



# Bristol Harbourside Churches

Parish of Holy Trinity and Saint Stephen's, Bristol



## Annual Report & Accounts

1<sup>st</sup> November 2022-31<sup>st</sup> December 2023

### **Holy Trinity Church**

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Registered Charity Number: 1202411

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## 1. Introduction and PCC membership

The Parochial Church Council (PCC) present the reports from the Bristol Harbourside Churches PCC for the 14 months ending 31<sup>st</sup> December 2023. This is the first Annual Report following the legal joining of the separate parishes of Holy Trinity Hotwells and Saint Stephen's to become the new single parish benefice of Holy Trinity and Saint Stephen's, Bristol (also known as Bristol Harbourside Churches) on 1<sup>st</sup> November 2022.

### Objectives and activities

Under the PCC (Powers) Measure 1956, the PCC has the responsibility of co-operating with the Rector to promote in the parish the whole mission of the Church (discipling, pastoral, evangelistic, social and ecumenical).

### Public benefit

The PCC is aware of the Charity Commission's guidance on public benefit in 'The Advancement of Religion for the Public Benefit' and have regard to it in their administration of the parish. The PCC believes that by fulfilling its responsibility to work for the promotion of the whole mission of the Church it provides a benefit to the public by:

- Providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers.
- Promoting Christian values to the benefit of individuals and society as a whole.

### **Reserves**

The PCC considers that a reserve of four months' committed PCC expenditure should be maintained in hand against future spend. Based on our forecasts for 2024 and excluding any major capital expenditure which will be funded separately, this equates to about £42,000. Unrestricted reserves held as at 31 December 2023 exceed this level but ongoing careful management of our reserves will nevertheless be appropriate. Trinity Care Services (TCS) is a significant project of the Parish. As such it operates its own reserves policy and a sum of £20,000 based upon six months' budgeted costs is held to this end.

### **Bristol Harbourside Churches PCC members December 2022 to May 2024**

**Clergy** are ex-officio members of the PCC:

- Revd Kat Campion-Spall – Rector and PCC Chair
- Revd Richard Croft – Associate Minister
- Revd Frances Houghton – Associate Minister
- Revd Sister Teresa Mary – Curate (from July 2023)

**Churchwardens** (two for each parish church in the benefice) are elected for a 1-year term of office and are ex-officio members of the PCC:

- Dave Mitchell (representing Saint Stephen's; will finish at APCM 2024)
- Jeanette Plumb (representing Saint Stephen's, December 2022 to 12 March 2023)
- Ed Kay (representing Saint Stephen's from May 2023; will finish at APCM 2024)
- Alan John (representing Holy Trinity; will finish at APCM 2024)
- Maria Whiteman (representing Holy Trinity; will finish at APCM 2024)

**Deanery Synod Representatives** are elected for 3-year terms of office and are ex-officio members of the PCC:

- Elana Howard (will finish at APCM 2026)

**Elected lay members** are normally elected for 3-year terms of office:

- Jane Jones (will finish at APCM 2024) – PCC Secretary
- Liz Leaman (will finish at APCM 2024)
- Sue Williams (will finish at APCM 2024)
- Andy Beckingham (will finish at APCM 2025) – PCC Treasurer
- Chloe John (will finish APCM 2025)
- Jackie Stephenson (will finish at APCM 2025)
- Emily Gould (will finish APCM 2026)
- Nick Hall (will finish at APCM 2026)
- Lee Stephenson (will finish at APCM 2026)

## **2. Rector's Report**

*Revd Kat Champion-Spall*

After several years of challenge and change, with the pandemic, the vacancy, and then forming the new parish, culminating with my arrival as your Rector, this year has been a season of re-establishing ourselves. The Benedictine principle of “*stabilitas*” or stability comes to mind. In a Benedictine community this is embodied in a commitment to remain in the same monastery for life. But underpinning that is a deep commitment to being fully present to, and engaged with God, others and our own selves, in the time and the place we find ourselves in, that can apply to our lives too.

One of the early decisions we had to make in 2023 was where, when and how to worship, as Saint Stephen's closed for several months for refurbishment. Thinking missionally we decided to commit to both churches having a service every Sunday, to make it easy for people to just show up any week and know the doors would be open. This also led to the decision to start a new service at Saint Stephen's in the early evening, to respond to the particular demographic in that part of the parish, and so our churches were offering worship at different times of the day to complement each other. Each service now has its own leadership team who meet regularly to review and plan, and after a season of worshipping together as a single congregation, in this new season each church is growing into its own identity within its own context in the new parish. Weekday morning prayer is now well established once a week at each church. We regularly hold Harbourside services which bring both congregations together, usually for key celebrations in the church year.

The parish is brought together in our mini-communities and groups such as Resonate and Alpha. We have also had shared parish focusses throughout the year. In Lent we shared a journey of prayer, deepening our prayer lives with a retreat in daily life, regular prayers sessions in both churches, resources in our mini communities and for people to use at home. We developed a new pattern for the Holy Week and Easter services that made the most of each church building and context. In June we had a whole parish focus on generosity in our worship as we gave thanks for God's generosity to us and explored how we might respond generously. In September we focussed together on the celebration of God's creation and how we are called to care for it. After a focus on celebrating Christmas together in 2022, in 2023 we decided to focus our Christmas services missionally, engaging with the neighbourhood and context of each church to respond to what would best reach our local communities.

Over this time we have been growing into our new parish name and identity. The PCC has been learning how to be a joint PCC for two churches, and we had an inspiring away day in June as we started to look at a shared vision for our parish. Our meetings have alternated between decision meetings and discussion meetings, allowing us both to go into greater depth in our discussions of key issues, and to engage more fully with the more routine business. It was a joy to celebrate the re-opening of Saint Stephen's during the Harbour Festival and reflect on some of the themes of Harbourside that resonate with our calling as

churches. We also welcomed our curate Sister Teresa at that service following her ordination in June.

It's been a joy to see both churches building deeper relationships with neighbours and partners in our local communities. Community events such as the West Bristol Arts Trail and the Old City Music Festival brought new people across our thresholds and gave us a chance to connect with organisers and visitors, and we have made new connections as well as renewing connections from before Covid.



West Bristol Arts Trail



Old City Music Festival

We had a wonderful number of weddings and banns in 2023 and were able to run a well-attended marriage preparation session. We baptised 2 children at Holy Trinity and in the autumn held an Alpha course that provided a wonderful opportunity for new and more established church members to grow in faith and fellowship. Our church community has grown in number, in diversity, and in faith.

I come back to “stabilitas.” At the end of my first year as Rector of Bristol Harbourside Churches I feel I have put down roots here. But not only me – I feel both churches are more deeply rooted in our communities, that we are more present to God and to each other in the here and now of where we find ourselves together, more open to the particular gifts God is revealing to us in the life of our churches, in our neighbourhoods and our neighbours. The report that follows speaks of the deep commitment of our church community to the many ways we are present to God in the world around us. I would like to thank everyone who plays a part in that. Some are named in sections that follow, many are not but nonetheless faithfully serve, pray, listen, give, care. Thank you.

### **3. PCC Secretary's Report**

*Jane Jones*

The PCC met 10 times between November 2022 and December 2023 including an away day in June 2023 and two short meetings following the inaugural meeting for the new single parish in December 2022 and the APCM in May 2023. These two short meetings were primarily concerned with appointments to key PCC roles and other practicalities.

The main focus during our first six months as a new PCC chaired by a new Rector was on learning to work together as an effective team. We used the CPAS resource 'PCC tonight' and developed our own PCC Purpose Statement. We also considered changes to worship. Weekly Sunday and midweek services were introduced at both churches and the remaining Covid-era restrictions on sharing the Peace and the communion cup were abolished. In addition there were continuing legal matters to address following the creation of the new single parish, including a new registration with the Charity Commission.

During the second half of 2023 the main items considered were the Season of Generosity and Being Inclusive. Safeguarding was a regular agenda item and a Safeguarding workshop was held in September. Other regular agenda items included creation care, TCS, reports on Deanery Synod, the merging and updating of policies, church finances and our church grounds and buildings.



PCC meetings are usually held alternately at Holy Trinity and Saint Stephen's. Decisions on straightforward matters such as the approval of a building repair are sometimes made via email to save time. A record of such decisions is then included in subsequent PCC Minutes.

*left: our Rector and churchwardens at the 2023 Archdeacon's Visitation*

#### **4. PCC Treasurer's Report**

*Andy Beckingham*

It gives me great pleasure on behalf of the PCC to record grateful thanks for our financial provision for the period ended 31 December 2023. Unusually, as our new PCC arrangements came into effect on 1 November 2022, the financial statements which are included within this first report are for an extended 14 month period but these will revert to a 12 month calendar year period in subsequent years.

As ever, our thanks are offered to God for His faithful provision. Our total income for the period amounted to some £568,000 of which £138,800 was unrestricted. We have managed to control our expenditure after making a Parish Share contribution of some £57,646 with no erosion of our unrestricted cash reserves and have been able to integrate the financial operations of our two legacy Parishes. We remain in a sound financial position with carried forward unrestricted reserves of some £85,000.

Of particular note in the past year, with the assistance of our generous benefactors, we have been able to incur material capital expenditure of over £360,000 on the Hartnell project which has restored our beloved mediaeval church building at St Stephen's in a manner which not only looks wonderful but has also enhanced our worshipping experience through improved



lighting and communication capabilities. We have also been able to upgrade and improve our kitchen and café facilities at St Stephen's where the Secret Café operation adds greatly to our overall Ministry.

We offer sincere and grateful thanks to the Master and Members of the Antient Society of Ringers and also to the St Stephen's Ecclesiastical Charity for their amazing generosity. The VAT element of our capital costs has largely been funded by grants from the Listed Places of Worship scheme.

Specific thanks are also offered to the Bristol Archdeaconry Charity and the St James Parish Hall Trust which have supported our administration employment costs and to the members of our fellowship and others who have maintained and increased their faithful financial support to our Ministry following a season of generosity held in June.

Trinity Care Service ('TCS') has continued to operate from Holy Trinity on a sustainable basis. The accounts for TCS are incorporated within the overall financial statements as a restricted fund and its activities are reported upon elsewhere within this annual report.

Some final words of appreciation for our two employed administrators, Marc van der Griendt and Karen Lilley, who have managed our operations to such good effect and to Robin, our former Treasurer at St Stephen's, whose assistance (particularly in relation to the Hartnell project), has been invaluable. Also to Tyrrell Proctor for their support as our Independent Examiner.

If you would like to review your giving to the Church and its Mission, please do not hesitate to approach me in confidence.

## **5. Reports on the church buildings and grounds**

*From our churchwardens and gardening team leaders*

### **a. Saint Stephen's church**

The start of the year saw the start of building work – the long-planned Hartnell Project – to repair, refurbish and re-light the interior of the church. Scaffolding was erected throughout the entire space, substantial repairs and redecoration were carried out to the fabric and windows, the electrics were upgraded, the old lighting was replaced with a new design using low-energy bulbs, the tiled floor was restored and polished, and the chancel carpet was replaced. All of this was paid for by the Antient Society of Saint Stephen's Ringers. We are particularly grateful to the previous Master of the Ringers, Simon Hartnell, for getting the project up and running, but who sadly died before the work was completed. We are also hugely grateful to our church architect, Marcus Chantrey, and to Frances



Houghton, Robin Williams, and Janet Kung for their involvement. It's a credit to all concerned that the project was completed more or less on time and within budget.

In addition there has been substantial refitting and redecoration of the cafe and kitchen, again thanks to Frances for managing this project, and to the Ringers and Saint Stephen's Ecclesiastical Charity for financing it.

The café itself continues to flourish. In the summer Alicia, the original founder of the Secret Café, left to return to Spain, and the business passed into the capable hands of Azahara. The café remains one of the top Spanish eateries in the city, and we are very aware and grateful for the benefits this partnership brings.

The garden has been well looked after throughout the year, with Frances, John Rawlings, and the Hong Kong team all working hard to keep it looking its best.

The church organ is showing signs of age, partly due to the effect of not being played for well over a year during the various building works. Our organ builders have diagnosed it as usable, but warned that it will need serious repairs before too long.

In December we received the latest Quinquennial Inspection report from our architect, highlighting the need for repairs to various fabric-related items. Nothing was flagged up as urgent, so we will proceed with the necessary works in due course.

The church sound system is basically working satisfactorily given its current use and requirements. We received some quotes for possible upgrades, eg to allow musical instruments to plug in, and to incorporate a projector and screen. These options will be considered in due course.

We continue to host a wide range of regular groups who hire the building, as well as providing a venue for events, eg concerts, in the city centre. The garden has once again been used by the homeless charity inHope, for their annual fundraising sleep-out.

We have also been blessed by the work of Marc van de Griendt, our church administrator, who continues to manage the day to day activities of the church. As well as all the admin work, Marc provides a friendly face for all our visitors, both the regular ones and also those unexpected and diverse folk who turn up from time to time with a wide range of needs and issues.

*Ed Kay and Dave Mitchell, Saint Stephen's churchwardens*



## b. Saint Stephen's Garden and Meadows Allotment Report

We have been richly blessed to welcome our Hong Kong friends into the church community and some have joined the Saint Stephen's garden team to keep the area clean and tidy as well as stocked with seasonal home-grown plants. During 2023 we saw many people visit the garden as well as an increase in Secret Café customers enjoying and appreciating the premium green space that the garden provides in the Old City of Bristol. Also in 2023 we applied for CIL funding from Bristol City Council to undertake remedial work in the church garden which included eliminating trip hazards, rectifying flooding issues during heavy downpours, installation of raised flower beds and two further bike stands. Funds have now been granted and we hope to complete the project during the course of 2024.



*One of the many events during 2023 held in Saint Stephen's church garden*

On a visit to the Bristol Museum and Art Gallery with the Hong Kong garden team, one of the museum volunteers introduced himself as President of the Hotwells & District Allotments Association and asked if we were interested in looking after a plot at Meadows Allotments in Bower Ashton. And so, in March 2023, we started clearing the site, sowing and planting (see before and after photos below). Much to our surprise and delight we had a bumper crop of mixed vegetables, together with one pumpkin and some sorry looking tomatoes! We've enjoyed the experience having learned a lot about compost and growing vegetables and look forward to what we can achieve in 2024.



There's always time for a cup of tea after a few hours of hard work and what a surprise to find a 'Well Done' award presented to plot 28B by the allotment president.

*Frances Houghton*

### **c. Holy Trinity church**

The buildings focus this year at Holy Trinity has been attending to a series of maintenance and repair tasks and preparing for more major works to be carried out in the coming year.

Church gutters, gullies and downpipes were cleared to address water ingress issues and a regular ongoing maintenance schedule put in place to prevent recurrence. Some essential but modest repairs and retuning were carried out on the organ to enable it to be used once again and we're delighted this has enabled it to be used for practice by members of the community and played once again at services, weddings and funerals. The church clock has been inspected and serviced and a broken pendulum repaired and a church heating control system, which can be operated remotely, installed.

The church garden and grounds have received much care and attention this year (see the separate report below for the detail) and a big thank you is due to Karen and many other helpers who've helped weed, clear, plant and care for this precious green space in the heart of our urban community.

The camera and associated communications system that enables us to stream services, originally installed in response to the COVID crisis, continues to work well to enable people to join online live or view on catch up later. We are always encouraged to hear from people who have appreciated being able to join our worship this way both locally and from around the world and are very grateful to the dedicated team that operates the system week by week.

Looking ahead a priority in the coming year will be carrying out roof repairs to the old vestry roof, the sanctuary roof above this and the north west gable, above the new vestry. Quotes have been obtained against a specification and schedule of works produced by Marcus Chantrey, a faculty has been obtained and sources of funding are being explored. We have also obtained quotes to replace the hall carpet; obtained a faculty to install a defibrillator outside the west entrance to the church (in the right side alcove looking towards the entrance) subject to raising third party funding; and are planning to install swift boxes on the north wall of the church when the gutters are next cleared.

It is gratifying to see our church and hall being used by and for a wide variety of church and community groups, events and activities including Trinity Lunch Club, several services for local schools, the West Bristol Arts Trail, the Big Help Out day (which attracted TV and radio coverage), the local community festival Hotfest and a successful and blessed Alpha course. We have also enjoyed working alongside representatives from the Maritime Volunteer Service who have helped steward a number of events at the church.

We are delighted that the formalities relating to the merger of the two historic parishes of Holy Trinity and Saint Stephen's have been concluded, the newly formed charity registered at the Charity Commission and the combined PCC established. The PCC is excited to be exploring what it means to be Harbourside Churches and the vital community-serving role both of our churches have in that vision.

*Alan John and Maria Whiteman, Holy Trinity churchwardens*

#### **d. Holy Trinity Garden Report**

Last year we started increasing the diversity of planting in the front flower bed that is along the Hotwells Road side of the garden at Holy Trinity. It had been a sea of bergenia flowers and the intention was to extend the season to have more early and late flowering plants along with more single flowers in order to attract more pollinators. We were fortunate to be gifted all the plants which ranged from daffodils, phlox, iris, dead nettle, Michaelmas daisies, white daisies, sunflowers, teasels, sage to name a few. In the coming year we will be adding to this with oriental poppy, penstemon and Japanese anemone. We will keep some bergenia, but much reduced, as it does make a good green backdrop along the wall.

We have cut three long rectangular beds at the top of the grass bank behind the church in which we planted wild flower seed again in order to attract more pollinators. The grass bank is being managed as a wild flower meadow, so only mowing the main part once a year. We are mowing around the edges of the meadow part so that the meadow looks meant and kept rather than untidy.

We have installed a leaf composter and an ordinary compost bin in the area round by the old vestry door. In the flower bed opposite them we have planted two black currant bushes and three gooseberry bushes with strawberry plants in front of them. The hope is that it will make better use of this rather shady flower bed.

We have three raised planters that have seen better days. It would be good to replace them with planters that have water tanks in their base so that they are self-watering once filled and only need topping up with water once a week rather than needing to be watered daily when it is hot. We have plans for building this sort of planter, it just needs the funding to do it. We could put cut and come again salad leaves and herbs or bedding plants in them and Lunch Club could be involved in the planting and looking after them if they would like because they are raised and adjacent to a path so accessibility is improved.

The gardening has been done by a team of people, thank you for all your work, you know who you are! Looking forward for the coming year my hope is to garden on a Tuesday and anyone who wishes to join me will be very welcome. I also hope to arrange Saturday working party days in order to get some of the larger tasks done, probably one in late spring, one in the summer and one in the autumn.

*Karen Lilley*

#### **6. Deanery Synod Report**

*Elana Howard*

Deanery Synod usually meets three times per year, led by Area Deans David Stephenson and Lizzie Stephenson.

### **8th FEBRUARY 2023**

- Paul Fletcher and Debs Munn told us about their church at the Easton Christian Family Centre, discussing how they had to go out into the community and find the 'water hole' to find out how to best support their large congregation from Somalia, refugees from Iran, asylum seekers, etc.
- After that David talked about principal themes to transform the church and looked at values, context and relationships.
- Simon Taylor talked about the churches' vision to see humanity reconciled and creation restored by being brave, open, generous and creative.

### **23rd JUNE 2023**

- John White talked about the Hazelnut Community and how their new location, though smaller, is flourishing like never before.
- Hannah Sweetnam, Head of Communications and Marketing for Bristol Diocese, explained how they go out into the communities, listen to the needs of the community and then create personas to assist the churches to effectively connect with their communities in their parishes.

### **5th OCTOBER 2023**

- Wayne Massey from B&A Church told us how they turned the church as we know it upside down by running smaller groups as the main events within the church, with Sunday service just where all these small groups get together and celebrate together. They also provide food for many charities.
- David and Lizzie talked about how the body of Christ works within the church and where the ligaments are weak/stretched/broken/absent. Lack of young people was mentioned a few times.

## **7. Safeguarding Report**

*Liz Leaman, Parish Safeguarding Officer (PSO)*

**Statement of commitment to Safeguarding** The parish of Bristol Harbourside Churches is committed to safeguarding children, young people and adults at risk. Liz Leaman as Parish Safeguarding Officer, who represents Holy Trinity including Trinity Lunch Club, and Emily Gould for Saint Stephen's have combined to make the Safeguarding team for Bristol Harbourside Churches. This means that members of both churches can have regular and recognised contact with someone from the leadership team in each church. Some administrative support is also given by the administrators in each church.

**Policies** The Safeguarding policy has been reviewed and was agreed by the PCC at its meeting in November 2023. Other policies which have been updated during the year to reflect the change from individual churches to Bristol Harbourside Churches. This includes policies which have a link to the Safeguarding Policy such as Safer Recruitment and Ex Offenders.

**Activities** The PCC oversees the following activities for Vulnerable Adults:

Trinity Lunch Club

**Safer Recruitment & DBS** The PCC is responsible for the safe recruitment of people wanting to work with vulnerable groups through the activities mentioned above. During the year, the PCC has recruited the following numbers of people to support those groups:

Trinity Lunch club – 4x new volunteers

3x part time staff members continue in their roles.

**DBS Checks** As part of the safer recruitment process, where eligible, people working with vulnerable groups have been DBS checked at the level appropriate to the role. Because the parish provides activities for vulnerable groups, the PCC members are eligible for an enhanced DBS Check. PCC members who require a DBS check for their role have a current check (ie completed within the last 3 years). 18 personnel currently have up to date DBS checks

**Training** Safeguarding training at different levels is a requirement for all roles. Basic training is required for all volunteers and paid staff; Foundation training is required for those leading activities; Leadership training is required for Churchwardens, PSO and Coordinator for Lunch Club and the leader for children's work.

**Reporting to the PCC** The PCC was updated about Safeguarding matters in the parish at all its meetings during 2023. During the year there were 3x safeguarding matters which were reported on to the Diocesan Safeguarding Team.

**Action Plan** The PCC has an action plan created by the Parish Dashboard. Progress is reported to the PCC meetings.

## 8. Creation Care

*Alan John, Miriam Jones and Dave Mitchell*

A growing range of creation care activities to report this year!

- Miriam Jones, Karen Lilley, Marc van der Griendt and others continue to work towards achieving Eco Church silver award for both churches, both already having achieved bronze.
- The Hong Kongers group has had a successful produce-filled year at the church allotment and the Saint Stephen's garden has benefitted from extensive planting of bulbs and shrubs.





- Dave and Sarah Mitchell coordinate the local branch of Christian Climate Action, and Dave is a member of the newly formed Climate Choir. Several members of our congregations have taken part in a series of peaceful protests, calling on our government and the oil and gas industry to take meaningful action on the climate and ecological emergency. We have campaigned, occasionally at personal risk, for climate justice and a rapid transition away from fossil fuels.



- In the autumn we held a series of Creation-tide services at each church where we learned more about the biblical basis for creation care and shared different stories of celebration and climate action.
- Several of the regular Faith in Action presentations at Holy Trinity have had sustainability themes. We enjoyed an inspiring introduction by Karen Lilley to the garden and wildflower project she leads at Holy Trinity and the one Alan gave about sustainable buildings prompted visits by the Hong Kongers group and others to Osborne Clarke's new sustainable offices in the centre of Bristol.
- Marc, Miriam, Dave and Alan attend Bristol Diocese eco-champions group regular meetings. Many thanks too to Marc for the regular eco-tips for us all in the church newsletter.
- The PCC has been exploring, as part of Harbourside churches' vision, how our churches can prioritise actions that have the greatest positive impact on God's creation including by learning about and connecting with what's going on in our parish, how we all have roles to play and by supporting those who have particular sustainability roles in their workplaces or communities.
- The Diocese has secured grant money to facilitate church energy audits to assist in reaching net zero by 2030. Each of our churches has been audited and the PCC will consider the reports' proposals for carbon reduction when they are available.
- We hope shortly to have swift nest boxes installed at Holy Trinity and are keen to explore the feasibility of solar energy projects on the roofs of each church.

We'd love to hear your ideas on the creation care actions we should prioritise and we're always looking for more people to be involved in this vital work. Do please pass thoughts, ideas and offers of help to any churchwarden.



## 9. Work with children and young people

*Sally Martin, volunteer Schools Chaplain for Bristol Harbourside Churches*

### 2022

#### **Willow Park:**

29th November: *Christmas in a Box* for Year 3, led by Kat Campion Spall, Chloe John, Rupert Martin and Sally Martin

#### **Hotwells Primary:**

8th December: *Christmas in a Box* for Year 3, led by Kat, Rupert and Sally.

13<sup>th</sup> December: Full school *Christmas Concert* in Holy Trinity, with rehearsals at Holy Trinity hosted by Liz Leaman, Maria Whiteman and Sally.

### 2023

Throughout the terms in 2023 I have gone into both schools on almost a weekly basis: Tuesday 8.30-12.00 at **Willow Park**, and Wednesday 1.00-3.00 at **Hotwells Primary**.

In **Willow Park** I have the privilege of taking whole school assemblies every fortnight followed by helping in Year 2 -Year 5. This gives me wonderful opportunities to get to know, support and come alongside different children from all over the world. The teachers often open up to me and when they have a moment will share and be grateful for the offer of prayer and support.

In **Hotwells** I am reading with children who need support in Year 3 and have recruited two more volunteers through friends who also go in each week for reading. I have also been asked to help create a reflective prayerful garden space as we go into the spring/summer.

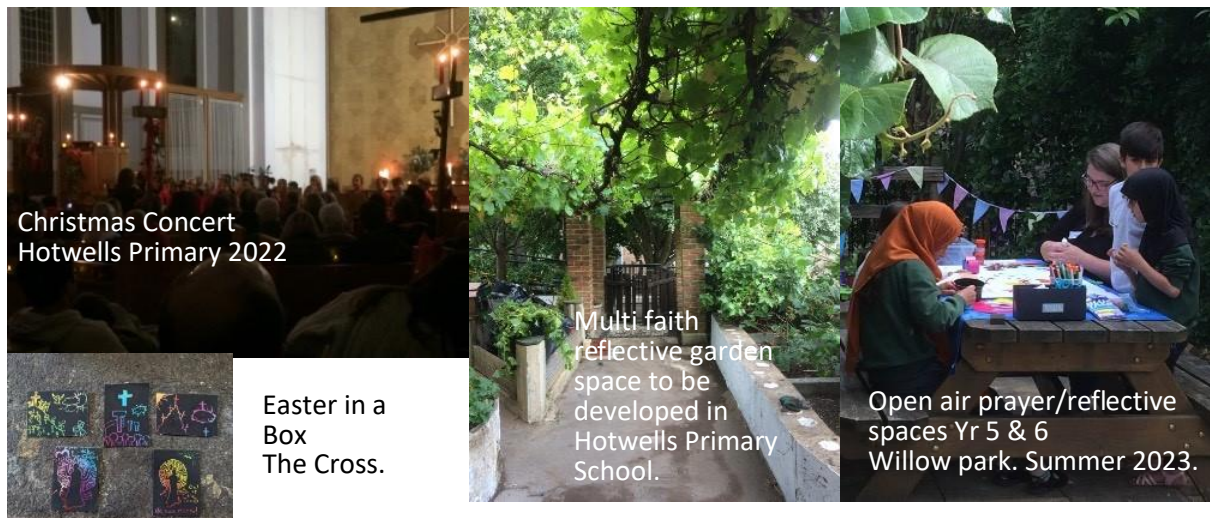
Easter 2023 saw *Easter in a Box* in both schools with Year 6's. **Hotwells** school came into HTH and **Willow Park** stayed in school as Saint Stephens was being renewed. Nowruz festival was also being celebrated and so we found ways of bringing unity to the theme of "New Life"

On 20th June we had a day of Open Air Reflective prayer spaces in **Willow Park** garden. This was experienced by 12 children at a time throughout the day from year 5 and 6 (50 children in all) Kat, Chloe and Anna (on Trinity College placement) supported me with this beautiful event.

Christmas 2023 was similar to 2022. We decided with school and Hope Chapel that Christmas in a Box in the crypt at Hope Chapel and Hotwells Primary School's main Christmas celebration in Holy Trinity Hotwells really works for the school and the community.

Kat and I have led assemblies together for the main Christian Celebrations of Harvest, Christmas, Lent and Easter. Kat also doing assemblies monthly on Mondays.

I pray once a month with the Hope Chapel team, Charlie and Micah their youth workers for the children and schools work in the area and city and they are on the teams for CIAB and EIAB with **Hotwells** school.



I continue to be a trustee with **Bristol Schools Connection**: They have developed Christmas and Easter in a Box as a resource for schools and I have recently been part of a pilot group to give their new resource a trial. “Jesus out of the Box,” it is BRILLIANT and I look forward to weaving it into the coming year in both schools.

Sue Williams is a great support as a foundation governor of Willow Park.

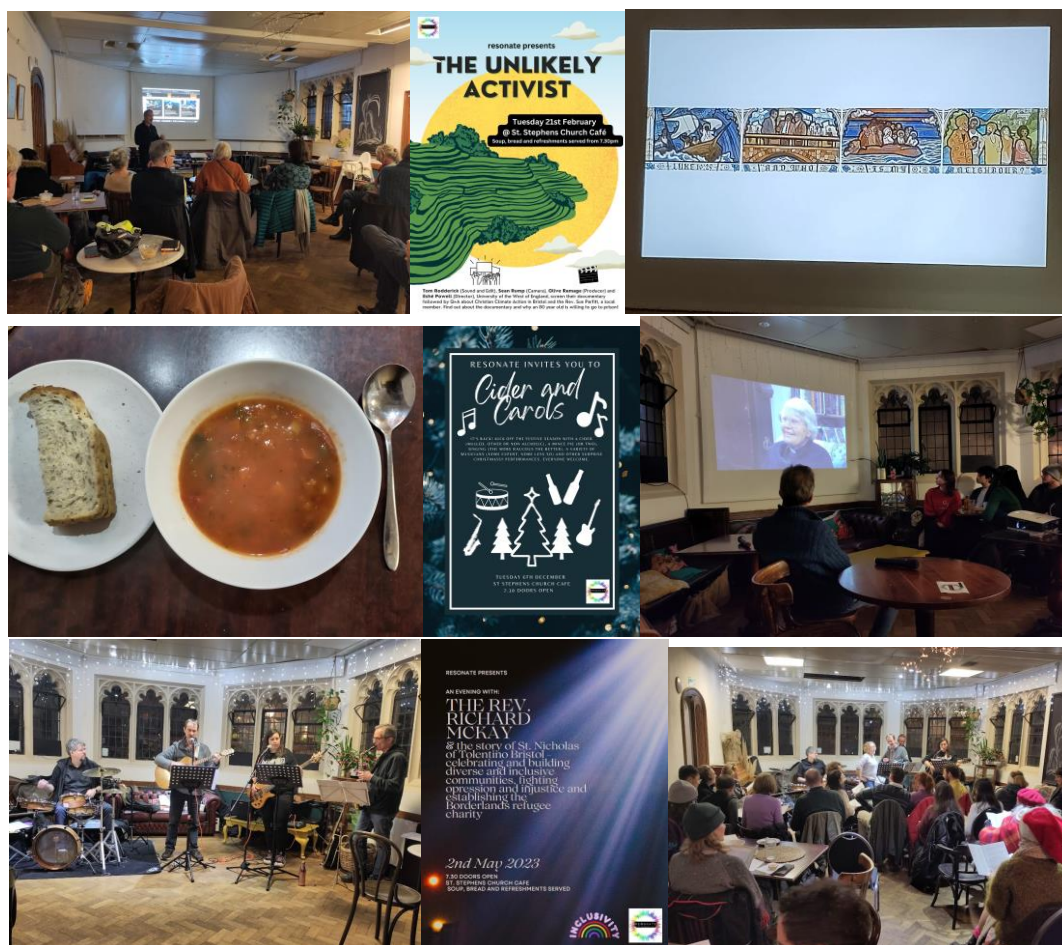
I would like to draw a team together over the coming year as part of the outreach of the parish. To pray and develop the opportunities we have been given to serve and love all in these schools, in our parish during term times and during the holidays.

## 10. Resonate Report

*Emily Gould*

Resonate met in person on the 1st and 3rd Tuesdays of the month during this period and also had a wider online presence through the Resonate podcast. The programme showcased a variety of speakers and topics around our broader themes of creativity, activism and faith (with a mixture of external speakers and those from within the community). The Resonate team has grown in this period and is now seven members from both churches in the parish.

Some of the most popular evenings have partnered with external speakers and/or causes of importance including our Poets in Residence evening, The Unlikely Activist film about climate change and Rev. Sue Parfitt (created by a collection of students at UWE) and of course our Cider and Carols event (in December 2022 and 2023) which drew in big crowds.



Other highlights have been hearing from Revd Nic Harris (Bristol's Housing Chaplain), about the process to replace the Colston windows at St Mary Redcliffe, and from Luke Walton and the Pitch Film Fund. In addition, our programme is enriched by the lives, stories and talents of our community members featured through regular slots such as our Creative Conversations evenings. We also had over 100 downloads from the podcast in that period and featured our series about 'how we live' including episodes on housing and homelessness.

## 11. Local community support at Holy Trinity: Trinity Care Service

*Liz Leaman*

The weekly Thursday Lunch Club continued to build in 2023. Average attendances rose from 20 to 23 per week. An average of 40 members were registered at any time.



The 2s Company project which was very helpful during the pandemic closed in 2023 and those needing befriending were referred to other agencies. We continued to support some members via occasional telephone calls, the quarterly newsletter and gifts at Easter and Christmas.

**Staff and volunteers** Julia Senior Smith continued to lead the team as Lunch Club coordinator and works 18 hours per week. Paid staff also include a deputy for 7.5 hours per week. This role has changed from the driver role initially identified, as we have had to change our transport arrangements. Cook Alison continued in her role for 9 hours per week which includes shopping and collecting from Fareshare as well as her 3 hours per week as the church cleaner. A much valued and faithful small group of volunteers keep the Service running and new volunteers have also joined the team this year.

**Management and Governance** The management team consists of Revd Kat Campion Spall, Maria Whiteman (chair), Liz Leaman, Revd Richard Croft, Brian Price from the community, Phillip Miles as Member rep and Julia Senior Smith, coordinator of TCS. The Management Committee report to the PCC. At least 2 members of the Management Committee are also PCC members.

**Finances** Trinity Care Service holds a separate bank account which is reported within the HTH accounts. Reserves continue to be used annually as needed to supplement the money received. Income is derived from a mixture of contributions from members, grants, fundraising and donations.

In 2023 the service attracted grants from groups such as the Grateful Society, Garfield Weston, Quartet and also John James for specific events such as Easter, Christmas and the Coronation. Other applications were unsuccessful. The service needs to raise £32,000 each year to continue to function.

Grants are becoming more targeted to areas of deprivation which prohibits TCS from applying due to its postcode of BS8. Therefore the decision was made that we need to raise funds by other means and TCS was blessed with individual and organisational donations. A special thank you to QEH boys who held a non-uniform day which raised £900 for TCS and the Merchants Arms who donated the profits from sales of t shirts and their Christmas event.

Fundraising such as the wreath making event at Christmas and sharing profits from the choir events were some of the other ways we raised money in 2023.



**Activities and Events** Different entertainments are offered weekly at Lunch Club including music, talks and crafts. A trip to the Concorde museum was enjoyed by all, and tales abounded of those who had flown on her and worked on her!

Following feedback from the members we held monthly history talks which we opened to the public, charging £3 per head to cover tea and cake. We are grateful to those who came to share their knowledge and enthusiasm on their subjects.



**Partnerships** Following the closure of Bristol Community Transport a new arrangement was eventually made with Kingswood Community Transport so that it is again possible to use dedicated transport to enable 10-12 members each week to attend who would otherwise be unable to get to the Lunch Club.

Hotwells Primary school continue to visit each term, as well as QEH who visit as part of their enrichment programme.

We liaise and take referrals from Dementia Wellbeing Service and Social Prescribers as well as Bristol City Council and Social Services personnel.

We work closely with the residents association, HCCA, to ensure our members continue to have a say in local issues

**And finally:** Thank you to our staff, Julia, Corinne and Alison for the hard work you have contributed as well as sharing the fun times with us! Especial thanks go to the volunteers – for your time and energy – THANK YOU!

## **12. Local community support at Saint Stephen's: welcome to newcomers**

*Mary Tippetts*

### **Newcomers from Afghanistan**

We continued to host an English class at Saint Stephen's for women newly arrived from Afghanistan and their young children. Bridges for Communities arranged for a teacher and enabled the students to come from local hotels. Working in partnership with Bridges for Communities, our own community provided a welcome for the students and their children. We enjoyed chatting to the students and supporting their children with toys and play so that the mothers could focus on learning. Big thanks are due to the Coventry Building Society who donated the valuable time of one of their staff to join our Welcome team very regularly.

### **Newcomers from Hong Kong**

In autumn 2022 we ran a further 'Welcome to the UK' course in Saint Stephen's Church. In the 6 week course we welcomed 20 more people resettling in the UK from Hong Kong.



During 2023 we continued to meet together in social events in the Secret Cafe at Saint Stephen's and in other Bristol venues. During this time we were so sad to lose Jeff Plumb from our Welcome Team, when Jeff passed away suddenly. He was so missed by us and our new friends.

We joined the national Christian organisation 'Welcome Churches' who provided the Welcome course.

### **13. Concerts at Saint Stephen's**

*Rupert Martin*



Lunchtime concerts were relocated to St Paul's church while Saint Stephen's was being refurbished. This was a beautiful venue but a little out of the way, so attendances weren't so good. They picked up when the concerts returned to St Stephen's. David Mowat continues to organise a varied programme of high quality, with classical, jazz, folk and world musicians performing on a variety of instruments. A few readings were also included.

The concerts are very much part of the outreach of Saint Stephen's to the city and have built up a loyal following, some of whom came to our Resonate evenings. We are very fortunate to have someone as gifted as David to create such an inspiring programme as part of the creative outlook of Saint Stephen's. His words at the end of each concert are always interesting and thought-provoking.



## **14. Statement of Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of 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 judgments and accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. 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.

Report approved by the Trustees on 18<sup>th</sup> April 2024 and signed on their behalf by

Revd Kat Campion-Spall (PCC Chair)

and

Andy Beckingham (PCC Treasurer)

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF HOLY TRINITY AND  
SAINT STEPHEN'S, BRISTOL**

**FINANCIAL STATEMENTS**

FOR THE PERIOD COVERING  
01 NOVEMBER 2022  
TO 31 DECEMBER 2023

Registered Charity Number: 1202411



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023**

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL

## CHARITY INFORMATION FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023

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### Administrative Information

Charity Name:	The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity and Saint Stephen's, Bristol
Charity Number:	1202411
Operational address:	St. Stephens Church 21 St Stephens Street Bristol BS1 1EQ

### Trustees

Rev Kathryn May Campion-Spall (Chair)  
Rev Sister Teresa Mary (Tracey Diana Wright)  
Edward James Kay  
Dr Emily Gould  
Elana Howard  
Jaclyn Barbara Stephenson  
Lee Kenneth Stephenson  
Nicholas Mason Hall  
Elizabeth Jane Leaman  
Susan Jane Williams  
Diana Chloe John  
Janie Maria Whiteman  
David Christopher Mitchell  
Jane Elizabeth Jones  
Andrew Howard Beckingham  
Rev Frances Mary Houghton  
Alan Richard John  
Rev Richard Gary Croft  
Jeanette Florence Mary Plumb (Resigned 12 March 2023)

### Accountants

TYRRELL PROCTER  
Chartered Accountants  
Beaufort House  
113 Parson Street  
Bristol,  
BS3 5QH

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL**

## **REPORT OF THE TRUSTEES FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023**

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The Trustees present their trustees' report and financial statements for the period covering 1 November 2022 to 31 December 2023.

### **Trustees Statement**

Under charity law, the trustees shall prepare financial statements for each financial year, which show a true and fair view of the state of affairs of the charity and of the excess of income over expenditure. In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are responsible and prudent;
- state whether the recommendations of the Statement of Recommended Practice ("Accounting by Charities") have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are required to act in accordance with the trust deed of the charity, within the framework of trust law. They are responsible for keeping proper accounting records. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

Approved by the Trustees

Rev Kathryn May Campion-Spall  
CHAIR

Approved 18 April 2024

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023

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We have examined the financial statements set out on pages 25-26.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of accounts. The charity's members consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is our responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to our attention.

### Basis of independent examiner's report

Our 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 explanations from trustees concerning 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 accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

This report is made to you in accordance with the terms of our engagement and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the trustees, for our work or for this report.

### Independent examiner's statement

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

1. which gives us reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.



**TYRRELL PROCTER**  
Chartered Accountants

23 April 2024



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023**

	Unrestricted Funds	Restricted Funds		Total Funds 2023	Total Funds 2022
	General	Other	TCS		
	£	£	£	£	£
INCOME AND EXPENDITURE:					
Income Resources:					
- Donations	120,443	389,275	24,759	534,477	-
- Operating Activities	16,376	-	15,050	31,426	-
- Investments	1,987	-	109	2,096	-
TOTAL INCOMING RESOURCES	138,806	389,275	39,918	567,999	-
Expended Resources					
- Operating Activities	130,838	390,625	44,777	566,240	-
- Management & Administration	7,274	-	1,344	8,618	-
TOTAL RESOURCES EXPENDED	138,112	390,625	46,121	574,858	-
NET INCOMING RESOURCES	694	(1,350)	(6,203)	(6,859)	
Investment gains / (losses)	1,947	-	-	1,947	
Asset Depreciation	(380)	-	-	(380)	
Funds transferred from Holy Trinity Hotwells – Charity 1132765	40,429	38,807	29,964	109,200	-
Funds transferred from Saint Stephens, Bristol – Charity 1165483	42,436	4,706	-	47,142	-
Balance of Funds – Brought Forward	-	-	-	-	-
Balance of Funds – Carried Forward	85,126	42,163	23,761	151,050	-

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL**

**BALANCE SHEET  
AS AT 31 DECEMBER 2023**

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible Assets	2	1,517	-
CURRENT ASSETS			
Investments	3	42,667	
Debtors	4	10,432	-
Balance at Bank		116,559	-
		169,658	-
CURRENT LIABILITIES			
Creditors falling due within one year	5	(20,125)	-
NET CURRENT ASSETS		149,533	-
NET ASSETS		151,050	-
Represented by:			
UNRESTRICTED FUNDS	6	85,126	-
RESTRICTED FUNDS	6	65,924	-
		151,050	-

Approved by the Board of Trustees and signed on its behalf:

.....

– Chair

.....

– Treasurer

Approved 18 April 2024

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL

## NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023

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### 1. PRINCIPAL ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

#### **(a) Basis of Accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice.

#### **(b) Fund Accounting**

- (i) Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- (ii) Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- (iii) Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **(c) Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- (i) Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- (ii) Donated services and facilities are included at the value to the charity where this can be quantified.
- (iii) The value of services provided by volunteers has not been included in these accounts.
- (iv) Investment income is included when receivable.
- (v) Incoming resources from charitable trading activity are accounted for when earned.
- (vi) Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL**

## **NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023**

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### **(d) Resources Expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered.

- (i) Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- (ii) Charitable expenditure comprises the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
- (iii) Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- (iv) All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

### **(e) Fixed Assets**

Tangible fixed assets are written off over the expected useful life of the asset, at 25% per annum on the reducing balance basis.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023**

**2. TANGIBLE FIXED ASSETS**

	<b>2023</b> £	<b>2022</b> £
<b>COST</b>		
Transferred cost	100,344	-
Additions in the year	-	-
	100,344	-
<b>DEPRECIATION</b>		
Transferred depreciation	98,447	-
Charge for the Year	380	-
	98,827	-
<b>NET BOOK VALUE CARRIED FORWARD</b>	1,517	-
<b>NET BOOK VALUE BROUGHT FORWARD</b>	-	-

**3. INVESTMENTS**

	<b>2023</b> £	<b>2022</b> £
Endowments – Sunday School Prizes	2,758	-
Endowments – Trinity Buildings	19,735	-
Deposits – Church of England	20,174	-
	42,667	-

**4. DEBTORS**

	<b>2023</b> £	<b>2022</b> £
Sundry Debtors	5,075	-
HMRC	5,357	-
	10,432	-

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
HOLY TRINITY AND SAINT STEPHEN'S, BRISTOL**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE PERIOD 01 NOVEMBER 2022 TO 31 DECEMBER 2023**

**5. CREDITORS – FALLING DUE WITHIN ONE YEAR**

	<b>2023 £</b>	<b>2022 £</b>
Sundry Creditors	9,107	-
Deposits and Advanced Receipts	2,358	-
Capital Retention	8,660	-
	<b>20,125</b>	<b>-</b>

**6. MOVEMENTS IN FUNDS**

	<b>Balance 01.11.2022</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Funds Transfer</b>	<b>Balance 31.12.2023</b>
<b><u>Restricted Funds</u></b>					
HTH Buildings Fund	-	-	(1,200)	34,586	33,386
St Matthias Schools Chaplaincy Fund	-	-	(464)	4,219	3,755
Community Support Fund	-	-	-	1,640	1,640
Hardship Fund	-	243	(412)	2,234	2,065
St James Parish Hall	-	5,500	(5,500)	1	1
SSC Buildings Fund	-	383,532	(383,049)	-	483
Bristol Archdeaconry Charity	-	-	-	833	833
TCS	-	39,918	(46,121)	29,964	23,761
Total Restricted Funds	-	429,193	(436,746)	73,477	65,924
<b><u>Unrestricted Funds</u></b>					
General Fund	-	140,753	(138,492)	82,865	85,126
		140,753	(138,492)	82,865	85,126
<b>Grand Total</b>	<b>-</b>	<b>569,946</b>	<b>(575,238)</b>	<b>156,342</b>	<b>151,050</b>