

Holy Trinity Church MELROSE

**Annual Report and Accounts
for the year ended 30th September 2024**

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Introduction

Holy Trinity Church Melrose is a charity governed by a constitution dated 9th June 2021. The Church is a member congregation of the Diocese of Edinburgh under the pastoral oversight of the Bishop of Edinburgh and is subject to the Canon Law of the Scottish Episcopal Church.

Holy Trinity Church was established for the advancement of religion and to provide public benefit. It is registered as a Scottish charity - Charity Number SC000966

In accordance with the terms of the Constitution and its requirements as a charity, an annual general meeting (AGM) of the constituent members of the congregation is held each year at which the Vestry, as its charitable trustees, submits an annual report and accounts for the preceding year.

The Vestry

Vestry duties and objectives

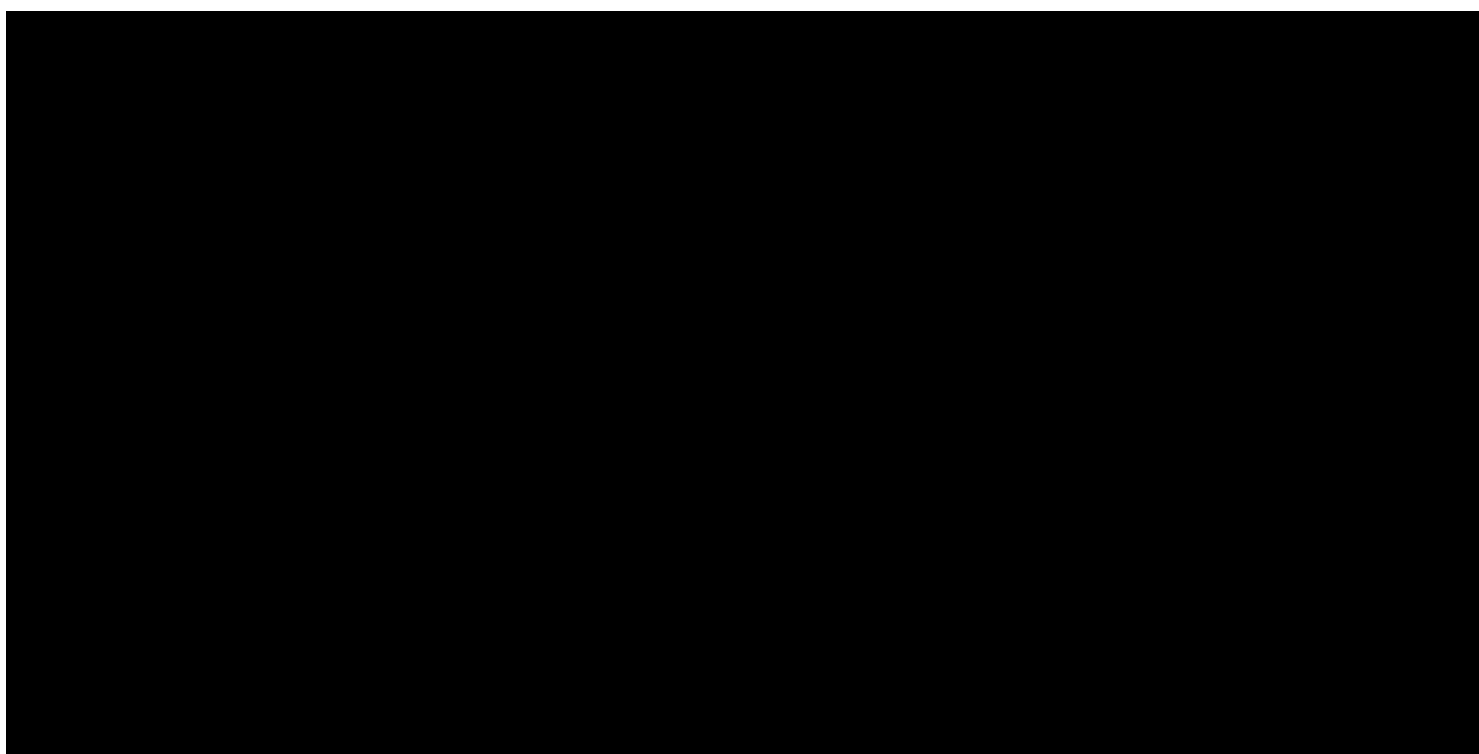
The management of the financial and temporal affairs of the Church is conducted by the Vestry, which met seven times between October 2023 and September 2024, Additionally Vestry met with the congregation on 26th November 2024 for the 2023/2024 AGM.

Vestry has continued using sub-committees to make progress and agree on any regular tasks. Each of the sub-committees has its own terms of reference and remit, along with a convenor, secretary and members. A representative of Vestry sits on sub-committees where appropriate. The Vestry receives reports and minutes from sub-committees at its meetings.

In addition to the duties defined in the Constitution, the Vestry assists the Rector in all matters affecting the spiritual welfare of the congregation. It also oversees a number of committees and working groups set up to ensure the smooth running of the Church and the pastoral care of all age groups within the congregation and wider community, having particular regard to the Protection of Vulnerable Groups (Scotland) Act 2007.

Through its representatives, Vestry continues to play an active part in the work of the Churches' Borders Area Council, the Diocesan Synod and the Eco-congregation churches' network. The Vestry appreciates the work of a number of people who give freely of their time - to keep the church clean and tidy, provide floral decorations and work in the church grounds, cater and provide refreshments, undertake pastoral work and participate in many ways during services, while also reaching out to the community and welcoming and supporting one another. All these people are essential to allow the church to function and meet its aims and objectives.

Composition of the Vestry October 2023 to September 2024



Congregation: Holy Trinity, Melrose

SAFEGUARDING POLICIES AND PROCEDURES

Are the SEC Policies for Children and Vulnerable Adults displayed prominently in the Church?	Yes	
Is the 'Childline' Poster displayed in the Church?	Yes	
Does the Church have a PVG Co-ordinator for Children ?	Yes	
Do they have a copy of the Child Protection Training Booklet?	Yes	
Is their name and contact details displayed within the Church and the Church buildings?	Yes	
Does the Church have a separate PVG Co-ordinator for Vulnerable Adults	Same person	
Is their name and contact details displayed within the Church and the Church buildings?	Yes	
Do they have a copy of the Protecting vulnerable Adults handbook?	Yes/No	
Are the contact details of the Diocesan Protection Officer and the Provincial Officer for the Protection of Children and Vulnerable Adults displayed within the Church?	No	
Does the Vestry have safeguarding on its agenda at its meetings?	Yes	
Is an annual safeguarding report provided to the Vestry at the Church AGM?	Yes	Provided before AGM

Has the Vestry identified a 'Regulated Work Employer'?	Yes	Rector
Has the Vestry compiled a register of 'Regulated Work Positions and	Yes	Pastoral group

SAFE RECRUITMENT AND MANAGEMENT OF VOLUNTEERS/STAFF

	Details	
Who undertakes the recruiting process for regulated work positions and positions of trust within		Rector
Are regulated work positions and positions of	Yes	Only paid posts
Are job descriptions available for all volunteer		Available for pastoral care group
Are people interviewed for these roles and who		Not interviewed, informally assessed
Are references taken up for volunteer and paid staff		Only paid posts
Are PVG applications submitted and the approval of the Provincial Officer received BEFORE the	Yes	
Do all volunteers and paid staff have an identified	Yes	Pastoral care group report to Rector
Have all volunteers and staff undertaking a regulated work role been issued with a pocket card of good	Yes	
Have the volunteers or staff (including the PVG coordinators) received or	Yes	2019 was the last time training was provided
Are records maintained for safeguarding training?	Yes	

Name of Person Completing this return:



Position in Church: PVG Co-ordinator

Date: December 18 2024

Diocesan Synod Report for 2024

- 1 Discussion about the future role of the Chancellor. The next Chancellor is to be [REDACTED] who is a specialist in Charity Law.
- 2 Synod, the Bishop noted that it was taking place during conflict, not just internationally such as in Gaza, but also within the Church involving the Bishoprics of Orkney and Aberdeen.
- 3 Financial planning was discussed including the availability of various grants.
- 4 Agendas for various Area Councils.
- 5 [REDACTED] spoke about the finances including the UTP for 2024 and 2025. It showed a deficit of £34k with expenditure up by 1.5%.
- 6 Changes in rules relating to pension contributions which will reduce staff costs. Inflation remains on average at 3%. But the Diocese is hoping to return to break-even budgeting partly due to reduced pension contributions.
- 7 Funds will be made available for charges unable to afford the increase in contributions.

[REDACTED]

Holy Trinity Lay Representative

FINANCIAL REVIEW

Financial position at 30th September 2024

The church's income continues to derive predominantly from congregational giving (receipts 2023-24 £85,140, 2022-23 £77,357). This was enhanced for the third year by the online Just Giving system (2023-24 £400, 2022-23 £2,162, 2021-22 £245) and an additional source of income was the renting out of the rectory from May 2023 onwards at a rent of £800 per month. The church continues to undertake fund raising for general church purposes (2023-4 £932.48, 2022-23 £2,058, 2021-22 £952) and this was augmented by donations from the Social Committee and other church groups amounting to £448.

The major item of expenditure remains that of paying stipend and pension for a full time stipendiary priest (2023-24 £44,054, 2022-23 £39,347). Due to uncertainty over the way forward with the rectory and church stone-work repairs, expenditure on repairs and maintenance was relatively modest (2023-24 £11,586, 2022-23 £19,959, 2021-22 £17,892) but as a result of the church taking on the burden of the Trinity Centre energy costs these as an item of expenditure continued to rise (2023-24 £20,586, 2022-23 £16,591, 2021-22 £11,081). Despite this the deficit at -£2,817 was less than budgeted, -£6088.45). The planned stewardship campaign took place in the spring of 2024 and helps explain the healthy rise in congregational giving.

Reserves

According to our reserve policy at least six months running costs based on average expenditure over the past five years has to be held in reserve to guard against any unexpected shortfalls or cost of living increases. This year that amounts to £45,203. Given total assets of £82,572 this allows for a total spend of £37,369. As this is clearly inadequate to cover basic costs a major fund raising campaign combined with a systematic search for grant money for building maintenance will be required in the coming years. The church relies on the contribution of many unpaid volunteers to meet certain pastoral, community and stewardship needs. The Vestry particularly thank those individuals who have organised fund raising events this year.

In conclusion Vestry also thanks the various individuals and groups who all contribute to the smooth running of the church, its appearance and services and the many members of the Congregation who willingly give time to assist with the running of the Church. Without them nothing would be possible.

BY ORDER OF THE VESTRY



Holy Trinity Church, Melrose

Receipts and Payments Account

For the year ending September 2024

RECEIPTS (see attached schedule)	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2024</i>	<i>Total 2023</i>
Donations and grants				
Congregational Giving	55,392.24		55,392.24	50,235.80
Gift aid on congregational giving/donations	14,986.09		14,986.09	12,735.60
Donations & Legacies	14,762.35	0.00	14,762.35	15,429.24
Grants & Trusts	1,930.00		1,930.00	2,429.44
	<u>87,070.68</u>	<u>0.00</u>	<u>87,070.68</u>	<u>80,830.08</u>
Charitable Activities for Generating Funds				
Use of Church and grounds	11,535.00		11,535.00	11,168.74
Concerts	0.00		0.00	0.00
Fayres, coffee mornings etc.	1,040.28		1,040.28	707.85
Sundry			0.00	0.00
	<u>12,575.28</u>	<u>0.00</u>	<u>12,575.28</u>	<u>11,876.59</u>
Investment Income				
Investment Income	1,649.52		1,649.52	786.84
Interest	288.98	96.32	385.30	422.22
	<u>1,938.50</u>	<u>96.32</u>	<u>2,034.82</u>	<u>1,209.06</u>
Other income				
Miscellaneous	1,034.00	0.00	1,034.00	0.00
Other Incoming Resources				
			0.00	0.00
			0.00	0.00
	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
	<u>102,618.46</u>	<u>96.32</u>	<u>102,714.78</u>	<u>93,915.73</u>
PAYMENTS (see attached schedule)				
Charitable Activities				
Clergy and Ministry Costs	47,668.19		47,668.19	44,742.01
Worship Costs	9,343.32		9,343.32	7,730.94
Fabric Costs	38,646.85	0.00	38,646.85	51,661.66
Quota (diocesan dues)	8,459.40		8,459.40	7,400.20
Donations to other charities	2,303.00		2,303.00	1,294.00
	<u>106,420.76</u>	<u>0.00</u>	<u>106,420.76</u>	<u>112,828.81</u>
Difference Between Receipts and Payments	-3,802.31	96.32	-3,705.98	-18,913.08
Opening Fund Balances	40,430.55	6,709.64	47,140.19	47,140.19
Transfers between Unrestricted and Restricted	0.00	0.00		
Fund Balances carried forward	<u>36,628.25</u>	<u>6,805.96</u>	<u>43,434.21</u>	<u>28,227.11</u>

Holy Trinity Church, Melrose

Receipts for the year ending 2024

	2024		2023	
Receipts	£	£	£	£
Congregational Giving				
Regular giving	46340.00		41420.00	
Tax Reclaimed	14986.09		12735.60	
Free Will Offering (FWO)	2928.13		3199.25	
Ordinary Collections	6124.11		5616.55	
Donations	14762.35		15429.24	
		85140.68		78400.64
Grants Investments & Trusts				
Diocesan Grants	160.00		0.00	
Investment Income	1649.52		786.84	
Trusts	1770.00		2429.44	
Interest	385.30		422.22	
		3964.82		3638.50
Fund Raising Activities				
Fayres	1040.28		707.85	
Concerts	0.00		0.00	
Other				
		1040.28		707.85
Sundry Income				
Use of Church	11535.00		11168.74	
Church Yard	1034.00		0.00	
Miscellaneous	0.00		0.00	
		12569.00		11168.74
		<u>102714.78</u>		<u>93915.73</u>

Holy Trinity Church, Melrose

for the year ending 30th September 2024

	<i>Note</i>	2024		2023	
		£	£	£	£
Stipend (Including National Insurance)		33624.45		31382.54	
Pension Contributions		10429.92		7964.70	
		44054.37		39347.24	
Council Tax		3421.28		4193.46	
Travel		0.00		0.00	
Telephone					
Office Costs		192.54		601.31	
Conferences & Travel		0.00		600.00	
		3613.82		5394.77	
Quota		8459.40	8459.40	7400.20	7400.20
Premises costs					
- Heat & Light		20586.00		16591.68	
- Insurance		5273.49		5137.58	
- Premises					
		25859.49		21729.26	
Repairs and Maintenance					
Church and churchyard		9235.83		14661.10	
Church Hall		0.00		0.00	
Rectory		2350.66		5298.55	
Sundry					
		11586.49		19959.65	
Sundry Expenses					
Altar		1405.68		447.63	
Church Yard / Grounds		200.87		9972.75	
Youth support		0.00		0.00	
Music & Choir		7126.98		6247.67	
Locum Fees		0.00		0.00	
Pilgrimages and labyrinth					
Communications		660.66		586.26	
Service sheets					
Miscellaneous		150.00		449.38	
		9544.19		17703.69	
Charitable Donations		2303.00	2303.00	1294.00	1294.00
		<u>105420.76</u>		<u>112828.81</u>	

Diocese of Edinburgh
Holy Trinity, Melrose
Balance Sheet
To Date

30/09/2024

		Sept 2024	Sept 2023
Investments		<u>£57,838.81</u>	<u>£50,191.29</u>
Current Assets			
Cash at Bank:	General	£23,707.56	£26,473.15
	HT cash within TC Intere:	£0.00	£0.00
	Trinity Centre Account (R:	£3,155.00	£220.00
		<u>£26,862.56</u>	<u>£26,693.15</u>
Less: Credits and Liabilities to Month end			
Uncashed Cheques to Date		<u>£1,385.66</u>	<u>-£445.27</u>
Net Current Cash Assets		<u>£28,248.22</u>	<u>£26,247.88</u>
Net Assets		£86,087.03	£76,439.17
Represented By			
General Funds		£78,006.75	£71,390.21
Fabric Restricted Funds		£4,925.28	£4,828.96
Trinity Centre Restricted Fund		£3,155.00	£220.00
		<u>£86,087.03</u>	<u>£76,439.17</u>
Notes:			
Cash at bank		£24,733.28	£26,247.88
Investments as of 30/09/2024		£57,838.81	£50,191.29
		<u>£82,572.09</u>	<u>£76,439.17</u>

30/09/2024

Independent Examiner's Report
To the Vestry of Holy Trinity Church Melrose

I report on the accounts of Holy Trinity Church Melrose for the year ended 30th September 2024, on pages 6-9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of accounts in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities (Scotland) Regulations 2006. The charity trustees consider that the audit requirement go Regulation 10 (1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented in those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and , consequently, I do not express an opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination no matter has come to my attention

- 1) which gives me reasonable cause to believe that in any material respect the requirements :
 - to keep accounting records in accordance with Section 44 (1) (a) ode to the 2005 Act and Regulation 4 of the Accounts Regulation (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended) have not been met, or
- 2) to which my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name:

Address:

Date:

8th November 2024

**Independent Examiner's Report
To the Vestry of Holy Trinity Church, Melrose**

I report on the accounts of Holy Trinity Church, Melrose for the year ended 30th September 2024

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of accounts in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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Independent examiner's statement

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 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the Accounts Regulations (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended) 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.

Name:

Address:

Date:

8/11/24

Holy Trinity Melrose SC000966