

THE PARISH OF HOLY TRINITY, SOUTH WOODFORD

REPORT OF THE PAROCHIAL CHURCH COUNCIL TO THE ANNUAL PAROCHIAL CHURCH MEETING 2022

Most of this report covers the period since the last Annual Meeting in May 2021. But because the Church of England's accounting year is the calendar year, the accounts and financial commentary relate to the whole of 2021.

Aims and objectives

The Parochial Church Council has responsibilities under both church and charity law. As the governing body of Holy Trinity church, its role is to cooperate with the clergy and other members of the ministry team in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical. As our church is now a registered charity, the members of the Council also have responsibilities as trustees of the charity.

As a church, we are committed to worshipping God, loving one another and serving the community. We seek to be Christ-centred, Bible-based and Spirit-led. Our mission is to achieve numerical growth, spiritual depth and community renewal.

People

By the time of the Annual Meeting, our incumbent, the Revd Abi Todd, will have been formally inducted as Vicar of the parish. Until now, her title has been Priest-in-Charge. The change makes Abi's appointment permanent and demonstrates the confidence which the Diocese has in her and in the future of the parish. It is a pleasure for the Parochial Church Council to continue to work in support of Abi and her ministry at Holy Trinity.

We were also delighted in July 2021 to welcome the Revd Jonathan Huff as Curate. His appointment is further evidence that the Diocese is ready to commit resources to God's work in this place, and he has brought great enthusiasm to the role.

A growing staff team has been working alongside Abi and Jonathan. Lizzy Plummer worked at Holy Trinity as Children's, Families and Youth Pastor from June 2021 to February 2022; Issy Williamson, our former intern, has been appointed as her successor. Our current intern, Daniel Dadala, has been with us since September 2021; and in the same month Simon Todd took up a temporary position as Projects Director to give a kick-start to a number of practical matters. The team has had admin support from Jessie Baker between November 2021 and March 2022; and more recently from Mona Herald. We are indebted to everyone in the team for the contributions they have made.

On the Parochial Church Council, we have enjoyed a period of stability. We have had the same membership over the past year as in the year before (with the addition of Jonathan since his arrival); and our work has also been helped by being able to meet in person again since the easing of the covid rules.

A great many other people have contributed hugely, mostly on a voluntary basis, to life at Holy Trinity over the past year. For example, more than 50 people contributed to the running of the services and other events at Christmas 2021. It is impossible to name everyone here, but we are very grateful to them all for their invaluable service.

Worship, study and other activities

In the year since the last Annual Meeting, we have been able to worship in church every week without the disruptions of the previous fifteen months. It was a great boon to be able to meet online during the pandemic, and people were able to join us who cannot be with us in person; it has been even better to come together again and share in communal worship.

The pattern of Sunday morning services, with a Traditional Eucharist using the liturgy of Common Worship at 9.00am followed by an All-Age Eucharist in a more contemporary style at 10.45am, is now firmly established and working well. Since covid restrictions were eased, tea and coffee have been available between the services; this has provided an opportunity for members of the two congregations to come together on a social basis.

There have continued to be three other opportunities for communal worship each week – Evening Prayer on Sundays, followed by Bible study; an early morning online prayer meeting on Tuesdays; and a midweek service of Holy Communion on Wednesday mornings – as well as special services on major festivals and a few other occasions.

Two Alpha courses have been held over the past year, from April to June 2021 and from January to March 2022. Another is planned for the autumn. The courses have provided an opportunity for people at different stages of their journey to discuss key questions of faith. A course on Living in Love and Faith was held, also from January to March 2022, as part of the Church of England's exploration of issues about identity, sexuality, relationships and marriage. Our three small groups have continued to meet weekly through the past year for study and discussion, two online and one in person; additional groups are being planned.

Provision for young people has remained at the core of our mission. For children up to and including primary school age, a regular Sunday School has met as a break-out from the 10.45am service on Sundays in term-time, and a number of family events have been organised. For the older age group, a range of activities have taken place, both on Sundays and during the week, to make the most of their enthusiasm; the programme continues to evolve. Our Tots and Tinys group for pre-school children and their parents and carers has continued to meet on Thursday afternoons.

Other church groups have resumed regular meetings since the pandemic: the Mothers' Union, Trinity Fitness, the Book Club and the Gardening Club. The choir meets weekly to practise for the 9.00am service on Sundays, and the worship band whose members provide the music for the 10.45am service meets as a group quarterly. An innovation during the year has been Trinity Pub Time, a fortnightly social session at the Railway Bell. In November 2021, our annual fireworks display was able to take place again after being cancelled in 2020: the event drew by far its largest audience yet.

Our mission includes outreach to the community, locally and further afield. Charities supported during the year include the Children's Society through the annual box opening; Mill Grove and Redbridge Food Bank with our harvest; and Crisis through the Christmas post scheme. We worked with other churches to offer a presence at the South Woodford street market on Easter Day. Oakdale School visited Holy Trinity for their Christmas service. We put a leaflet about Christmas services through every door in the parish; and *Parish News* was issued monthly to a range of neighbours and former church members.

Around the site

During the past year, two major projects have been completed in the church: complete redecoration and a versatile new lighting system. Combined with the earlier creation of a social space at the back of the church, the result is a brighter and more appealing building, as well as one which better serves a range of worship styles and other uses. A number of issues relating to the church heating system have also been addressed.

In 2021, Historic England received an application from a private individual for the church to be listed as a building of special historic or architectural interest. After a site visit and the compilation of a detailed report, it was decided that the building did not meet the listing criteria.

A considerable amount of work has taken place during the year in the church hall: to improve the safety and resilience of the electrical system, to create a new fire protection system, and to make the toilets pleasanter and more hygienic. The hall now meets basic standards for our own purposes and for external hire, though it still falls short of providing the range of facilities we would like to see.

The grounds have been maintained to a reasonable standard, thanks to the efforts of the Gardening Club and others who have kept the grass mown. More could be achieved if we had more volunteers for this work.

Two areas currently under investigation where significant work may be required in the near future are the church organ and the external drainage. Otherwise, the latest five-yearly architect's inspection of the premises suggested a number of areas where routine maintenance is required, but nothing which alarmed us.

More excitingly, the Parochial Church Council has decided that the time is right to consider again the possibility of redeveloping parts of the site, following the collapse in 2017 of an earlier scheme centred on the provision of a new multi-purpose hall alongside the church. The Council has appointed a Project Board to identify our needs as a church and those of the local area, and to consider how they can best be met. We will consult and update church members and representatives of the local community at appropriate stages before decisions are taken.

Finance

The Financial Statements for the year ended 31st December 2021 are attached.

In accordance with legal requirements, the accounts are divided into unrestricted and restricted funds. Unrestricted funds result from general fundraising and may be used for any purpose. Restricted funds are those which are given to the church for specific purposes. The Notes to the Financial Statements explain the funds more fully.

The law also requires us to have our Financial Statements reviewed by an Independent Examiner. Jon Groom has once more been kind enough to give his time and auditing skills to this task. His report, which is attached, raises no issues.

Following the steep rise in voluntary giving in 2020, there was a further increase in 2021, reaching a total of £102,500 compared with £85,500 the previous year. Along with a Gift Aid rebate at twice the 2020 level, this has been crucial in allowing the church to meet significant maintenance expenditure at the same time as covering staffing costs and equipping itself for growing levels of activity. Our other main sources of income were hall rents, beginning to recover after the pandemic; a donation from All Saints, Woodford Wells which we have used to fund the Project Director post; a bequest from former church member Dennis Carney; and the proceeds of the fireworks display.

All parishes are obliged to pay a sum to the Diocese each year, known as the Parish Share, as a contribution to the costs of providing parish clergy and central Diocesan services. Many parishes have struggled with this charge recently, and it is gratifying that we were able to meet our share - £59,700 - in full. For capital works, we continue to be able to draw on Betty Wheel's legacy, which covered the church redecoration and lighting and retains some funding for further activity.

The Hardship Fund, set up in 2020 in the knowledge that some local people would be experiencing financial difficulty as a result of the pandemic, continues to be available, though only limited use was made of it in 2021. The fund may become very relevant again in this time of sharp increases in the cost of living; anyone who thinks it could be of benefit to themselves or others is invited to approach Abi in confidence.

Charity law requires the Parochial Church Council to develop and report policies on reserves. The Council's policy is to hold reserves in the General Fund sufficient to meet expenditure from that fund for a period of three months, and after that, to the extent that it is possible, to set money aside in a designated fund to be used as and when necessary to cover increased levels of missional activity. In keeping with this policy, we set aside £16,000 at the end of 2021 to establish a Future Mission Reserve.

In accordance with its fiduciary duty, the Parochial Church Council keeps a close watch on expenditure and ensures there is an audit trail for the Independent Examiner to follow. There is no legal requirement to maintain a risk register, but the Council believes the systems it has established are appropriate to minimise risk, safeguard its assets and prevent fraud.

Membership of the Parochial Church Council

The following have served as members of the Parochial Church Council for 2021/22:

The Revd Abi Todd	Vicar, Chairman
The Revd Jonathan Huff	Curate (from July 2021)
Linda Adams-Avornyo	
John Barlow	
Jane Burgess	
Andries Cilliers	Churchwarden
Andy Coombes	
Les Crossland	Licensed Lay Minister, Deanery Synod Representative
Jon Folwell	
Paul Hamilton	
Gary King	Churchwarden
Eleanor Lightbody	
Ian McBrayne	Treasurer
Monica Napier	
John Thurley	Deputy Warden, Deanery Synod Representative, Vice-Chairman
Emma Williamson	Secretary

THE PARISH OF HOLY TRINITY, SOUTH WOODFORD

FINANCIAL STATEMENTS FOR THE YEAR ENDING 31ST DECEMBER 2021

A. RECEIPTS

Unrestricted funds

General Fund	2021	2020
Voluntary giving		
Online giving	54,964.30	40,255.93
Stewardship envelopes	7,565.00	9,347.20
Loose collections	3,387.81	2,817.48
Gift Day	6,905.00	6,215.00
Donations	29,772.66	26,977.43
Gift Aid tax rebate	15,706.60	7,846.19
Events and fundraising (see note A1)	4,888.77	984.00
Receipts from church activities		
Hall rents	20,633.20	17,388.78
Fees for weddings and funerals	2,316.00	716.00
Magazine sales	362.00	296.50
Donation from All Saints, Woodford Wells	7,000.00	-
Other receipts (see note A2)	3,166.74	1,509.46
Total General Fund	156,668.08	114,353.97
Hardship Fund	140.00	2,454.62
Future Mission Reserve		
Transfer from General Fund	16,000.00	-
Total unrestricted receipts	172,808.08	116,808.59

Restricted funds

Charities Fund (see note A3)	447.00	752.78
Betty Wheel's Legacy		
Deposit account interest	124.83	1,025.42
Robert Hampson's Bequest	-	16,047.44
Dennis Carney's Bequest	5,000.35	-
Azalea Fund	693.10	-
Intern Fund		
Contribution to support of intern	150.00	2,200.00
Transfer from General Fund	773.86	-
Youth Pastor Fund		
Grant to employ Youth Pastor	-	28,032.00
Total restricted receipts	7,189.14	48,057.64

Total all receipts	179,997.22	164,866.23
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B. PAYMENTS
Unrestricted funds

General Fund	2021	2020
Parish Share	59,750.00	59,716.00
Clergy and staff (see note B1)	6,960.96	2,020.00
Caretaker	7,970.00	7,680.00
Church running costs		
Church insurance	4,530.75	4,470.19
Church heat and light	4,183.79	4,217.23
Other church expenses (see note B2)	2,543.59	1,888.90
Organist	2,610.00	1,260.00
Conduct of services (see note B3)	3,045.43	624.72
Printing and office supplies (see note B4)	2,288.11	879.67
Technology (see note B5)	1,563.37	-
Children and youth work (see note B6)	995.27	-
Hall running costs		
Hall insurance	2,323.09	2,290.97
Hall heat and light	4,134.43	4,641.40
Other hall expenses (see note B7)	21,716.73	5,251.02
Upkeep of churchyard (see note B8)	3,225.70	82.50
Costs of events and fundraising (see note B9)	3,457.75	262.00
Other payments (see note B10)	2,208.45	3,998.41
Transfer to Robert Hampson's Bequest	-	2,047.44
Transfer to Intern Fund	773.86	-
Transfer to Future Mission Reserve	16,000.00	
Total General Fund	150,281.28	101,330.45
Hardship Fund - Support for people in need	700.00	1,411.78
Total payments from unrestricted funds	150,981.28	102,742.23

Restricted funds

Organ Fund		
Organ tuning	960.00	926.26
Charities Fund (see note B11)	447.00	752.78
Woodford Parochial Charities		
Support for people in need	-	710.00
Betty Wheel's Legacy (see note B12)	44,605.64	33,381.26
Robert Hampson's Bequest	-	33,933.04
Intern Fund (see note B13)	2,323.86	800.00
Youth Pastor Fund (see note B14)	15,698.15	-
Total payments from restricted funds	64,034.65	70,503.34

Total all payments	215,015.93	173,245.57
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C. BALANCE SHEET

For each fund, the balance at the end of the year and the change in-year were as follows:

	31.12.2021	31.12.2020	Increase/(decrease)
General Fund	33,781.61	27,394.81	6,386.80
Kent and Sussex Contract Fund	25,000.00	25,000.00	-
Hardship Fund	482.84	1,042.84	(560.00)
Future Mission Reserve	16,000.00	-	16,000.00
Organ Fund	8,233.36	9,193.36	(960.00)
Charities Fund	-	-	-
Betty Wheel's Legacy	141,388.57	185,869.38	(44,480.81)
Intern Fund	-	1,400.00	(1,400.00)
Youth Pastor Fund	12,333.85	28,032.00	(15,698.15)
Azalea Fund	693.10	-	693.10
Dennis Carney's Bequest	5,000.35	-	5,000.35
Total all funds	242,913.68	277,932.39	(35,018.71)

The money was held in bank accounts as follows:

Barclays Bank – current	51,570.02	26,713.56
Central Board of Finance – deposit	191,343.66	251,218.83
Total all accounts	242,913.68	277,932.39

NOTES TO THE FINANCIAL STATEMENTS

General

These financial statements have been prepared in accordance with the Church Accounting Regulations on a receipts and payments basis.

The moveable assets owned by the Parochial Church Council have not been valued in the statements.

No payments were made in the year to members of the Parochial Church Council in relation to their duties.

The General Fund relates to the general purpose receipts of the church and its day-to-day running costs.

The Kent and Sussex Contract Fund holds money payable to the church by the contractors Kent and Sussex under the contract for a new hall on which they subsequently defaulted.

The Hardship Fund was set up to support people in need, especially during the coronavirus pandemic.

The Future Mission Reserve was established in 2021 to hold funds set aside for future use on the mission work of the church.

The Organ Fund holds donations made for the refurbishment and subsequent maintenance of the church organ.

The Charities Fund holds money donated for charitable purposes.

Betty Wheel's Legacy was left to the church for the purpose of major capital expenditure.

The Intern Fund holds money received to support the engagement of an intern.

The Youth Pastor Fund holds money received as a grant to cover the employment of a youth pastor.

The Azalea Fund was set up in 2021 to hold money on behalf of a church member which she has raised in support of the charity Azalea.

Dennis Carney's Bequest was received in 2021 for use on the fabric of the church building.

Two other funds referred to in these statements operated in 2020 but not in 2021:

- Money from the Woodford Parochial Charities is distributed to churches for the benefit of people in need in the ancient parish of Woodford. No distribution has been received in the past two years, and the money we held was exhausted in 2020.
- Robert Hampson's Bequest was left to the church to further its growth through mission activities. The last of the bequest was spent in 2020.

The Parochial Church Council have agreed that interest earned on the deposit account with the Central Board of Finance of the Church of England shall be applied to the amount of Betty Wheel's Legacy.

Notes about receipts

A1. Events and fundraising

Restoration Club subscriptions	720.00
Glow in the Dark party	40.10
Fireworks display	4,128.67
TOTAL	4,888.77

A2. Other receipts

Insurance receipts	1,915.00
Scout Hall ground rent	40.00
Bible Reading Fellowship subs	256.50
Votive candles	81.63
Return of deposit on shredder	400.00
Refund for returned purchases	344.66
Refund for purchases in error	128.95
TOTAL	3,166.74

A3. Charities Fund

Christmas post (2020)	40.00
Christmas post (2021)	185.00
Beavers' harvest cake sale	222.00
TOTAL	447.00

Notes about payments

B1. Clergy and staff

Clergy expense grants	2,650.00
Staff salaries and overheads	3,286.66
Conference and training	870.00
Refreshments	119.30
Welcome gift	35.00
TOTAL	6,960.96

B2. Other church expenses

Fire extinguisher test and supplies	192.71
Lightning conductor inspection	208.06
Boiler servicing and repair	2,007.43
Key cutting	50.00
Defibrillator batteries	50.00
First aid kit	35.39
TOTAL	2,543.59

B3. Conduct of services

Marriage register	25.00
Altar supplies	180.30
Copyright licences	806.81
Musicians	220.00
Special services	516.21
Welcome team kit	36.31
Tea and coffee kit and supplies	1,260.80
TOTAL	3,045.43

B4. Printing and office supplies

Laptop	450.00
Laser printer	364.99
Toner for printers	509.13
Office equipment and supplies	182.15
Banners and posters	457.16
Other printing	250.10
Leaflet holder and postbox	66.66
Postage	7.92
TOTAL	2,288.11

B5. Technology

AV and streaming kit	981.90
Wifi subscription	81.00
Domaine registration	14.39
Website hosting	92.40
ChurchSuite subscription	156.00
ProPresenter licence	141.68
Office 365 set-up	96.00
TOTAL	1,563.37

B6. Children and youth

Sunday School	71.15
Youth	469.21
Tots and Tinys	58.82
Toddler Corner	194.61
Welcome event s	156.48
Farewell gift	45.00
TOTAL	995.27

B7. Other hall expenses

Waste collection	1,293.50
Electrical work	10,189.44
Fire extinguisher test and supplies	192.69
Fire protection system	3,824.46
Boiler servicing and repair	534.00
Toilet repairs and improvements	4,190.50
Drainpipe and gully repair	400.00
Chimney breast repair	90.00
Roof repair	820.00
Key cutting	50.00
First aid kit	72.14
Fluorescent tubes	60.00
TOTAL	21,716.73

B8. Upkeep of churchyard

Tree felling and clearance	1,248.00
Drainage survey	1,050.00
Floodlighting repair	72.00
External lights	149.25
Deposit on shredder (refunded)	400.00
Revisions to noticeboard	160.00
Equipment and supplies	146.45
TOTAL	3,225.70

B9. Cost of events and fundraising

Restoration Club prizes	260.00
Small Group supplies	124.00
Parish picnics	107.80
Family film afternoon	20.35
Fireworks display	1,491.43
Glow in the Dark party	410.39
Christmas in the Car Park	1,043.78
TOTAL	3,457.75

B10. Other payments

Wedding and funeral fees	1,403.00
New Wine conference fees	270.00
Bible Reading Fellowship notes	256.50
Purchase of flowers	100.00
Gift for Bishop Peter	50.00
Charged in error (refunded)	128.95
TOTAL	2,208.45

B11. Missions Fund

Redbridge Foodbank	111.00
Mill Grove	111.00
Crisis	225.00
TOTAL	447.00

B12. Betty Wheel's Legacy

Church redecoration	40,299.64
Church lighting	4,306.00
TOTAL	44,605.64

B13. Intern Fund

Accommodation and subsistence	2,200.00
Training	65.00
Travel expenses	58.86
TOTAL	2,323.86

B14. Youth Pastor Fund

Salary and overheads	15,355.35
Training	65.00
Disclosure and Barring check	40.00
Recruitment advertisement	110.00
Payroll management fee	127.80
TOTAL	15,698.15

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, HERMON HILL, SOUTH WOODFORD

I report on the accounts of the Parochial Church Council for the year ended 31st December 2021, which are attached.

Respective responsibilities of the Parochial Church Council and the Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow 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 Independent Examiner's statement

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 charity 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 explanation from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an opinion on the accounts.

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, or to prepare accounts which accord with those accounting records, have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jon Groom ACIB
Independent Examiner