



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH  
OF HOLY TRINITY, LEAMINGTON SPA**

Annual Report and Financial Accounts

For the year ended 31 December 2021

Charity Number: 1194773

## **Holy Trinity Church, Leamington Spa Annual Report 2021**

### **Aims and Purposes**

Holy Trinity Parochial Church Council (PCC) has the responsibility for promoting the whole life and mission of the church. It is responsible for the pastoral, evangelistic, social and ecumenical activities in the ecclesiastical parish. The PCC is specifically responsible for the church building, church hall and gardens.

Our vision is to be 'a hub at the heart of the community'. We partner with many community groups, including the Scouts, local hospital, schools, care homes and local interest groups. Our church buildings are well used for community benefit, and we are well known as a concert venue. We also partner with local artists. More details are included below.

### **Objectives and Activities**

The PCC is committed to the future life and growth of Holy Trinity Church in both the parish and the town. Our services and events aim to communicate and show the love of God in the world.

In the future, as we grow and as funding becomes available, we plan to increase our community involvement, especially with children and young people, and also working with the NHS and other groups involved in meeting community needs.

When planning our activities, we have considered the Commission's guidance on public benefit, in particular, the supplementary guidance on charities for the advancement of religion. We try to enable people to live out their faith as part of our church community.

To facilitate these aims, we ensure that the fabric of the church and halls are well maintained, warm and welcoming.

### **Achievements and Performance**

#### **Sunday Services**

Our Sunday service is at 10.30 every week. During the pandemic, this was held online for the first 4 months of the year, and after that physically in the church building. Online, around 50 watched our worship service. In person, we saw our numbers growing steadily throughout the year to around 60 gathering in person to worship on Sundays. We always have social time after each service for those who want to take part.

In 2021 we hosted 2 weddings and 4 funerals. Other special services included School Events, a Harvest Festival, a Pet Service, a Remembrance Sunday Service, Easter and Christmas.

#### **Weekday gatherings**

Midweek, there are several groups. The main gathering is our weekly prayer meeting. We also host a weekly community coffee morning and monthly midweek communion and coffee service.

Our Red Lid group meets weekly catering for adults with learning difficulties and their carers.

#### **Mission Partners**

We have three mission partners: Thrive Youth Ministries, Betel UK and the Friends of the Holy Land whom we support in prayer and financially. In 2021, we also supported the work of Christian Aid and Mission to the Seafarers.

## **Community Partners and Events**

In 2021, we continued to build links with our neighbours in the Town. We hosted concerts and exhibitions, forging new links with local musicians, comedians and artists. Our relationships with local schools, the Scouts and retirement communities continued to deepen. We have developed links with the Mayors Office and the local Friends of Christchurch Gardens.

## **Responding to Covid 19**

Covid impacted the life of Holy Trinity. While we were unable to do many of our normal activities, the church grew and continued to benefit the community. We set up a telephone network to offer support and practical help to those in need. We ensured our buildings were clean and safe for all who visited.

Further details can be found in the 'Year 2021 at Holy Trinity' booklet available on our website.

## **Fabric**

The church continues to be maintained to a high standard. Outstanding actions from our latest Quinquennial Report have been completed.

## **Financial Review**

### **Income**

Our income for 2021 totalled £122,323 and our outgoings were £80,469. Our total funds including investments, buildings and assets are £1,063,177, including the re-valuation of the Parish Hall.

The pandemic had a significant impact on our income, resulting in reductions in both incoming donations which were £61,928 (2020 : £ 79,150) and letting income which was £4,914 (2020: £5,599).

The PCC anticipate improvements in 2022.

### **Investments, legacies & assets**

The increase in the total value of the invested reserves off-set the reduction of other income. The value at December 2021 was £228,967.( 2020: £ 212,393).

A legacy of £50,000 was received and placed in unrestricted funds.

The church Vision Project is exploring options for the church buildings for the future. As part of that programme, the Parish hall was re-valued at £750,000 ( 2020: £200,000).

### **Reserves**

Following a review of designated funds, some of which had been unspent for some years, the PCC re-allocated unrestricted designated funds to general funds, to facilitate the use of dormant funds.

## **Resourcing the Ministry**

### **Prayer**

Prayer underpins everything we do, and weekly prayer meetings are a core part of the life of the church.

### **People**

#### **Staff and Clergy**

In 2021 we said goodbye to Adrian Moore (Director of Music and Organist) and the Rev Prebendary John Reese (Associate Priest). We welcomed the Rev Canon Andrew Gorham (Associate Minister) and Kerry Beaumont (Director of Music and Organist).

## **Volunteers**

Much of the life of Holy Trinity is enabled through the work of volunteers. This ranges from administration and practical tasks to leading community groups and social events. We are deeply grateful for the wealth of experience and wisdom they bring.

## **Parish Hall**

The Parish Hall supports the wider life and mission of the church and generates some rental income.

## **Structure, Governance and Management**

### **The Parochial Church Council (PCC)**

The PCC is the key leadership group at Holy Trinity, made up of clergy, church wardens and elected representatives of the congregation. The PCC works with the clergy to oversee all the activities in the life of the church and parish, with a particular focus on vision, building and fabric. The method and appointment of PCC members is set out in the Church Representation Rules.

The PCC operates through a number of committees:

### **The Standing Committee**

This group is a requirement by law and has the power to transact the business of the PCC in between meetings.

### **The Finance Committee**

This group works with the Treasurer, Standing Committee and PCC in financial matters. It monitors income and expenditure, proposes the budget, monitors investments, and has oversight of planned giving.

### **Membership of the PCC**

The PCC is the main decision maker of the parish. Its members are clergy, churchwardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish. It has the responsibility, along with the clergy, to promote the mission of God in its parish. All church attendees are encouraged to register on the electoral roll and are eligible to stand for election to the PCC. New PCC members are briefed on current issues at the first meeting of the PCC.

The PCC members, for the purposes of the Charities Act, are trustees. During 2021, 3 ex officio, 1 co-opted member, 2 churchwardens, 2 deanery synod members and 7 elected members served on PCC.

### **Ex-Officio members:**

The Reverend Christopher Wilson	Incumbent
The Reverend Esther Peers	Curate
The Reverend Canon Andrew Gorham	Associate Minister (From April 2021)

### **Co-Opted members:**

Andrew Paine	Chair, Vision Project
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### **Churchwardens**

Christine Spooner, Brian Iredale

### **Deanery Synod**

Helen Cave, Rachel Middleton (Lay Vice chair and Safeguarding Officer)

**Elected members**

John Micklethwait (Treasurer), Vashty Burge, Valerie Webb, Helen Buckingham, Sarah Gibbons, Terry Gardner, Pat Masters

The PCC Secretary is Pamela Iredale. (co-opted & non-voting).

Day to day life of the church is carried out by the Curate, the Churchwardens and the PCC Secretary.

**Safeguarding**

The PCC, in close cooperation with the Safeguarding Officer, is committed to following legislation, guidance and recognised good practice. It regularly monitors and reviews safeguarding procedures, particularly in the safer recruitment and people management of all those that have a significant paid or voluntary role within the church.

**Administrative Information**

Holy Trinity Church is located on Beauchamp Avenue, Leamington Spa and is part of the Diocese of Coventry within the Church of England. The correspondence address is Holy Trinity Church, Beauchamp Avenue, Leamington Spa, CV32 5RG. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity. The charity number is 1194773.

**Banks**

HSBC Bank plc, 126 The Parade, Leamington Spa CV32 4AJ

Barclays Bank plc, 48/50 The Parade, Leamington Spa CV32 4DD

**Independent Examiner**

Mr John Wibberley, Counters Consulting Limited, Turnpike Gatehouse, Alcester Heath Alcester, B49 5JG

**Pay Policy**

Clergy are paid by the diocese. The pay of employed staff is reviewed annually by the Standing Committee, taking advice from HR consultants. Salaries are agreed by the Trustees being mindful of the Church's charitable objectives and increases in average earnings.

**Risk**

The PCC has continued to review the risks facing the church, the main risk being the decline in church membership and lack of community engagement. In response to this risk, we have launched a Vision Project to ensure the future life and growth of the church, and its role in the community.

Esther Peers, Curate

Approved by the PCC and signed on their behalf by the **Mrs Christine Spooner**

CW Spooner Date 21/04/22

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY  
LEAMINGTON SPA**

**CHARITY NUMBER 1194773**

**INDEPENDENT EXAMINER'S REPORT**

I report to the Trustees on my examination of the accounts of the above charity for the year ended 31<sup>st</sup> December 2021, which are set out on pages 7 to 12.

**Respective responsibilities of the Trustees and Independent Examiner**

As the Trustees of the charity you (being the members of the Parochial Church Council) are responsible for the preparation of the accounts. You 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.

As Independent Examiner it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- In carrying out my examination to follow all applicable Directions given by the Charities Commission under section 145(5)(b) of the 2011 Act.

**Basis of Independent Examiner's Statement**

My examination was carried out in accordance with my responsibilities as set out above. This examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items and/or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with my examination:

1. Which give me reasonable cause to believe that in any material respect the requirements to
  - a. Keep accounting records in accordance with s.130 of the 2011 Act; or
  - b. Prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed .....

22<sup>nd</sup> April 2022

Dated .....

Name: John Wibberley

Qualifications: ACMA, CGMA, CIMA Practising Certificate Holder

Counters Consulting Limited, Chartered Management Accountants, Turnpike Gate House,  
Alcester Heath, Alcester, Warwickshire, B49 5JG

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

**INCOME**

	Unrestricted funds £	Designated funds £	Restricted funds £	TOTAL 2021 £	TOTAL 2020 £
2a) INCOME - from Donors	111,928	0	0	111,928	82,150
2b) INCOME - other Voluntary	562	0	1,183	1,745	19,935
2c) INCOME - Charitable & Ancillary Trading	4,914	0	0	4,914	5,599
2d) INCOME - from Investments	3,736	0	0	3,736	2,523
<b>TOTAL INCOME</b>	<b>121,140</b>	<b>0</b>	<b>1,183</b>	<b>122,323</b>	<b>110,207</b>

**EXPENDITURE**

	Unrestricted funds £	Designated funds £	Restricted funds £	TOTAL 2021 £	TOTAL 2020 £
3a) EXP - Grants & Giving	(1,000)	0	0	(1,000)	(4,158)
3b) EXP - Activities relating to the work	(72,674)	0	(1,719)	(74,393)	(74,913)
3c) EXP - Management & Administration	0	0	0	0	(450)
3d) EXP - Parish Hall expenses	(3,136)	0	0	(3,136)	(5,324)
3e) EXP - Roof Repair Project	0	0	0	0	669
3f) EXP - Vision Project	0	0	(1,940)	(1,940)	0
<b>TOTAL EXPENDITURE</b>	<b>(76,810)</b>	<b>0</b>	<b>(3,659)</b>	<b>(80,469)</b>	<b>(84,176)</b>

<b>NET SURPLUS/(DEFICIT)</b>	<b>44,330</b>	<b>0</b>	<b>(2,476)</b>	<b>41,854</b>	<b>26,031</b>
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4b) Transfers between funds	258,259	(258,259)	0	0	0
5a) Parish Hall revaluation gain	550,000	0	0	550,000	0
5c) Unrealised Investment gains/(losses)	14,149	0	0	14,149	3,657

<b>NET MOVEMENT in FUNDS</b>	<b>866,738</b>	<b>(258,259)</b>	<b>(2,476)</b>	<b>606,003</b>	<b>29,688</b>
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<b>Balances brought forward as at 1.1.21</b>	<b>184,723</b>	<b>258,259</b>	<b>14,192</b>	<b>457,174</b>	<b>427,486</b>
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<b>BALANCES CARRIED FORWARD at 31.12.21</b>	<b>1,051,461</b>	<b>0</b>	<b>11,716</b>	<b>1,063,177</b>	<b>457,174</b>
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# **HOLY TRINITY, LEAMINGTON SPA - ANNUAL REPORT 2021**

## **BALANCE SHEET AS AT 31 DECEMBER 2021**

	<b>2021</b>		<b>2020</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>				
5a) Freehold Property		750,000		200,000
5b) Investment Assets		118,592		104,443
		<b>868,592</b>		<b>304,443</b>
<b>CURRENT ASSETS</b>				
6 Short Term Deposits	110,375		107,950	
6 Cash at Bank	84,210		44,781	
	<b>194,585</b>		<b>152,731</b>	
<b>LIABILITIES</b>				
Amounts due within 1 year	0		0	
	<b>0</b>		<b>0</b>	
<b>NET CURRENT ASSETS</b>		<b>194,585</b>		<b>152,731</b>
<b>NET ASSETS</b>		<b>1,063,177</b>		<b>457,174</b>
<b>Unrestricted</b>				
		501,461		184,723
Revaluation gain - unrestricted		550,000		0
Designated		0		258,259
Restricted		11,716		14,192
<b>TOTAL FUNDS</b>		<b>1,063,177</b>		<b>457,174</b>

Approved by the Parochial Church Council ("PCC")

And signed on its behalf by:



**J Micklethwait (Treasurer).**

**Date:** 21/4/22

The following notes form part of these accounts



## **HOLY TRINITY, LEAMINGTON SPA – ANNUAL REPORT 2021**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2021**

#### **1. ACCOUNTING POLICIES**

The financial statements have been prepared under the historical cost convention and in accordance with the Church Accounting Regulations 2006, the Charities SORP (FRS102) and the Charities Act 2011.

#### **Funds**

General funds represent the funds of the PCC that are not subject to any restriction regarding their use and are available for the application on the general purposes of the PCC.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

#### **Income:**

##### **Voluntary Income and Capital Sources**

Collections are recognised when received by, or on behalf of, the PCC. Planned giving, Receivables under Gift Aid is recognised when received. Income Tax on recoverable Gift Aid donation is recognised when the income is received. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due. Sales of cards and magazines from the church bookstall are accounted for gross.

##### **Other ordinary income**

Rental income from letting of church premises is recognised when it is received.

##### **Income from Investments**

Dividends and Interest are accounted for when received. Tax recoverable on such income is recognised when received.

##### **Gains and losses on Investments**

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

#### **Expenditure:**

Expenditure is accounted for as incurred

#### **Grants**

Grants and charitable donations are accounted for when paid over, or when agreed by the PCC, if that agreement creates a binding obligation on the PCC.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2021

### 1. ACCOUNTING POLICIES (continued)

#### Fixed Assets

**Investments** are valued at market value as 31 December 2021

**Freehold Property** - the Parish Hall is included as its last estimated market value

**Capital Items** are accounted for as resources expended in the year of purchase

#### Current Assets

Short term deposits include cash held on deposit either with the CBF Church of England funds, Blackrock Fund Managers or at the banks.

### 2. INCOME

	Unrestricted funds £	Designated funds £	Restricted funds £	TOTAL 2021 £	TOTAL 2020 £
Envelopes, Direct Giving & Plate	57,631	0	0	57,631	64,557
Gift Aid receivable	4,297	0	0	4,297	14,593
Legacies	50,000	0	0	50,000	3,000
<b>2a) TOTAL INCOME - from Donors</b>	<b>111,928</b>	<b>0</b>	<b>0</b>	<b>111,928</b>	<b>82,150</b>
Roof Project	0	0	0	0	17,824
Donations, Events & Catering	562	0	0	562	2,111
Concerts & Recitals	0	0	1,183	1,183	0
<b>2b) TOTAL INCOME - other Voluntary</b>	<b>562</b>	<b>0</b>	<b>1,183</b>	<b>1,745</b>	<b>19,935</b>
Use of facilities & Fees	664	0	0	664	1,134
Parish Hall letting	4,250	0	0	4,250	4,465
<b>2c) TOTAL INCOME - Charitable &amp; Trading</b>	<b>4,914</b>	<b>0</b>	<b>0</b>	<b>4,914</b>	<b>5,599</b>
HSBC Dividends & Interest	1,310	0	0	1,310	
CBF Dividends & Interest	2,426	0	0	2,426	2,523
<b>2d) TOTAL INCOME - from Investments</b>	<b>3,736</b>	<b>0</b>	<b>0</b>	<b>3,736</b>	<b>2,523</b>
<b>TOTAL INCOME</b>	<b>121,140</b>	<b>0</b>	<b>1,183</b>	<b>122,323</b>	<b>110,207</b>

# NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2021

## 3. EXPENDITURE

	Unrestricted funds £	Designated funds £	Restricted funds £	TOTAL 2021 £	TOTAL 2020 £
<b>Missionary &amp; Charitable Giving</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>4,158</b>
Mission & Development	8,116	0	0	8,116	0
Pastoral care	267	0	0	267	0
Worship	6,915	0	0	6,915	5,970
Diocesan Parish Share	36,000	0	0	36,000	36,000
Clergy expenses	1,996	0	0	1,996	1,515
Insurance	6,694	0	0	6,694	9,540
Heat, light & water	4,173	0	0	4,173	6,614
Routine maintenance & cleaning	4,226	0	0	4,226	10,601
Minor repairs	0	0	1,719	1,719	725
Upkeep of churchyard	0	0	0	0	1,659
Admin, Office, PPS, catering & flowers	3,918	0	0	3,918	1,869
Equipment	369	0	0	369	420
<b>3b) EXP - Activities relating to the work</b>	<b>72,674</b>	<b>0</b>	<b>1,719</b>	<b>74,393</b>	<b>74,913</b>
Accountancy	0	0	0	0	450
<b>3c) EXP - Management &amp; Administration</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450</b>
Heat, light & water	3,136	0	0	3,136	5,324
<b>3d) EXP - Parish Hall expenses</b>	<b>3,136</b>	<b>0</b>	<b>0</b>	<b>3,136</b>	<b>5,324</b>
Roof	0	0	0	0	(3,007)
Interior	0	0	0	0	2,338
<b>3e) EXP - Roof Repair Project</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(669)</b>
Professional fees	0	0	1,940	1,940	0
<b>3f) EXP - Vision Project</b>	<b>0</b>	<b>0</b>	<b>1,940</b>	<b>1,940</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>76,810</b>	<b>0</b>	<b>3,659</b>	<b>80,469</b>	<b>84,176</b>

**4a) Payments to PCC members.** Mrs Kate Gardner was paid £540 for hall cleaning. Mrs Gardner is the wife of Mr Terry Gardner, Church Warden during 2021.

**4b) Transfer between funds:**

The PCC decided to undesignate the designated funds of £258,259. These funds remain unrestricted. £9,500 was transferred from the restricted legacy into the Vision Project as authorised by the incumbent and church Wardens.

## 5. Fixed Asset Investments

### a) Freehold Property

Freehold Property assets are represented by the Parish Hall, which was revalued during the year at a market value of £750,000, which created an unrealised gain of £550,000

No details of the original cost are available, but there is a covenant restricting the use of the Bethany room

### b) Quoted Investments

3986.73 CBF Income Shares (2020 - 3986.73)

3526 Charishare common investment fund shares (2020 - 3526)

2021		2020	
Mkt value £	Cost £	Mkt value £	Cost £
93,362	31,535	81,678	31,535
25,230	9,000	22,765	9,000
118,592	40,535	104,443	40,535

### c) Investment Gains

3526 Charishare common investment fund shares (2020 - 3526)

2021	2020
14,149	3,657

## 6. Reserve Funds

	2021		2020
	Change in year £	Year end balance £	Year end balance £
Unrestricted legacy (Muriel Cohen)		56,329	56,329
Unrestricted legacy (Robert Ingham)		3,000	3,000
Unrestricted legacy (Elizabeth France Hayhurst)	50,000	50,000	
Other including transfers from designated funds	266,738	392,132	125,394
<b>Sub-total</b>	<b>316,738</b>	<b>501,461</b>	<b>184,723</b>
Parish Hall 2021 Revaluation Reserve	550,000	550,000	
<b>Total Unrestricted</b>	<b>866,738</b>	<b>1,051,461</b>	<b>184,723</b>
Parish Hall	(251,664)	0	251,664
Legacies	(6,595)	0	6,595
<b>Total Designated</b>	<b>(258,259)</b>	<b>0</b>	<b>258,259</b>
Organ	(536)	3,656	4,192
Vision Project	7,560	7,560	
Legacies (Restricted)	(9,500)	500	10,000
<b>Total Restricted</b>	<b>(2,476)</b>	<b>11,716</b>	<b>14,192</b>
<b>TOTAL FUNDS</b>	<b>606,003</b>	<b>1,063,177</b>	<b>457,174</b>