal was closed on 31 December 2020 and grants from the Listed Places of Worship Scheme to refund VAT. The work, begun in 2016, was completed during the year at a total cost of £325,323 including fees and VAT, of which we have paid £321,870; the balance will be due in 2022. We have so far recovered VAT of £53,507 under the Listed Places of Worship Grant Scheme. The total raised by the Appeal, including gift aid and interest, was £277,427. It is estimated that the net cost excluding VAT will be



## **Holy Trinity Church, Stapleton**

### **Independent Examiner's Report to the PCC of Holy Trinity Church, Stapleton**

I report on the accounts of the PCC for the year ended 31 December 2021, which are set out on pages 7 to 11.

#### **Respective Responsibilities of the PCC and the Examiner**

The PCC is responsible for the preparation of the accounts. The PCC considers 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:

- examine the accounts under section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- state whether particular matters have come to my attention

#### **Basis of Independent Examiner's 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit; 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'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:

- to keep accounting records in accordance with section 130 of the 2011 Act; or
- to prepare accounts which accord with the 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.

**Dated: 22 March 2022**

**Signed: P E Hodges**

P. E. Hodges  
74 Cottrell Road, Stapleton, Bristol BS5 6TN

**Holy Trinity Church, Stapleton**  
**Receipts and Payments Accounts**  
**For the year ended 31st December 2021**

	<b>Unrestricted General Funds</b>	<b>Unrestricted Designated Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>					
<i>From donors</i>					
Planned giving	35,204		144	35,348	33,223
Collections	4,045			4,045	2,029
Donations Legacies & Grants	5,886	16	20,324	26,226	104,655
Gift Aid	<u>8,935</u>		<u>596</u>	<u>9,531</u>	<u>12,002</u>
Total from donors	<u>54,071</u>	<u>16</u>	<u>21,063</u>	<u>75,150</u>	<u>151,909</u>
<i>Church activities</i>					
Sale of magazine	525		0	525	537
Fees	<u>1,620</u>		<u>0</u>	<u>1,620</u>	<u>396</u>
Total church activities	<u>2,145</u>	<u>0</u>	<u>0</u>	<u>2,145</u>	<u>933</u>
<i>Activities for generating funds</i>					
Church Hall lettings etc		4,535	0	4,535	3,583
Fundraising			465	465	3,138
Magazine advertising	<u>150</u>	<u>0</u>		<u>150</u>	<u>125</u>
Total activities for generating funds	<u>150</u>	<u>4,535</u>	<u>465</u>	<u>5,150</u>	<u>6,845</u>
Interest on deposit	<u>0</u>	<u>0</u>	<u>13</u>	<u>13</u>	<u>244</u>
<b>Total receipts</b>	<u>56,365</u>	<u>4,551</u>	<u>21,542</u>	<u>82,458</u>	<u>159,932</u>
<b>Payments</b>					
<i>Missionary &amp; charitable giving</i>					
PCC giving	<u>5,757</u>		<u>943</u>	<u>6,700</u>	<u>8,037</u>
<i>Activities directly related to the work of the Church</i>					
Diocesan parish share	28,800		0	28,800	30,960
Expenses of Rector	578		0	578	692
Other ministers' expenses	0		0	0	150
Upkeep of services	345		0	345	468
Church maintenance	4,637		1,974	6,611	2,647
Church insurance	6,174		0	6,174	5,950
Church Utilities	833		0	833	1,851
Church major repairs	0		47,310	47,310	100,241
Children and Youth	828		0	828	168
Outreach & Discipleship	161		0	161	260
Church Hall running costs	<u>0</u>	<u>5,645</u>	<u>0</u>	<u>5,645</u>	<u>6,312</u>
	<u>42,357</u>	<u>5,645</u>	<u>49,284</u>	<u>97,285</u>	<u>149,700</u>
<i>Support Costs</i>					
Independent examiner's fee	0		0	0	30
Other administration costs	3,642		0	3,642	2,990
Costs of generating funds	<u>111</u>	<u>0</u>	<u>0</u>	<u>111</u>	<u>261</u>
	<u>3,753</u>	<u>0</u>	<u>0</u>	<u>3,753</u>	<u>3,282</u>
<b>Total payments</b>	<u>51,866</u>	<u>5,645</u>	<u>50,227</u>	<u>107,738</u>	<u>161,018</u>
<b>Surplus (Deficit) for Year</b>	4,499	(1,094)	(28,685)	(25,280)	(1,087)
<b>Balance at 1 January</b>	<u>8,167</u>	<u>4,128</u>	<u>46,079</u>	<u>58,374</u>	<u>59,461</u>
<b>Balance at 31 December</b>	<u>12,666</u>	<u>3,034</u>	<u>17,394</u>	<u>33,094</u>	<u>58,374</u>

**Holy Trinity Church, Stapleton**  
**Restricted Funds Receipts and Payments Accounts**  
**For the year ended 31st December 2021**

	2021		2020		
	£	£	£	£	£
<b>B&amp;M Adams</b>					
Balance at 1 January		90		145	
Donations	195			208	
Gift Aid	36			36	
Interest	0	231		1	245
Less: (payments) FEBA Radio		(200)		(300)	
Balance at 31 December			121		90
<b>Fabric Fund</b>					
Balance at 1 January		4,664		4,021	
Donations	605			525	
Bequest	1,000				
Insurance Claim	1,792				
Gift Aid	35				
Fundraising	465			102	
Interest	2	3,899		15	643
Less: (payments) Repairs to slates		(1,974)		0	
Balance at 31 December			6,589		4,664
<b>Spire Lights Reserve</b>					
Balance at 1 January		520		518	
Interest		0		2	
Balance at 31 December			520		520
<b>Roof Repair Fund</b>					
Balance at 1 January		39,745		36,144	
Grants & Donations	16,092			95,521	
Gift Aid	525			3,948	
Fundraising	0			3,035	
Interest	11	16,628		222	102,727
Repairs to Roofs	(47,310)			(99,101)	
Fundraising Expenses	0	(47,310)		(24)	(99,126)
Balance at 31 December			9,064		39,745
<b>Flower Fund</b>					
Balance at 1 January		101		101	
Interest		0		0	
Less: (payments)		0		0	
Balance at 31 December			101		101
<b>Restricted Collections</b>					
Balance at 1 January		2		2	
Receipts		743		1,066	
Less: (payments)		(743)		(1,066)	
Balance at 31 December			2		2
<b>Stapleton Welfare Trust</b>					
Balance at 1 January		801		837	
Interest		0		3	
Less: (payments)		0		(39)	
Balance at 31 December			801		801
<b>Worship Books</b>					
Balance at 1 January		155		154	
Receipts		40			
Interest		0		1	
Balance at 31 December			195		155
<b>Total - all restricted funds, as above</b>					
Balance at 1 January		46,078		41,923	
Receipts		21,542		104,686	
Less: (payments)		(50,227)		(100,530)	
<b>Balance at 31 December</b>			<u>17,394</u>		<u>46,078</u>

**Holy Trinity Church, Stapleton  
Statement of Assets and Liabilities  
As at 31st December 2021**

	<b>Unrestricted General Funds</b>	<b>Unrestricted Designated Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Summary of all funds' balances</b>					
Balance at 1 January	8,167	4,128	46,079	58,374	59,461
Receipts	56,365	4,551	21,542	82,458	159,932
Less: (payments)	(51,866)	(5,645)	(50,227)	(107,738)	(161,018)
<b>Balance at 31 December</b>	<b>12,666</b>	<b>3,034</b>	<b>17,394</b>	<b>33,094</b>	<b>58,374</b>
<b>Monetary assets</b>					
Nat West Bank Current Account	13,549	3,034	9,284	25,867	17,051
CBF Church of England Deposit Fund	0	0	8,109	8,109	41,096
	13,549	3,034	17,394	33,977	58,147
Add: Outstanding Credits	0	0	0	0	661
Less: unrepresented cheques	(883)	0	0	(883)	(434)
	12,666	3,034	17,394	33,094	58,374
<b>Debtors</b>					
Gift Aid	1,192	24	0	1,216	476
Hall Lettings	1,325	0	0	1,325	55
	2,517	24	0	2,541	531
<b>Liabilities</b>					
New Life Church	(266)	0	0	(266)	0
Insurance Refund	0	0	(707)	(707)	0
Christmas collections etc not paid out	(434)	0	0	(434)	(593)
Total liabilities	(700)	0	(707)	(1,407)	(593)

**Other assets**

Church furnishings included in the inventory and vested in the Churchwardens on special trust.  
Dell Inspiron 15 3000 laptop computer.  
Church Hall, 23 Park Road, Stapleton BS16 1AZ, vested in Bristol Diocesan Board of Finance Limited,  
and registered with Title Absolute under Title Number BL125603

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

**Signed: Charles E Sugden**

**Dated: 22 March 2022**

**Signed: S J D Awdry**

**Dated: 22 March 2022**

## **Holy Trinity Church, Stapleton**

### **Notes to the Accounts**

#### **For the year ended 31st December 2021**

##### **1. Accounting policies**

The Financial Accounts of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments basis.

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC

The Accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income when received and expenditure when irrevocably paid. This means that monies received in cash or cheque by the close of the financial year, whether credited to the bank or not, are recorded as receipts; and cheques paid out, but not yet presented to the bank, are recorded as payments.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.

Land and buildings held on behalf of the PCC.

Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

Amounts owing from the HM Revenue & Customs where the amount has been ascertained.

Any other amounts owing to the PCC including church hall lettings and insurance claims.

Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

Any loans or overdrafts advanced to the PCC.

Any shortfall in the payment of Parish Share for the year.

Creditors for goods or services where the supply has been received and invoiced by 31 December.

##### **2. Tax-efficient Planned Giving**

Planned Giving in the unrestricted funds includes tax-efficient giving of £32,183 (2020: £28,873), excluding tax repayments claimed by or on behalf of the PCC, of which £19,537 (2020: £16,056) was through the Parish Giving Scheme. In the B & M Adams Restricted Fund, receipts include tax-efficient planned giving of £144 (2020: £144) and gift aid of £36 (2020: £36).

##### **3. Other Tax-efficient Giving**

Unrestricted collections include tax-efficient giving of £42 (2020: £84).

Unrestricted donations include tax-efficient giving of £335 (2020: £170).

In addition "Gift Aid" includes £880 (2020: £907) received under the Gift Aid Small Donations Scheme.

Restricted funds include tax-efficient giving of £240 (2020: £13,122) and gift aid of £3,948 (2019: £1,435).

##### **5. Magazine printing and administration**

The magazine is printed in the Parish Office. The PCC has a Hire Agreement with Xerox Finance Ltd for a risograph printer. Costs of stationery and printing are included in the costs of administration, and cannot be separately identified.

## 6. Insurance Claim

After the roof repairs and been completed there was storm damage to some roof slates and a claim was made on the PCC's insurance policy. The claim was settled before the work was done on the basis that two scaffold towers were required but in the event there was only one and £707 must be repaid to our insurers, reducing the true balance in the Fabric Fund to £5,882.

## 7. Staff costs

	2021	2020
	£	£
Administration Assistant	915	915
Expenses reimbursed to the Rector	578	692
Payments to other Ministers	0	150

During the year the PCC employed an administrative assistant for the Rector. The cleaner for the Church and Church Hall was self-employed. There were no employees earning over £50,000.

PCC members were reimbursed expenses, as above. There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

## 8. Relationships with other groups, charities and individuals

As the PCC of a parish within the Diocese of Bristol, in the Church of England, there are no financial links with the Diocese other than the annual Diocesan Parish Share paid.

## 9. Fund details

### *Brigit & Mike Adams Fund*

This fund collects donations to support the work of Mike and Brigit Adams with First Response Radio.

### *Fabric Fund*

This fund is for the repair and improvement of the fabric and fittings of the Church.

### *Roof Repair Fund*

This fund was established in January 2015 to receive money raised by the Appeal for funds to repair the roofs and rainwater disposal systems of the Church.

### *Spire Lights Reserve*

This Fund is originally derived from a donation of £500 made by Barrie Ashford in December 2006 for the maintenance, repair, replacement and renewal of the Vera Ashford Memorial Spire Lights, which was originally included in the Fabric Fund. As at 1 January 2009 the original donation, with accrued interest, was transferred to a separate fund.

### *Flower Fund*

This fund was established from donations given in memory of the late Sue Mattock. Funds are to be used towards the cost of flower arrangements in the Church.

### *Restricted Collections*

This fund identifies collections made on behalf of specified charities.

### *Stapleton Welfare Trust Fund*

This fund is derived from a share of the income of the Stapleton Consolidated Charities (registered charity 200887) and is applicable for the relief of persons in the parish who are in need hardship or distress.

### *Worship Books Fund*

This fund was originally set up to provide funding for Church Bibles, teaching materials and service books. The present fund is derived from payments for the services of the singing group, and is used for the purchase of music and other resources for the group.