

Charity Registration No. 1128313

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH  
OF HOLY TRINITY WITH SAINT MARY

**ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE  
YEAR ENDED 31 DECEMBER 2023**

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees:</b>	The Rev'd Canon Robert Cotton (Chair & Incumbent)	(Resigned May 2023)
	The Rev'd Jonathan Hedgecock (Associate Minister)	
	The Rev'd Ben Cahill-Nicholls	
	M Bishop (Lay Vice-Chair)	
	C Graham (Deanery and General Synod Representative)	
	A Marriage (Deanery Synod Representative)	
	A Mathews (Deanery Synod Representative)	(Elected 2 May 2023)
	P Graham (Treasurer)	
	J Nockolds (Churchwarden - St Mary's)	(Elected 2 May 2023)
	H Parkinson (Churchwarden – Holy Trinity)	(Elected 2 May 2023)
	G Gregory (Churchwarden - Holy Trinity and Deanery Synod Representative)	(Elected 2 May 2023)
	J Leak (PCC Secretary)	
	S Bampfylde	(Elected 2 May 2023)
	M Boor	
	N Campion-Smith	
	J Hancock	(Elected 2 May 2023)
	J Hedgecock	(Elected 2 May 2023)
	C Howes	(Elected 2 May 2023)
	V Howes	
	G Jones (Designated Safeguarding Lead)	
	M Kettell	
	R Lee	
	A McIntosh	(Elected 2 May 2023)
	N Matthews	(Elected 2 May 2023)
	D Mutombo	
	M Perrins	
	C Roberts	
	C Tollman	

**Charity number** 1128313

**Examiner** Helen Lee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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The Trustees present their report and financial statements for the year ended 31 December 2023.

The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity with St Mary, known as Holy Trinity with St Mary Guildford, incorporates two churches; Holy Trinity Church on the High Street and St Mary's Church on Quarry Street. The Parish is part of the Diocese of Guildford within the Church of England.

The accounts have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the PCC's Trust Deeds, the Charities Act 2011 and the Charities Act 2022 where relevant, the 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1 January 2022)' and the Church Accounting Regulations 2006.

### Objectives and activities

The PCC of Holy Trinity with St Mary (HTSM) has the responsibility of co-operating with the incumbent, Rev'd Robert Cotton, until his retirement in Mary, in promoting in the Parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. It jointly decides, with the incumbent, how PCC money is to be used and is responsible for insurance and for the repair, maintenance and use of church buildings; it also has to agree any changes to existing forms of worship in the Parish. In setting objectives and planning activities, the PCC has given careful consideration to the Charity Commission's general guidance on public benefit.

#### *Safeguarding*

The Parish's Safeguarding Officer (PSO) ensures that the Parish's Child and Vulnerable Adults Protection Policy is kept up to date, understood and followed. The Designated Safeguarding Lead (DSL) acts as a liaison between parish safeguarding work and the PCC. The DSL and PSO, together with the incumbent Rev'd Robert Cotton, maintain a Parish Safeguarding Self Audit and implement the parish strategy to implement best practice and encourage the completion of safeguarding training by all PCC members and everyone involved in parish activities. The PCC has complied with the duty to have 'due regard' to the House of Bishops' guidance in relation to safeguarding.

#### *Inclusion*

As an inclusive church we embrace all people and subscribe to the definition of Inclusive Church. We offer safe spaces for groups that may contain vulnerable people. A good example is the series of Rainbow Services that are arranged, in cooperation with other local churches, every 6 months at St Mary's.

### Achievements and Performance

#### *Electoral Roll and Church Attendance*

The Church Electoral Roll was revised in preparation for the Annual Parochial Church Meeting in May 2023. The result of the revision was that the number on the published list to be able to vote at the APCM was 234. During the remainder of 2023 I received 4 additions to the roll. Therefore, the number on the roll at the end of December 2023 was 238. *Helen Parkinson, Electoral Roll Officer*

#### *PCC Meetings*

The full PCC met five times during the year with an average attendance of 69%. All meetings were face-to-face, but with the option of joining via Zoom if preferred. Committees and groups met between PCC meetings, and the PCC received and discussed their reports throughout the year as appropriate. The

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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activities of the committees and groups considered in this report are discussed further below.

#### *Standing Committee*

The Standing Committee continued to meet throughout the year prior to each PCC meeting to set the agenda for PCC meetings. It transacted PCC business between its meetings, subject to any directions given by the PCC.

#### **Ministry**

On 21<sup>st</sup> May 2023 the parish said farewell to Revd Canon Robert Cotton, after 27 years as our Rector. This was marked by a combined service for the congregations of Holy Trinity & St Mary's, followed by a bring and share lunch and speeches expressing the Parish's immense gratitude to Robert and Hilary for all that they shared with us and achieved over the years. Amongst the gifts presented to Robert was a bound copy of his weekly newsletters, under the title "Dear Friends", a reminder of both the inspirational leadership and the friendship that we enjoyed throughout Robert's ministry.

Corinne Jones was ordained Deacon in Guildford Cathedral on 2<sup>nd</sup> July, which was a cause for great joy and celebration; she commenced her ministry and made a hugely positive contribution to parish worship and to the visible presence of the clergy team during the week, through her continued work as the Parish Operations Manager.

From 21<sup>st</sup> May 2023 to 9<sup>th</sup> January 2024 the parish was officially in vacancy, and during this time the Churchwardens, with the Area Dean, assumed legal responsibility for operations. Jonathan Hedgecock (Ordained Local Minister) coordinated the work of the clergy team, and was supported to the full by the clergy at both churches: Revd Brian Roberts and Revd Rod Pierce as OLMs with Permission to Officiate, Revd Ben Cahill-Nicholls (Minster in Secular Employment), Revd Corinne Jones as our newly ordained OLM, Revd Helen Poole and Revd Adrian Leak (both with PTO), Revd Andy Wheeler (serving Common Ground and St Mary's) and the Methodist minister at St Mary's, Revd Dr Paul Glass. Our trained occasional preachers, Stephen Marriott, Annika Matthews and David Mutombo, also contributed to worship during the course of the year. We are immensely grateful to the whole team, together with our intercessors, servers, musicians and all those who help to ensure that our services run smoothly, for their hard work during the vacancy, ensuring that worship, occasional offices and pastoral care were able to continue throughout the vacancy. Helen Poole retired from her PTO role in the Diocese at the end of 2023, and we are deeply indebted to her for her prayerful presence and support for our Pastoral Care team. Ginnie Gregory commenced the discernment process for possible Ordination training as a potential OLM, and will proceed to her stage 2 Bishop's Advisory Panel in the spring of 2024.

The main Sunday services in the parish continued to be the celebration of the Eucharist at 10.00 a.m. at Holy Trinity and Morning Worship or monthly Communion at St Mary's at 10.30 a.m. Weekly Choral Evensong continued at 6.00 p.m. at Holy Trinity, and during the choir's summer holiday Evening Prayer was led by a number of lay members of the congregation, who also contributed insightful reflections. The 8.00 a.m. Holy Communion service at St Mary's has continued to attract a small but loyal and engaged congregation. A service for the Judiciary and the Borough Remembrance Service were presided over by Revd Ben Cahill-Nicholls, ensuring that we were able to fulfil our Civic responsibilities during the vacancy. Christmas services were well attended and delivered in the normal parish tradition. Morning Prayer continued to be said online on weekdays and Saturdays.

Interviews for the new Rector were conducted in July with the full participation of the parish clergy team. We were delighted that as a result, Revd Canon Simon Butler, formerly the vicar of St Mary's Battersea, was appointed and took up the post of Rector on 9<sup>th</sup> January 2024. We look forward to working with Simon

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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in the years ahead. *Jonathan Hedgecock*

#### **The Church Wardens**

What a year to have been Church Wardens. Starting in January with Robert's announcement of his retirement. What a privilege to have been involved in everything that followed. We believe the whole process of having to find a new Rector has helped the whole parish to understand who we are, what we want to be and how we work.

We had some joyous celebrations of Robert and Hilary's time in the parish including lunches at each church and a magnificent talent show. In the period that followed we are enormously grateful to our clergy team who all took on extra work and how wonderful for us that Corinne joined the team after her ordination in the summer. Who could have imagined that the Judiciary and Remembrance services could run without Robert but Ben showed his flare in taking on these events.

The vacancy and selection process has meant that we have had more contact with the diocese, in particular Bishop Andrew and the Archdeacon, now Bishop Paul, both of whom have taken services in the parish. We are very grateful for the time, understanding and spiritual space they have given us to help us find the right Rector.

What fun to have been able to have input into the Rectory upgrade. Quite a few people made suggestions on the kitchen plan. Thankfully the reasonably swift appointment of Simon meant that Simon and Paul were soon able to take over decisions about their own home. It was lovely to see Simon and Paul installed in a very freshly painted and smart Rectory before the end of the year.

Above all we are enormously grateful for all the help, support, patience and understanding we have had from the One Big Amazing Team that our parish has proved to be through this chapter of our parish life. *Ginnie Gregory, Jenny Nockolds & Helen Parkinson, Churchwardens*

#### **Safeguarding**

Safeguarding at HTSM never stands still. We are blessed with many church volunteers in many different capacities, all of whom are required to have an awareness of safeguarding and who have different levels of safeguarding training, depending on their roles.

#### Parish Dashboard

The launch of the Parish Dashboard in August 2021 introduced us to a new way of recording and tracking our safeguarding status. It has been very rewarding to see our church groups take up, produce and ultimately put into practise all the various Diocese requirements. However, the Dashboard is not just about keeping records and documents: it is an active reminder to us that safeguarding is a living, growing part of church life; something that requires care, thought and adaptation as we go along.

#### DBS Checks

Over the past year, we have been advised by the Diocese to extend our child protection safeguarding practices to include extensive DBS checks. This means we now require a Disclosure & Barring check from all volunteers supervising children who may be, even occasionally, in sole charge of them. This includes Parent Supervisors for the youth choirs, Cafe Club volunteers and other groups working with young people and children. Many thanks to all the choir parents and the many other volunteers who have had a DBS check in order to help safeguard our young people. If you have any queries about DBS checks please contact Chloe Benson or Rebecca Cunningham at: [DBS@holytrinityguildford.org.uk](mailto:DBS@holytrinityguildford.org.uk)

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Safeguarding Training

Safeguarding training is required by the Diocese of Guildford for all our volunteers with children, young people and vulnerable adults. Over the past couple of years, additional requirements for Church wardens and the PCC have been introduced. Particular thanks are due to all our church wardens for undertaking extensive new safeguarding training. Thanks also to those members of the PCC who have completed theirs. We are much nearer to our goal of having everyone trained than we were this time last year. Just a reminder that the required safeguarding training for members of the PCC is Foundation level safeguarding and Raising Awareness of Domestic Abuse.

For those who still have training to do, please contact me at: [safeguarding@holyltrinityguildford.org.uk](mailto:safeguarding@holyltrinityguildford.org.uk) and I can send you the necessary details. *Mari Gardner, Parish Safeguarding Officer, HTSM*

#### **St Mary's Work and Activities**

The year at St Mary's began with the annual Methodist Covenant Service, a renewal faith commitment and expression of Christian discipleship – a fitting way to set the scene for the year ahead. During the year we have continued to welcome new worshippers some of whom have become regular worshippers in our congregation and others who regard St Mary's as their spiritual home even though they come infrequently. We were delighted that the Christmas services were very well attended with even greater numbers than last year.

In January Robert announced his retirement after 27 years and in May, after his last service at St Mary's, we celebrated his long and fruitful ministry including his vision and enablement of the "re-imagining" of St Mary's with the arrival of GMC ten years ago.

Then in October in the year we had celebrated this tenth anniversary of GMC coming to St Mary's with speeches acknowledging the huge blessing that this has been, an appropriately iced cake and a wonderful harvest meal.

Between Pentecost and Ascension Day a short prayer meeting was held each day in St Mary's based on the Thy Kingdom Come, Novena prayers from the C of E. Then in July we followed the Methodist Bible Month and studied the book of Revelations both in services and in weekly meetings.

#### **Reflections at St Mary's**

A series of five Lent Reflections with the theme of "The Humble God" based on the work of Jane Williams and three Advent Reflections with the theme of "Searching for Home" based on the 2023 York Course gave us much to ponder on. As in previous years, these were held on Thursday lunchtimes with soup and helpful discussion points to follow. Approximately 30 to 40 people from a variety of churches attended.

#### **Chit Chat**

Chit Chat continues to serve our guests from other countries with an average of 20 or so guests each week and we continue to be blessed with many volunteer hosts from various churches. The guests reflect the current political climate with many of them coming from Ukraine, Turkey, Syria and Hong Kong. Some come for a relatively short time while they get settled and find jobs and some for longer. Chit Chat online continues to serve a group of guests who have returned home.

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY**

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

### **FOR THE YEAR ENDED 31 DECEMBER 2023**

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#### **Weekday Opening at St Mary's**

Our regular opening on Tuesdays and Thursdays, and also on some Fridays as availability of welcomers allows, has continued to provide a warm welcome, a much-valued opportunity for quiet time or a friendly conversation and appreciation of the historic building. Opening was extended for Heritage weekend when many people visited.

Coffee and Cake, on Thursdays once a month usually featured the work of a local charity and was appreciated by around 30 people or so from a variety of churches or none.

We have been pleased to welcome many ad hoc school visits during the day who have been fortunate to find the church open as well a number of arranged school visits.

During the year we have had the pleasure of hosting a number of art exhibitions: a varied and fascinating exhibition entitled "Art for Ukraine" by a Ukrainians living in Guildford; a moving photographic exhibition entitled "Proud to be Surrey – Images of Faith" which featured photographs of and words by students of different faiths and world views; an exhibition of tapestries of local scenes by a local artist entitled "Walking the Wey" and also we have Stephen Kinder's stirring paintings based on Easter and Pentecost on long term loan.

#### **Common Ground and Vigils for Ukraine and Peace**

Common Ground has continued to meet monthly throughout the year in person at St Marys, by zoom or a combination of both. We had a refreshing and rewarding awayday in the summer in Nigel & Andrea's lovely garden with the theme of pilgrimage and community. The annual commitment service was held in September and the occasional Saturday morning Practical Aspects of Spirituality have resumed and are now being offered by Common Ground.

A dedicated team have led Common Ground's weekly Vigils every Friday evening throughout the year. With the start of the Israel Gaza conflict, and in recognition of other conflicts around the world including Sudan and Yemen, the Vigils for Ukraine have been broadened to Vigils for Peace. By the end of 2023 over 7,000 visitors have come in to light a candle for peace and to reflect on the situation. We continue to receive many very appreciative comments and provide a brief haven of peace in our troubled world.

#### **St Mary's Joint Council**

In March our beautiful new "Tree of Life" stained glass window donated by Keith Spacie was dedicated at a special service at which the artist Mollie Meager was present.

During the year we received the archaeologists report on the skeletons and other bones that were exhumed during the building works. The report content was fascinating and was presented at a well-attended meeting and was received with great interest. All the remains were then buried in a new site in the churchyard after a reinternment service led by Rod. The service was based on the service held for the re-internment of the remains of Richard III.

The major work outstanding on the building are improvement of the hot water for the kitchen & toilets and resolving the draftiness of the external glass doors.

A bequest for St Mary's was received from Iris Hawkins who died during the year. The preferred option for its use will be selected in due course.



# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 2023

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### Parish Activities and Premises

During 2023 the office was a busy and thriving place. The year was challenging due to Robert Cotton's retirement and the Rector's vacancy, but the office staff were well supported by the wardens and clergy and continued to work to support the parish by providing administration of parish matters including worship, use of the buildings, finance, record-keeping and governance. Together with Robert Munro, the office has also continued to provide a welcoming face to parishioners and the wider community both in-person and online.

The buildings continued to be busy with bookings. We welcomed new bookings from schools, charities, local businesses, independent markets, and concerts, especially in Holy Trinity. As we had hoped, St Mary's has seen a significant increase in gatherings, smaller more intimate recitals and folk concerts. The venues are both so popular with regular bookings that we have had enquiries for 2026! All our hire rates are currently being reviewed and we are hopeful that any increase will be rolled out in time for September.

The office manages the website, social media, and other forms of communication for the Parish. During 2023 we had 16,000 unique visitors to the website. The top pages continue to be the homepage and the events page. During 2023, and with the consent of the Standing Committee we removed the parish from X (formerly Twitter). Our Facebook reach dropped by 30% which due to the algorithm changes isn't surprising, but our page visits increased by 100% to 3969. A large part of the role during 2023 was around the preparation of the Parish Profile and then for the Installation.

Robert Munro has continued to oversee the maintenance and cleaning of Holy Trinity, St Mary's and the Trinity Centre assisted by our cleaners Carol Barnes (who retired in October) and Julian Giraldo. Robert has managed several projects over the year which resulted in financial savings including completing the renovation of Holy Trinity clergy vestry, making the stained-glass window for the clergy vestry and being a key person in the renovation of the Rectory in preparation for the new Rector. He also carried out our essential maintenance at The Rectory, 6 Trinity Churchyard and 27 Pewley Way. *Corinne Jones and Chloë Benson*

### Pastoral Care

The Pastoral Care Group offers prayers, home visits, communion, and other assistance to members of the parish. All members have been DBS checked and have received training in Domestic Violence Awareness. We have members of the clergy team in the group who can give spiritual support and offer home communion. The group has met every 6 to 8 weeks to update each other on visits carried out by our members. The Rector attends some of our meetings and is always sent copies of the minutes.

Our primary function remains to keep in touch with members of the congregation who have been unable to attend church, visiting and taking communion. In addition, we have held regular coffee mornings and afternoon teas at St Mary's Church for those members of the congregation who might not be able to attend other events, providing transport where possible. These events have proved very popular and appreciated by all concerned. A list of our terms of reference can be seen at the back of each church and on the website. We can be contacted via the parish office. *Chris Roberts*

### General Synod

General Synod met 3 times in 2023, with an extra group of sessions in November. Much of the time was spent on proposals to allow same sex blessings.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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In February General Synod voted to accept the House of Bishops' motion to (among other things) refine, commend and issue the Prayers of Love and Faith to bless couples in same sex relationships. In November the revised prayers were brought back to Synod who voted to encourage the Bishops' to continue to implement the new prayers and an amendment was passed seeking to make available, possibly on a trial basis, a stand-alone service of blessing (the motion in November otherwise specified that the Prayers were for use during a service such as the Eucharist or Evensong). A further amendment was rejected that asked for separate provision for those that disagreed, which I understand as an attempt to create separate oversight in the Church for those opposed to same sex blessings.

It is my view that the November decisions are a long way from where we want to be but are a step forward. At the time of writing no stand-alone services have been made available and it appears that the Bishops' want to delay them until some sort of separate provision available for those who disagree, despite the decision of Synod to the contrary. No doubt there will be further discussion in 2024.

In addition, there was debate on other matters, the most important being the ongoing failure of the national church to deal adequately with safeguarding, especially of old cases where survivors have been repeatedly failed. The decision of the Archbishops' Council to disband the Independent Safeguarding Board with almost no notice and no replacement in place was especially criticised. *Carolyn Graham*

#### **Diocesan Synod**

Diocesan Synod has discussed a number of matters including the Dioceses' progress towards Net Zero including work done on better insulating clergy housing, different ways to heat church buildings and other possibilities to reduce emissions in the Diocese. The budget was also discussed and agreed. It is always difficult due to the reliance in this diocese on parish share rather than having large historic endowments to fall back on. The Director of Finance explained how they consulted with treasurers and others and attempted to cut costs in view of the post covid difficulties parishes have had in paying parish share. *Carolyn Graham*

#### **Deanery Synod**

Deanery Synod has largely been inactive in 2023. This is because there has been a change in the Area Dean from Rev Nick Williams of Christ Church to Fr Neil of St Nicolas. A number of meetings have been fixed for 2024 so no doubt there will be more to report next year. *Carolyn Graham*

#### **Tech Team**

Livestreaming morning and evening worship from Holy Trinity has become an established part of our ministry and service to a wider congregation – members of our church community who cannot attend in person through illness, holidays or other commitments, and others nearby and far away. We have perhaps 25 in the 'YouTube congregation' on Sunday mornings and 10 in the evenings, but services are often viewed later, frequently running into the hundreds.

It is perhaps worth remembering that broadcasting started during the Covid pandemic, initially in mid-2020, using a number of iPads, when all churches were closed and this was the only possibility for worshipping together. Then from Easter 2021 new cameras and an internet broadcast system, added to the previously planned new sound system, were ready to use. So, this coming Easter 2024 will be the third anniversary of online worship using the new system. Mostly it all works well, but just occasionally it doesn't. A persistent problem with the picture from camera 2 breaking up was finally resolved (with DM Music replacing its video-output cable) – an obscure problem eventually tracked down to interference from the hearing loop. (it was

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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Robert with his school bell one Sunday morning that gave it away, gave the vital clue!

For about two months this year, because BT had failed to properly implement a change in our internet provision, we could only broadcast using Zoom - you might have noticed - and a mobile phone providing a 'hot spot' to the 4G network. And then there was a period in which the sound was distorted, but then also resolved. We are currently a core team of six, assisted by others including some of our young people, and we are always looking to expand the team. *Phil Hancock (The Tech Team)*

### Outward Giving 2022

The Parish has continued to give a proportion of its normal income to a variety of charities. Some of this is by way of a regular annual donation, a small amount is 'one-off' to respond to particular needs, and some is by way of reduced-rate lettings or other 'in kind' support, which are much valued by the charities concerned. It sends the message that their work, particularly in the local community, is valued and appreciated.

The list of charities supported during 2023 included:

Big Leaf Foundation, Christian Aid, Christians Against Poverty, Crossroads Care Surrey, Disability Challengers, Guildford Town Centre Chaplaincy & Street Angels, Guildford Action, Guildford Citizens Advice, Guildford Environment Forum, Guildford Samaritans, Holy Trinity Pewley Down School, Inclusive Church Network, Kwasa College (South Africa), Oakleaf Enterprise, Rape & Sexual Abuse Centre, Real Change Guildford, Sandfield School, Shooting Star Chase Hospice, South West Surrey Cruse, Surrey Pride, The Nazareth Way, Women & the Church. *Mike Bishop*

### Planned Giving

During the FY to end Dec 2023:

1. Regular Donations were received through the following routes

Route for donations	Number of Regular donors in Dec 2023	Key features	HTSM with access to account
Lloyds Bank	110	Standing orders	Planned giving recorder (PGR)
Parish Giving scheme (PGS)	6	Direct debit, so can link to inflation if parishioner agrees	Assistant to PGR
CAF Donate	10	3% charge on donation	Treasurer

#### Notes

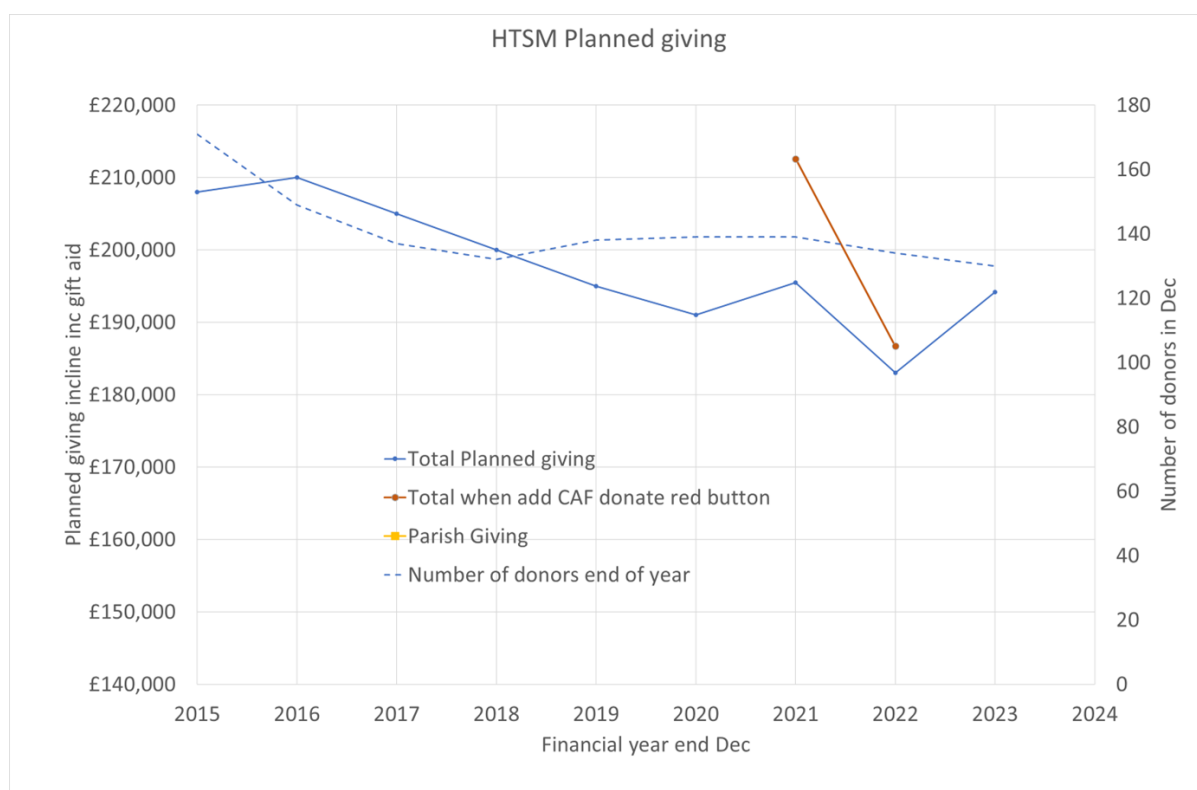
1. Tax is recovered by the PGR for Lloyds bank, and by PSG for donations they received.
  2. Some one-off donations also received but these are not included as part of planned giving).
  3. Not all donations are gift aid eligible.
2. HTSM Planned Giving increased by 6% from £183,000 in 2022, to £194,000 in 2023 (both including gift aid reclaimed from HMRC), but the numbers have some uncertainty due to the changes in method of donations and some overlap with one-off donations. It is hoped that if all parishioners on CAF donate move to parish Giving it should make recording of donation more reliable, and also improve the reliability of forecasting.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

3. The year finished with about 134 parishioners contributing through planned giving in December, a slight decrease from 130 record in Dec 2022. Changes included five new starters and six withdrew from the scheme, through death, moving away or a change in personal circumstances.
4. It is clear that the numbers in the church remain strong, but that some regulars givers do not always increase their donations for inflation. It is hoped encouraging a move to the Planned Giving scheme will make it easier for donors to review the amount of donations annually and where practicable increase for inflation, plus that new members will join to replace those leaving each year.



Alan Brown Planned Giving Recorder. [Plannedgiving@holytrinityguildford.org.uk](mailto:Plannedgiving@holytrinityguildford.org.uk)

## Music and Choirs

### Holy Trinity Choirs

2023 was another busy year for the choirs at Holy Trinity. We now have more than 80 singers (of which more than 50 are under 18) singing for the two services each Sunday across our various sections. This is a remarkable number that would be the envy of many Cathedrals, never mind parish churches, and is a youth mission we should be very proud of. This continued growth in numbers has been aided by three successful 'Be a Chorister' afternoons over the last year, where more than 30 young people have come to try out the choir and sing for evensong – even those that did not join reported having a brilliant time and left with a positive view of our choir and parish. In 2023, we were also able to grow our number of adult singers, for the first time in many years. New contact with the university has resulted in two excellent young basses joining the choir, while we have also been pleased to welcome chorister parents and other strong local singers to the choir as a result of our advertising.

In addition to providing the music for 75+ regular services in 2023, our thriving choir has given a number of

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## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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notable performances. The regular Faure Requiem, Civic Remembrance, and Easter Choir Reunion services were well attended and well sung, but particular highlights were the joint evensong with the Cathedral, where we squeezed 96 singers, including 80 under 18s, into Holy Trinity for the first time since 2019 (we look forward to the return trip in June 2024), and the Come and Sing Evensong for the Coronation, which attracted a number of visiting singers. A similar event will take place again this summer.

Perhaps the musical highlight of 2023 was the farewell service for Robert & Hilary. The combined parish choirs joined with a brass quintet and a string group to perform specially chosen music that included a new piece 'Clothe yourselves with love' based on a favourite passage. It was a fitting end to Robert's leadership, which was so supportive of the choir at Holy Trinity.

In addition to special events, the choirs continue to learn new music and expand and diversify our repertoire. For the first time, on International Women's Day, we were able to programme a full Sunday of choral and organ music by women composers. We continue to work hard to ensure we sing the best music from a diverse set of composers.

Finally, 2023 saw the music team at HT expand further, with the appointment of Elliot Mercer as Assistant Choral Director, following Robert Patterson's departure from that role (Robert remains our Sunday evening organist). Elliot has already appeared on a number of Sundays, notably covering a range of services over Christmas when I was on paternity leave. I'm personally grateful to the whole team – Elliot, Robert, our vocal coaches Ruth and Rosanna, and our regular deputies, Grayson & Hilary – for their support in this period and for their excellent work all year.

On behalf of all the choirs and musicians at Holy Trinity, I'd like to extend a big thank you to the wider community for their continued support and encouragement. It makes a massive difference and propels us into a busy 2024 that has already included Simon's induction and Ceremony of Carols, and sees our first full choir tour to Worcester coming this August. *Nick Graham*

#### **St. Mary's Choir**

St Mary's choir has continued its regular pattern of services during 2023, usually singing on the morning of the first Sunday of each month and for Ash Wednesday, Easter and Christmas, again ably supported by Chris Nott at the organ. The final two music stands were delivered in the spring and all six stands are used on a regular basis by the choir, and between times as display stands for exhibitions and the like. We have welcomed several new singers, and have said goodbye to several others this year. We are always on the look-out for new members, especially men. Two of our altos donated a significant number of hours to bringing order to the chaos in the music library, for which I am most grateful. *Helen Lee*

#### **Martin Holford – Director of Music 1993-2022**

In recognition of his many years of outstanding service to the Choral Foundation and beyond, Martin was presented with the Mayor's Award for Service to the Community at a ceremony at the Guildhall on 29<sup>th</sup> April.

#### **3<sup>rd</sup> Guildford (Holy Trinity) Brownies**

2023 has been a year of growth for the Brownie unit. We participated in the District trip to see the Pantomime at the Yvonne Arnaud theatre, and sleepovers at both the Winchester science museum and Guildford Airhop. Numbers of girls have grown steadily this year – at the time of writing we have 25, an improvement of 10 over the same date last year. In 2023 we have lost two of our regular adult leaders, and with the increased number of girls we are having to use a parent rota to help while we search for new adults for the team; we do however benefit from the help of four teenagers as our young leader team. *Helen Lee*

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### **3<sup>rd</sup> Guildford (Holy Trinity) Guides**

It is with regret that 3<sup>rd</sup> Guildford (Holy Trinity) Guides had to close at the end of the Summer Term 2023, due to lack of numbers. The six girls we had, had bonded well and all transferred to another unit together.

During the two terms we were meeting we focused on guiding the girls through the Guiding programme and inspiring them to gain badges. We also went fossil hunting at St Mary's; had an excellent fashion show put on by the girls which included music for the cat walk and lights; bees wax wraps; and a survival evening in the Chantries.

I would like to thank my fellow leaders and all the girls who have attended 3<sup>rd</sup> Guildford (Holy Trinity) Guides since September 1975, on a Thursday evening. *Ann Pierce*

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

Pre-school – the Children's Chapel continues to provide a welcome to young families both regular and visiting. On Baptism mornings parents are delighted to find a convivial area where they can enjoy the service and the children can play and learn. New seating arrangements near the Chapel are working well to encourage use by young parents, rather than congregation members who might find the buzz from the Chapel interferes with their enjoyment of the service. Bible Story Playtime continues to be popular with a theme and craft each week. There has been a steady stream of Baptisms this year even during the Vacancy and great effort is made to keep in touch afterwards with Baptismal families.

#### Middling Age – new Godly Play Group

David Mutombo has brought great energy and enthusiasm to the setting up of a new Godly Play group during the service for middling age children (7-11). Increasing the numbers attending in this age group, which was a main casualty during Covid, is a prime focus for the Youth Committee. David has also been keen to include our teenagers in helping with this group, as part of our constant drive to include our young people in the fabric of our worship at HT.

#### Teenage - Café Club

Our teenage group, which meets after school on Thursday in the Trinity Centre, continues well. Numbers remain steady at 20-25 and most of the young people consistently come every week. There were 33 teenagers at the 'Bring a Friend' pizza evening at Christmas. The Club (originally named as it started in Café Nero) has been running now for 6 years and most of the founder members still attend, which is encouraging. Pippa is very grateful for the loyal team of 'Second Adults' who have been coming along since the group's conception.

#### Schools Liaison

Activity mornings in Holy Trinity for Sandfield school continue to be brilliantly designed and led by Ginnie Gregory, assisted by a team of volunteers. Teachers and children alike enjoy the mornings and seem to get a great deal from them.

#### Christmas

70 children and their families attended the Nativity service this year, with great joy around a real donkey in the service for the second year running.

Record numbers of families attended the two Crib Services this year, led by Ben at St Mary's.

#### St Mary's Pop Up Play Cafés

Following on from a conversation with one of the long-term Chit Chat guests, the need for free children's

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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activities during half term became apparent and so the Pop-Up play cafes were moved to Wednesdays in half term. Three successful cafes have been held during the year with children enjoying craft activities and games. When the Advent and Easter pathways were down, booklets were made by Andrea and available for use by visiting families.

#### Confirmation and First Communion courses

Ben and Pippa prepared five young people for Confirmation this year and also two people from Christchurch. Preparation for First Communion resumes after the Vacancy with a course in April led by Simon and Pippa. *Pippa Mitchell*

#### **Holy Trinity Pewley Down School**

Holy Trinity Pewley Down School continues to be a vital part of our local church community and outreach. The school serves a diverse and fascinating demographic, prioritising the provision of an excellent education with particular emphasis on inclusion, pastoral care and personal and spiritual development. Many of the children come from overseas, and over 30% speak English as an additional language. Several families have arrived recently from Hong Kong and are welcomed and supported to adjust to life in the UK. A small number of children are refugees from Ukraine and Syria. Provision of a safe, happy and welcoming school is part of our vision where all are "treasured and loved as a unique child of God." Strong relationships lie at the heart of the school's success.

Sadly, back in October, the infant school site had to be evacuated when a government survey identified RAAC (reinforced, autoclaved, aerated concrete) in the ceilings. Since then, all the children have been educated at the Holy Trinity site with the provision of temporary classrooms on the playground. It has been a challenging year for the staff team and they have responded with cheerful positivity despite the upheaval.

After nine years as headteacher, Dr Clare Brunet will be leaving at the end of this academic year and the governing body are working hard to recruit her successor. Simon Butler has already begun to get to know the school community and everyone is eager to see how the church/school partnership flourishes into the coming year. *Clare Brunet, Head*

#### **Sandfield School Group**

It has been wonderful continuing to work with Sandfield School over the last year. Religious Education provision is now being taught on a rolling program so that two year groups are being taught the same units. This means that our activity mornings comprise of 60+ children in church. Our fantastic volunteers take this in their stride and the sessions provide rich opportunities for children and adults to learn from each other. I'm increasingly aware of the impact that we also have on all the adults that accompany the children-teachers, teaching assistants and parents. They are often surprised and delighted by our warm reception and hospitality and our professional approach.

We have been tackling a wide range of new topics, such as, *What did God promise his people? Why do Christians call Jesus Saviour? What can be done to reduce racism?* Many children at Sandfield come from different faiths and no faith backgrounds so our mornings are a great way to celebrate all that we share.

It is a real joy to continue to strengthen the relationships between HTSM and our local non-church school and certainly once the children have been into church and have seen how much fun they can have, they frequently drag in members of the families to involve them in the Sheep Trail! Holy Trinity in the town centre is at the heart of the community and it is so lovely to see local children being involved in the life of the church. *Ginnie Gregory*

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### **Addison Court**

Addison Court is run by Holy Trinity (Guildford) Housing Association Ltd ('HTHA'). It was built in the late 1960s on the site of St Luke's Chapel in Charlotteville on land leased from the PCC by HTHA. It provides accommodation for older people of modest means who are able to live independently, and has 30 apartments. HTHA employs three part-time staff and is governed by a Board of about ten members. Many of the current Board members are drawn from the Holy Trinity congregation. A number of current residents also worship in the parish, and services take place several times a year at Addison Court, at which members of the congregation are welcome alongside residents.

The staff deal with the day-to-day maintenance of the building and services; there are laundry facilities and a small shop. There are also some optional social activities, often organised by the staff, such as a boat trip from Dapdune Wharf last year. 2023 was a period of consolidation following substantial repairs and improvements to the building, including a new roof, made the previous year. It was also a year of higher than average turnover of residents, which allowed some of the existing residents to move to larger flats. A number of residents continued to receive support from families or other agencies. Amongst initiatives planned for this year are to seek residents' feedback on the refurbishment of the communal lounge and to introduce a revised tenancy agreement for new residents. Expressions of interest are always welcome from those who might wish to serve on the Board or in other ways. *Dan Gardner*

#### **Kwasa**

Our link to Kwasa goes back to 2001. Our last visit as a church was in 2018, but we keep in touch through regular zoom meetings with international partners. Kwasa is a reception and primary school serving Daggafontein. This is a desperately poor area with deplorable living conditions. The threat of violence is a daily reality. Neglect, abuse and hunger are facts of life for many of Kwasa's students. But Kwasa continues to grow in size, numbers and professionalism. Physically there is a new hall and new quadrangle of classrooms since HTSM last visited. The school is over-subscribed with more than 400 students. There are experienced heads of the primary and pre-school, a creative intern programme to bring on and develop new teachers and a supportive board of trustees, and, of course, the visionary guidance of the Rev'd Sharron Dinne.

Through the generosity of sponsors in the UK and the USA bursaries are in place to pay the school fees for over 100 children who otherwise would not be able to access education at Kwasa. Annual fees are R8,400 - equivalent to £30 monthly. The challenge, worsened by the economic impact of Covid and lock-down, is that increasing numbers of parents, especially those living in the Settlements, are unemployed and struggle to pay fees for their children.

Please visit [www.kwasacollege.org](http://www.kwasacollege.org) for more information and check out the "give" tab.

*Stephen Marriott*

#### **HTSM bellringing**

Our band has increased in numbers over the year, and the momentum of teaching new ringers, who have progressed well with learning, is now adding value to Sunday service and Wednesday practice ringing, to the extent that we have often had eight ringers on Sundays and regularly over 13 ringers at practice. We have rung the bells through most of the year except in August [summer break] with most of the Sunday ringing at HT and Wednesday ringing at SM. As mentioned last year, we do find it difficult to ring/fight HT bells, which continue their inexorable decline and increase in difficulty to ring.



# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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We were pleased to ring for the King's coronation, with most of the band taking part including all of our learners. Much focus had taken place as part of a national 'Ring for the King' initiative, and we were pleased to include a couple of extra 'learners' who wanted to ring a bell for the coronation. There were two other exceptional ringing activities: a quarter peal rung as a farewell compliment to Robert Cotton, and a full peal attempt at HT conducted by a ringer from Sydney, Australia, with most of the band having Australian connections.

Some general numbers:

- 52 services rung for.
- 46 practice sessions rung for.
- 4 weddings rung for.
- 1.5 hours of light maintenance undertaken [checks of ropes and a wobbly wheel].
- 3 groups of visiting bands welcomed [Southampton Uni, Holborn St Giles, Petersfield].
- 1 full peal rung

*Michael Bryant*

### **Saturday Coffee**

Saturday Coffee has been running for well over 20 years, mainly in HT, but occasionally at St Mary's or in the Trinity Centre. In 2023 we opened from 9.30 until noon on 51 Saturdays, the only missed Saturday being for the King's Coronation. Our team of 14 volunteers gave over 715 hours to provide refreshments and companionship to over 1000 visitors, many of whom are regulars who attend weekly and who are welcomed by name. While the refreshments are the overt attraction, for many visitors (especially those who live alone) they are also the enabler for a conversation - an important, if modest, social occasion.

We do not charge for refreshments but invite donations, which last year totalled over £1200. These donations were helped by events taking place in HT for which we provide refreshments. This year these included the Guildford Art Society sale on Heritage Day and several Craft Fairs (4 in 2023). We also provide an open venue, with refreshments, for parish meetings such as the Youth and Tech groups, for the flower arrangers and the churchyard working parties, and other groups such as the Order of St George (South East England Commandery) – and, of course, our frequent companions, the Hear Here team. 2023 has been another successful year for this much appreciated outreach programme. Anyone interested in joining the team, whether on a regular or occasional basis, will be welcome. *Stephanie Pratley*

### **Tuesday Lunch Club**

The Tuesday Lunch was started over 20 years ago by Sue Bull, who retired in 2022. It is held on the first Tuesday of every month in the Trinity Centre between 12.30-2.00pm. Guests include a mixture of our Congregation, their relatives, people from other churches in town, local residents and guests from Abbots Hospital and Saturday morning Coffee. The pastoral element of caring for those who may be vulnerable and isolated is part of the ethos. Guest numbers vary between 20-38 depending on the season. There are 9 leaders (who are also helpers), 3 extra helpers and 1 pudding maker. Everyone helps to set up tables, add table decorations, clear and wash up. 3 or 4 helpers volunteer monthly.

The leaders (or organisers) all have the C1 Safeguarding Foundation certificate and have all passed a recognised On-line, Food Hygiene Course and Certificate. This enables those who may prefer it to prepare or cook from home rather than in the Parish kitchen. Every effort is made to ensure good hygiene throughout the day with good handwashing before preparing raw vegetables, serving etc Hair is tied back, clean aprons etc. Special dietary requirements are also catered for, and great care is taken in noting allergy ingredients

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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and using separate utensils etc as required. All guests are given a warm welcome and assistance for vulnerable guests. This pastoral element of cooking, sitting and everyone eating together and socialising is seen as integral to Lunch Club and helps us to keep in touch with those who may otherwise be isolated. Care is taken to check on guests who may have been absent for a while, to remind some of the elderly, and try to arrange help, when possible, to transfer the guests to and from the lunch. A small sample of all the food is kept for a week afterwards in the HT Fridge for health reasons. If there is any leftover food, it is often given in small containers to any of the guests who may wish to take some home. This is very much welcomed by some.

2023 had great results, with very happy guests. There was a slight problem in August, when there was no water in and around Guildford (Thames Water), but all guests were notified, and the lunch was postponed until the following week. An anonymous donor covered all the expenses of the Christmas Lunch - always a very wonderful occasion - which made the meal free for all, and even merrier! *Nicky Matthews*

### Curry and Compline

Curry & Compline is one of the parish's social/discussion groups, focused especially on younger congregants in their 20s and 30s. The group meets monthly for a short service of Night Prayer (alternating between our two churches), followed by dinner in a nearby restaurant (to which the parish makes a contribution). It met most months during 2023, with a total membership of around 15. *Ben Cahill-Nicholls*

### Hear Here

Here Hear hearing clinic has been a part of HTSM since 2018. Initially started by the Diocese Sensory Co-ordinator, Tracy Wade, we have gone from strength to strength as the years go by. We operate from 10am to 12pm every 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month at Holy Trinity, with the exception of February, when we go to St Mary's. We operate as a drop-in clinic, so anyone is free to come and see us. Our timing deliberately coincides with Saturday coffee so our clients can socialise if they want to. There are currently 4 Hear Here volunteers, all trained by the Audiology department at the RSCH. Since Covid-19 in 2020 we have completely refreshed our training. We all have safeguarding Foundation level training and are DBS checked. HH has several functions. We currently supply equipment for 3 different brands of hearing aids issued by the NHS: Danalogic, Phonak & Oticon.

We supply free batteries to any NHS hearing aid user. We clean and retube hearing aids. In addition, we often find ourselves troubleshooting hearing aid problems of many different – and sometimes unexpected - kinds. Even the tiniest “tweaks” can make all the difference to hearing aid users. We also supply brochures of gadgets which can help our clients with safety around the home and improve the sound quality of their television and phones. Our fundamental role, and one which we all take very seriously, is to support and listen to our clients. Being hard of hearing can be a very lonely place. Our clients' problems are diverse, ranging from the new hearing aid wearer who may be overwhelmed to clients who need reassurance. Other clients struggling with more complex problems may need further attention from the Audiology department, so we refer them back there. In addition to our drop-in clients we now have quite a few regular visitors. If you need help with your NHS hearing aids, please come and see us. *Mari Gardner*

### Trinity Club

The Trinity Club continues to thrive with a monthly attendance of about 15 regular supporters. We continue to try and make the monthly programme of talks and discussion as varied as possible and are grateful to those who give up their time to talk to the group. Some speakers are from within the congregation, others from external organisations. 2023 started with a talk by Stephen Bampfylde on *St Benedict, community*

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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*and daily life*; this was followed later in the year by two discussions on *The Rule of St Benedict: What does it mean for us as a church community?* led by Phil Hancock and David Uzzell. Daphne Jeffries gave another of her fascinating talks on art, this time illustrating the life and work of the 19<sup>th</sup> century British landscape artist, Samuel Palmer; and Carolyn Graham provided a personal account of being on the General Synod.

We welcomed three speakers from important organisations in Guildford the first two of which we support with our Outward Giving programme. Jane Felton talked about *Oakleaf's Impact on the local community*, and Joanne Tester from Guildford Action, discussed the *Guildford Action Model*. Jeremy Marks gave a very moving account of his spiritual journey in the context of *Reconciling faith and sexual orientation*. Finally, we were grateful to two Police Community Support Officers who spoke about safety and security. I would like to thank all those who continue to support the Trinity Club, and especially Audrey Alder, Janet Beazley and Mara Uzzell for providing a warm welcome, hot coffee and cool biscuits. *David Uzzell*

### Churchsitting

Our small but dedicated team of church sitters have continued to keep the church open from 11 am to 1pm on weekdays. It is a great pleasure to know that we are helping people to enjoy the peace, awe and history of the church. We would love to have the church open all the time but for various reasons that is not possible. This year we have started to extend the apparent opening hours by having the church in 'North Door Viewing' mode. This is when the wooden North Doors are open but the glass North Doors are locked. This should mostly satisfy all those people who briefly pop into the church to marvel at its beauty. The aim is also to provide a more open view from the High Street. After all we do aim to be an open and accepting church even if we cannot not be physically open. *Helen Parkinson*

### Flowers

The flower arranging team have had a stable year but we really need some new volunteers. There have not been many weddings at Holy Trinity this year and those there were mainly used professional florists. This meant that we did not have income from that stream. However, asking for donations towards lilies at Easter was successful and enabled us to fill the urns more easily. Flowers have become very expensive this year and although some members of the team pay for their own arrangements this is not possible for everyone and should not be expected. There is money in the budget for flowers. While our team of helpers are not professionals we continue to enjoy making our contribution to the services by bringing beauty to the church each week. *Margaret Foulkes*

### HTSM Eco Group and Holy Trinity Churchyard

After over seven years of leading the HTSM Eco Group, David Uzzell decided in May 2023 to step down as Chair. We are hugely indebted to David for leading the group in spearheading the achievement of Bronze, Silver and Gold Eco Church Awards for the parish. The Eco Group has been on hold during the vacancy period, and future direction and leadership is currently under discussion, as we seek to build on all that has been achieved in recent years and ensure that care for the environment remains at the heart of our churches' work.

One of the activities connected with Eco Group has been work in Holy Trinity Churchyard, supporting a group of volunteers who have tended this important part of the natural world connected to the church. After much discussion and consideration of options, it was decided to approach Guildford Borough Council to explore the possibility of their taking greater responsibility for the maintenance of the churchyard, and this transition commenced in the second half of 2023. We are very grateful to all those volunteers who have worked so hard to make the churchyard a natural green oasis over recent years.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Finance

The outcome on the General Fund (day to day parish operations) is a small surplus of about £2,400. On a turnover of about £360,000 this is better than budgeted and in line with our strategy of roughly breaking even. We thank all who have made this possible particularly the donors; Treasurer, Paul Graham; Operations Manager, Corinne Jones; and the budget-holders. As is customary, the surplus will be moved to the Extraordinary Repair Fund.

Total net funds have reduced slightly (by about £20,700) with planned expenditure including the completion of the Holy Trinity clergy vestry refurbishment, by our Property Manager and two parishioner volunteers, and of the special archaeology project at St Mary's. Our cash position remains satisfactory.

Points of note in 2023 and looking forward to 2024:

- Rental income exceeded £100,000 for the first time, with the Trinity Centre now close to being fully-booked and 27 Pewley Way being let for a full year. A second property, at 6 Trinity Churchyard, was returned in May from a lease: we hope to let this to a charity soon. With the welcome arrival of a new Curate in July to occupy 27 Pewley Way, letting income to the parish from these properties is likely to be lower in 2024.
- Regular giving increased by 6% from £183,000 to £194,000 – a welcome uptick from the generally downward trend since 2016. A project team has been established to reinvigorate regular giving. The first step will be to encourage donors to move to, or start using, the Church of England's Parish Giving Scheme, in place of Planned Giving. This scheme simplifies the administration of regular giving; it speeds up the receipt of Gift Aid payments to the parish; and it facilitates inflation-adjusted donations for those who wish to use this feature.
- With increasing interest rates during the year, parish income from cash holdings and investments has increased slightly. We have moved some cash reserves to higher interest bearing accounts.
- Energy costs were below budget estimates owing to energy saving measures and a decline in energy costs from October. Similar costs are expected in 2024.
- The PCC supported the restructuring of three designated funds, made possible by the use of an unexpected legacy and some internal transfers. All three funds were adjusted to a level of about £15,000 each at the outset.
  - The Energy Fund was renamed the Carbon Fund and repurposed in expectation of future projects to reduce the parish carbon footprint.
  - The Youth and Children Fund was renamed the Development Fund and repurposed for future mission-related activities including, but not limited to, youth and families work.
  - The Extraordinary Repair Fund, having fallen almost to zero in the recent past, was increased so that we are better prepared for unexpected incidents.
- The Parish Share payment to the diocese and national church will increase in 2024 by 3.75% to £116,549 or one third of all our expenditure. Some of this pays for our stipendiary clergy, with the remainder going to support the diocese and national church. *Venetia Howes (Chair)*

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## TRUSTEES' REPORT (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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#### Structure, governance and management

The Parochial Church Council (PCC) is registered with the Charity Commission (Registration No. 1128313).

During the year (from 1 January 2023 to the date of this report) the following served as elected PCC members:

The Rev'd Canon Robert Cotton (Chair & Incumbent)	(Resigned May 2023)
The Rev'd Jonathan Hedgecock (Associate Minister)	
The Rev'd Ben Cahill-Nicholls	
M Bishop (Lay Vice-Chair)	
C Graham (Deanery and General Synod Representative)	
A Marriage (Deanery Synod Representative)	
A Mathews (Deanery Synod Representative)	(Elected 2 May 2023)
P Graham (Treasurer)	
J Nockolds (Churchwarden - St Mary's)	(Elected 2 May 2023)
H Parkinson (Churchwarden – Holy Trinity)	(Elected 2 May 2023)
G Gregory (Churchwarden - Holy Trinity and Deanery Synod Representative)	(Elected 2 May 2023)
J Leak (PCC Secretary)	
S Bampfylde	(Elected 2 May 2023)
M Boor	
N Campion-Smith	
J Hancock	(Elected 2 May 2023)
J Hedgecock	
C Howes	(Elected 2 May 2023)
V Howes	
G Jones (Designated Safeguarding Lead)	
M Kettell	
R Lee	
A McIntosh	(Elected 2 May 2023)
N Matthews	(Elected 2 May 2023)
D Mutombo	
M Perrins	
C Roberts	
C Tollman	

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**TRUSTEES' REPORT (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to PCC. An Away Morning is usually held to welcome new PCC members; an induction briefing is also offered by the Vice-Chair.

A number of committees meet between full meetings of the PCC:

*Standing Committee* (Chair: Rev'd Robert Cotton / Mike Bishop): This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee sets the agenda for PCC meetings.

*Finance Committee* (Chair: Venetia Howes): Oversees the general financial dimension of the work of Holy Trinity with St Mary by monitoring income and expenditure, budgeting and coordinating the annual review of the Christian Stewardship of money through planned giving.

*Joint Council* (Co chairs: Rev'd Robert Cotton / Rev'd Rod Pierce), Methodist Minister Keith Beckingham/Paul Glass): The PCC has entered into a Church Sharing Agreement with Guildford Methodist Church (GMC), regarding the fabric and use of St Mary's. For this agreement to be effective, there is a Joint Council comprising 7 members from GMC and 7 from the Parish. The role of the Joint Council is to maintain and develop the fabric and use of St Mary's building. There is also a meeting of 'St Mary's leaders' which offers oversight of activities, worship and pastoral care at St Mary's.

*Children and Young People Committee* (Chair: David Mutombo): Supports the youth leaders in their work with the children and young people of the parish, aided by the Family and Children's Coordinator and the Safeguarding Officer.

A number of other groups meet, including those focusing on Outward Giving, Inclusion, Eco Church, and Kwasa.

The Trustees' report was approved by the Board of Trustees.

.....  
**The Canon Simon Butler (Chair & Incumbent)**

Dated: .....

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**TRUSTEES' REPORT (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and 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 PCC and of the incoming resources and application of resources of the PCC for that year.

In preparing these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charities Act 2022 where relevant, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

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### **Independent Examiner's Report to the Trustees of Holy Trinity and St Mary's Guildford Parochial Church Council**

I report on the financial statements of the Parochial Church Council ("the charity") for the year ended 31 December 2023.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011 and the Charities Act 2022 where relevant. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Respective responsibilities of the PCC ("the trustees") and the examiner**

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

It is my responsibility to:

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

#### **Basis of independent examiner's report**

My examination was carried out in accordance with 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all of the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

- a) which gives me reasonable cause to believe that, in any material respect, the requirements:
    - to keep accounting records in accordance with section 130 of the 2011 Act; and
    - to prepare financial statements which accord with the accounting records and comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements to give a "true and fair view" which is not a matter considered as part of an independent examination.
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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**INDEPENDENT EXAMINER'S REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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have not been met; or

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

Helen Lee MA FCA.  
Independent Examiner

.....April 2024

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

	Notes	Unrestricted Funds General £	Designated £	Restricted Funds £	Total 2023 £	Total 2022 £
<b>Income from:</b>						
Donations & legacies	3	232,740	4,425	19,026	256,191	262,846
Charitable activities	4	115,935	0	3,221	119,157	72,566
Parish events	5	12,869	0	1,888	14,757	27,580
Investments	6	10,240	0	0	10,240	5,373
		371,784	4,425	24,136	400,344	368,366
<b>Expenditure on:</b>						
Charitable activities	7	350,856	650	81,843	433,349	413,388
Other activities	12	411	0	2	414	455
<b>Total resources expended</b>		351,268	650	81,845	433,762	413,843
Net (losses)/gains on Investments		2,393	0	10,259	12,652	(15,928)
<b>Net incoming/(outgoing) resources before transfers</b>		22,909	3,775	(47,450)	(20,766)	(61,403)
Gross transfers between funds		(20,516)	20,204	313	0	0
<b>Net movement in funds</b>		2,393	23,979	(47,138)	(20,766)	(61,403)
Fund balances at 1 January 2023		64,482	41,888	557,230	663,673	725,076
<b>Fund balances at 31 December 2023</b>		66,875	65,866	510,092	642,833	663,673

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

All income and expenditure derive from continuing activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**BALANCE SHEET**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

		2023		2022	
	Notes	£	£	£	£
<b>Fixed Assets</b>					
Tangible Assets	14		188,667		246,411
Investments	15		145,757		133,105
			<u>334,423</u>		<u>379,516</u>
<b>Current Assets</b>					
Debtors	17	19,277		16,897	
Investments	18	217,529		209,093	
Cash at bank and in hand	18	85,801		67,989	
		<u>322,608</u>		<u>293,979</u>	
<b>Current Liabilities</b>					
Accounts Payable	19	13,378		9,002	
Deferred Income	19	820		820	
		<u>14,198</u>		<u>9,822</u>	
Net Current Assets			<u>308,410</u>		<u>284,157</u>
<b>Total Assets less Current Liabilities</b>			<u><u>642,833</u></u>		<u><u>663,673</u></u>
<b>Income Funds</b>					
Restricted Funds	21		510,092		557,230
Unrestricted Funds	22		132,741		106,443
			<u>642,833</u>		<u>663,673</u>

The accounts were approved by the Trustees on .....

.....

The Rev'd Canon Simon Butler (Chair & Incumbent)  
**Trustee**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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	Notes	2023		2022	
		£	£	£	£
<b>Cash Flow from Operating Activities</b>					
Cash generated from (absorbed) by operations	25		16,008		315
<b>Investing Activities</b>					
Less Purchase of Assets		0		0	
Proceeds on disposals on investments		0		0	
Interest & Dividends Received		10,240		5,373	
<b>Net Cash Flow from Investing Activities</b>			10,240		5,373
<b>Net Cash Flow from Financing Activities</b>			0		0
<b>Net Increase (decrease) in Cash and Equivalents</b>			26,248		5,688
Cash and equivalents at start of year			277,082		271,394
<b>Cash and equivalents at end of year</b>			303,330		277,082

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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

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### 1. Accounting policies

#### Charity information

The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity with Saint Mary is a Trust located in Guildford and controlled by the Members listed.

#### 1.1 Accounting convention

The accounts have been prepared in accordance with the Church Accounting Regulations 2006, the Charities Act 2011 and the Charities Act 2022 where relevant and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102, effective 1 January 2022)" (as amended for accounting periods commencing from 1 January 2019). The PCC is a Public Benefit Entity as defined by FRS 102 (effective 1 January 2022).

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 (effective 1 January 2022) rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn. The financial statements are prepared in sterling, which is the functional currency of the PCC. Monetary amounts in these financial statements are rounded to the nearest £. The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the PCC has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives. Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts. The PCC does not usually invest separately for each fund. When there is no separate investment, interest and other investment income is apportioned to individual funds on an average balance basis.

#### 1.4 Incoming resources

Income is recognised when the PCC is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received. Donations received are recognised as income in the year in which they are received and are accounted for through Funds, as set out in the Funds note, in accordance with the terms under which the donation is given. Collections are recognised when received by or on behalf of the PCC. Planned giving under Gift Aid is recognised when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Rental income from the letting of church premises is recognised at the date the rental occurs. Income raised through parish activities and similar events is accounted for gross.

The recovery of VAT under the Listed Places of Worship Grant Scheme is recognised as the qualifying expenditure for the scheme is invoiced. Dividends are accounted for when received. Interest, which is received gross, is accounted for when it is received. Realised gains or losses on disposed investments are accounted for at the date of disposal. Unrealised gains or losses are accounted for on the revaluation of investments at 31 December. Gains and losses arising from disposal or revaluation are apportioned across the long term unrestricted and restricted funds.

#### **1.5 Resources expended**

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

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use. General expenditure is recognised gross over the period in which the relating supply of goods or service occurs.

#### Missionary and charitable giving

Grants are made under outward giving each year equivalent to 10% of unrestricted planned giving income received, including attributable income tax recovery. For administrative reasons the basis of the distribution is the reported planned giving total from the previous year. Other grants and donations are made from money raised through fundraising or special collections and are accounted for when paid.

Grants and donations awarded are reported in note 8. Individual payments of £1,000 or more were made to the following in 2023: Kwasa Friends (£3,500), Guildford Samaritans (£1,000), Oakleaf Enterprise (£1,000), GTCC Street Angels (£1,000), Guildford Acton (£1,000), Christian Aid (£1,500), Real Change Guildford (£1,000), DEC Ukraine (£1,000), HT & Pewley Down School (£2,000). In addition, the PCC provides its buildings for charitable use at reduced or zero rate. During 2023 the following organisations benefited from this approach: Street Angels, Families Anonymous, Young Persons' AA, U3A, Surrey Rainbow Choir, Guildford Theatre School, Girlguiding UK, Orthodox Community, Aspects of Spirituality, Sight for Surrey and Oakleaf.

#### Support costs

Support costs are costs that are necessary to deliver an activity but do not themselves produce or constitute the output of the activity. Support costs have been wholly included in the cost of church activities and have not been allocated across other cost classifications because any such allocation would not materially affect those costs.

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

##### Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10 of the Charities Act 2011 and the Charities Act 2022 where relevant. However, the PCC is responsible for the insurance and maintenance of its consecrated and beneficed property; the respective insurance values of Holy Trinity church and St Mary's church are £16.81m and £11.59m.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £10,000, or on the repair of movable church furnishings is written off.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time.

##### Freehold land and building

Freehold Land and Buildings are included in the accounts at their deemed acquisition cost. No depreciation is applied to the land but building valuations are depreciated on a straight-line basis over 50 years from the date brought into the accounts.

Expenditure on improvements to buildings is capitalised when incurred. Building improvements are depreciated on a straight-line basis over 20 years commencing from the year in which the improvements are completed.

##### Other fixtures, fittings and office equipment

Individual items with a cost of less than £5,000 are written off on acquisition. Items which are capitalised are depreciated on a straight-line basis over 4-6 years.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% on cost of buildings
Leasehold improvements	5% on cost
Fixtures and fittings	17%-25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year. A full year of depreciation is charged in the year of acquisition and none in the year of disposal.

#### 1.7 Impairment of fixed assets

At each reporting end date, the PCC reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.9 Financial instruments**

The PCC has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 (effective 1 January 2022) to all of its financial instruments (see note 16).

Financial instruments are recognised in the PCC's balance sheet when the PCC becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.



# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY AND SAINT MARY

## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the PCC's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the PCC is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

## **2. Critical accounting estimates and judgements**

In the application of the PCC's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

#### **Key sources of estimation uncertainty**

##### **Building depreciation**

The only estimate which has a significant risk of causing a material adjustment to the carrying amount of assets and liabilities is the depreciation rate which is applied to the buildings. The depreciation is calculated using the assumption that at the end of the items' useful lives, there will be nil residual value, the assets are depreciated over the determined useful life to this residual value. The useful life and the residual valuation are decided upon through reference to similar items held in the past and items held by similarly placed entities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

**3. Donations and legacies**

	Unrestricted Funds		Restricted Funds	Total 2023	Total 2022
	General	Designated			
	£	£	£	£	£
Donations and gifts	216,271	2,425	12,007	230,703	256,898
Legacies receivable	15,555	2,000	6,250	23,805	1,156
Grants receivable	914	0	769	1,683	4,793
	<u>232,740</u>	<u>4,425</u>	<u>19,026</u>	<u>256,191</u>	<u>262,846</u>

Unrestricted donations and gifts comprise regular planned giving including income tax recovery on gift aided donations and other donations. Grants receivable declined in 2023 to £1,683 as they were restricted to VAT recoveries from the Listed Places of Worship Grant Scheme following the end of the COVID employment scheme.

**4. Charitable activities**

	Trinity Centre	Church	Misc Sales/ Lettings	Total	Total
	Lettings £	Lettings £	Lettings £	2023 £	2022 £
Sales within charitable activities	28,038	46,637	44,482	119,157	72,566
Analysis by fund					
Unrestricted funds - general	28,038	46,637	41,261	115,935	72,566
Restricted funds	0	0	3,221	3,221	0
	<u>28,038</u>	<u>46,637</u>	<u>44,482</u>	<u>119,157</u>	<u>72,566</u>

The increase in lettings of the churches and the Trinity Centre is a result of the buildings being opened to regular hirers as COVID-19 restrictions eased. Misc. sales include 27 Pewley Way which was rented out on a 12 months lease as the parish does not have a curate.

**5. Parish events**

	Unrestricted Funds		Restricted Funds	Total 2023	Total 2022
	General	Designated			
	£	£	£	£	£
Fees paid to the PCC	9,600	0	0	9,600	22,056
Trading active income: other	3,269	0	1,888	5,157	989
	<u>12,869</u>	<u>0</u>	<u>1,888</u>	<u>14,757</u>	<u>23,044</u>

2023 shows a significant decrease as a result of £9,778 of restricted deposits in 2022 related to the Llandaff girls' choir tour, which is now completed. Weddings remain below pre-pandemic levels. Also reallocation of some receipts that were shown as being fees paid to PCC to other income.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

**6. Investments**

	Unrestricted Funds		Restricted Funds	Total 2023	Total 2022
	General	Designated			
	£	£	£	£	£
Income from unlisted investments	3,984	0	0	3,984	4,344
Interest receivable	6,257	0	0	6,257	1,029
	<u>10,240</u>	<u>0</u>	<u>0</u>	<u>10,240</u>	<u>5,373</u>

Income from interest on cash balances remained low in 2023 as a result of lower interest rates throughout the year. Unlisted investments were unchanged in the year but dividend receipts increased slightly.

**7. Charitable activities**

	2023	2022
	£	£
Staff costs	98,749	92,126
Depreciation and impairment	57,744	57,745
Ministry expenses: Diocesan parish share	112,084	111,399
Ministry expenses: Rector's housing/expenses	3,819	4,564
Ministry expenses: Curate's housing/expenses	0	3,109
Ministry expenses: Other	2,064	2,809
Building running expenses	75,681	51,564
Church maintenance	31,731	28,404
Upkeep of services	2,491	2,200
Parish development and special projects	27,628	37,090
	<u>411,991</u>	<u>391,010</u>
Grant funding of activities (see note 8)	20,008	19,908
Share of governance costs (see note 9)	1,350	2,470
	<u>433,349</u>	<u>413,388</u>
<b>Analysis by fund type</b>		
Unrestricted funds - general	350,856	
Unrestricted funds - designated	650	
Restricted funds	81,843	
	<u>433,349</u>	

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

**8. Outward Giving and Gifts**

	<b>2023</b>	<b>2022</b>
	£	£
Grants to institutions:		
Missionary Societies	3,500	3,500
Home Missions and other Church Societies	5,900	5,650
Secular Charities	8,850	8,746
Other donations and grants	950	2,347
Accrued and not yet allocated	1,250	0
	<u>20,450</u>	<u>20,243</u>

In addition, leaving gifts were made to Reverend Robert Cotton on his retirement as rector of HTSM after 27 years (£7,904) and in previous year on the retirement of Martin Holford as the Director of Music (£4,352).

**9. Support costs**

	<b>Total</b>	<b>Total</b>
	<b>2023</b>	<b>2022</b>
	£	£
Independent Examiner's Fee	1,600	1,750
Audit fees	0	646
Accountancy	0	74
	<u>1,600</u>	<u>2,470</u>

Note that all support costs are governance costs.

**10. Trustees**

No trustees received remuneration during the year.

**11. Employees**

	<b>2023</b>	<b>2022</b>
Support staff (average number)	10	8
Employment costs	£	£
Wages and Salaries	91,785	85,607
Social Security Costs	2,797	2,689
Pension Costs	4,167	3,830
	<u>98,749</u>	<u>92,126</u>

There were no employees whose annual remuneration was £60,000 or more.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
PARISH OF HOLY TRINITY AND SAINT MARY**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

**12. Other**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Bank Charges	175	2	177	214
Other Financial Fees	236	0	236	241
	<u>411</u>	<u>2</u>	<u>414</u>	<u>455</u>

The other financial charges represent the fees paid on our CAF Donate and Give-A-Little fundraising activities.

**13. Net (losses)/gains on investments**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Revaluation of Investments	2,393	10,259	12,652	(17,670)
Adjustments for prior year items	0	0	0	1,742
	<u>2,393</u>	<u>10,259</u>	<u>12,652</u>	<u>(15,928)</u>

**14. Tangible fixed assets**

	<b>Freehold land and buildings £</b>	<b>Leasehold improvement £</b>	<b>Fixtures and fittings £</b>	<b>Total 2023 £</b>
<b>Cost</b>				
At 1 <sup>st</sup> January 2023	25,000	628,477	154,928	808,405
Additions	0	0	0	0
At 31 <sup>st</sup> December 2023	<u>23,600</u>	<u>628,477</u>	<u>154,928</u>	<u>807,005</u>
<b>Depreciation and impairment</b>				
At 1 <sup>st</sup> January 2023	9,050	470,621	82,323	561,994
Additions	500	31,424	25,821	57,744
	<u>8,150</u>	<u>502,045</u>	<u>108,144</u>	<u>619,738</u>
<b>Carrying Amount</b>				
At 31 <sup>st</sup> December 2023	<u>15,450</u>	<u>126,432</u>	<u>46,784</u>	<u>188,667</u>
At 31 <sup>st</sup> December 2022	<u>15,950</u>	<u>157,856</u>	<u>72,605</u>	<u>246,411</u>

Freehold land and buildings in use by the PCC comprise the curate's house, freehold land at Addison Court

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and Trinity Centre. These properties have been valued at their deemed cost at the time of acquisition and, in respect of 27 Pewley Way, the deemed cost of additions to the property since its original acquisition. Historical costs have not been updated and buildings are depreciated on a straight-line basis over 50 years. In recent years the Trinity Centre has been refurbished, and the cost of the refurbishment is being depreciated on a straight-line basis over 20 years. There was no investment in fixed assets during 2023.

**15. Fixed investments**

	<b>Unlisted Investments</b>
	<b>£</b>
<b>Cost or valuation</b>	
At 1 <sup>st</sup> January 2023	133,105
Valuation changes	12,652
	<hr/>
Valuation at 31 <sup>st</sup> December 2023	145,757
	<hr/>

**16. Financial instruments**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	18,249	14,185
Equity instruments measured at cost less impairment	145,757	133,105
Instruments measured at fair value through profit or loss	217,703	209,303
	<hr/>	<hr/>

**17. Debtors**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade Debtors	5,318	4,949
Other debtors	12,931	11,215
Prepayments and accrued income	1,028	733
	<hr/>	<hr/>
	19,277	16,897
	<hr/>	<hr/>

Other debtors include income tax recoverable due from HMRC in respect of gift aid donations (2023: £8,707, 2022: £9,093). Prepayments and accrued income consist of fees paid which were delayed to 2024.

**18. Current asset investments**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Short term cash deposits	85,627	67,989
Current investment	217,703	209,093
	<hr/>	<hr/>

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### FOR THE YEAR ENDED 31 DECEMBER 2023

The increase in short term cash deposits is because of earned interest and that there was sufficient funds in the current account at the start of the year to cover normal church business. Current investment are all held in cash deposits at CoE Deposit Fund CBF and Shawbrook bank with a maximum maturity of 60 days.

#### 19. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade Creditors	1,230	1,479
Other Creditors	12,148	7,523
Accruals and deferred income	820	820
	<u>14,198</u>	<u>9,822</u>

Accruals and deferred income mainly relate to payments made after the year end for goods and services provided in 2023. Notably other creditors include timing differences related to staffs' pension and tax payments.

#### 20. Retirement benefit schemes

##### Defined contribution schemes

Holy Trinity with St Mary's Guildford participates in the Pension Builder Scheme section of Church Workers Pension Fund for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers. The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

##### Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102 (effective 1 January 2022). This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific

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employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2023: £4,167, 2022: £3,800). A valuation of the Pension Builder Scheme is carried out once every three years.

The legal structure of the scheme is such that if another employer fails, Holy Trinity with St Mary's Guildford could become responsible for paying a share of that employer's pension liabilities.

**21. Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	£ Balance 1 <sup>st</sup> Jan 2023	£ Incoming resource	£ Resource expended	£ Transfer	£ Adjustments, gains and losses	£ Balance 31 <sup>st</sup> Dec 2023
Environmental	27,224	0	0	0	0	27,224
Holy Trinity Bells	1,228	0	0	0	0	1,228
Common Ground	13,554	675	420	0	0	13,809
Methodist Improvement Fund	9,300	2,522	3,334	0	0	8,488
Choral Foundation	12,362	7,128	2,186	0	0	17,303
Choir Tour	3,022	1,800	0	0	0	4,822
Holy Trinity Fabric	26,752	255	6,548	0	0	20,459
Holy Trinity Organ	1,596	0	0	0	0	1,596
St Mary's Fabric	229,270	7,137	9,444	313	10,259	237,534
South Africa Fund	2,461	962	791	0	0	2,632
GMC	0	1,769	0	0	0	1,769
Guildford Diocese	0	1,888	1,877	0	0	11
Trinity Centre	157,855	0	31,424	0	0	126,432
Equipment and Fittings	72,606	0	25,821	0	0	46,784
<b>Restricted Funds</b>	<b>557,230</b>	<b>24,136</b>	<b>81,845</b>	<b>313</b>	<b>10,259</b>	<b>510,092</b>

The Holy Trinity, St Mary's Music and Cadenza funds have been merged into a single music fund for both churches to be known as the Choral Foundation. The Llandaff fund has been closed as the choir tour to Llandaff cathedral was completed in 2023

**The Common Ground Fund** was created to record income and expenditure associated with support of Common Ground Guildford, a mission community of Christians from Guildford Town Centre churches and those who live elsewhere.

**The Choir Tour Fund** is to provide support to the Holy Trinity biennial choir tour. In 2023 the fund was used to support the choir visit to Llandaff. The balance in the Fund represents a surplus from fundraising activities over past years which will be used to offset the cost of future tours.



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## NOTES TO THE FINANCIAL STATEMENTS (continued)

### FOR THE YEAR ENDED 31 DECEMBER 2023

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**The Holy Trinity Fabric Fund** is used to record funds that are donated for, and ultimately used for, repairs and other expenditure at Holy Trinity church. During 2023 there was very requirement for any expenditure from the fund.

**The Holy Trinity Music Fund** is used to record funds that are donated to Holy Trinity for its music, including the choir. Its name has been changed to **Choral Foundation Fund** to reflect the changing nature of Holy Trinity and St Mary's choirs

**The St Mary's Fabric Fund** is used to record funds that are donated for, and ultimately used for, repairs to St Mary's church. A legacy was received in 2017 from the late Eileen Black, a parishioner of St Mary's.

**The South Africa Fund** is used to record parish activities associated with links to the Diocese of the Highveldt, South Africa, notably with St Peter & St Paul, Springs and the Kwasa Centre.

**The Environmental Fund** was set up in 2018 to support the Parish commitment to sustainability and renewability. 2023 saw very little requirement for any expenditure from the fund.

**The Trinity Centre Fund** was established to hold the capitalised cost of the refurbishment of the Trinity Centre and its subsequent depreciation. The movement in the fund during the year represents the total depreciation charge for the year.

**The GMC Fund** was set up in 2021 which shows funds received from planned giving which have been designated for payment to the General Methodist Council. These funds are paid annually in arrears.

**The Guildford Diocese Fund** was set up in 2021 to show the funds owed to the diocese from fees received for weddings and funerals, funds are paid quarterly in Arrears.

**The St Mary's Methodist Fund** was set up in 2018 to receive donations towards the costs of a major reordering project including a new porch, kitchen, toilets and underfloor heating.

**Equipment and Fittings Fund** was established in 2018 to hold the cost of new chairs for Holy Trinity church and their subsequent depreciation. In 2020 a Sound and organ camera system was installed and the expenditure capitalised. The cost is being amortised over 6 years.

There are a number of other small funds which are retained for the purpose for which they were created. Other than in the HT Bells Fund there was no activity in these funds in the year.

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**22. Unrestricted funds**

	£	£	£	£	£	£
	Balance 1 <sup>st</sup> Jan 2023	Incoming resource	Resource expended	Transfer	Adjustments, gains and losses	Balance 31 <sup>st</sup> Dec 2023
Energy	14,495	2,075	0	-1,445	0	15,125
Extraordinary Repair	7,977	2,000	0	10,200	0	20,177
Youth and Children	3,468	350	150	11,446	0	15,114
Fixed Assets	15,950	0	500	0	0	15,450
Designated Funds	41,890	4,425	650	20,201	0	65,866
General Fund	64,553	371,784	351,268	(20,587)	2,393	66,875
Unrestricted Funds	106,443	376,209	351,918	(386)	2,393	132,741

**The General Fund** is accumulated surplus that has not been designated by the PCC for a specific purpose. Net incoming resources in were £2,393 (2022: £1,618) including £15,555 received from the Veronica Nicholas legacy and after transferring funds as agreed by the PCC.

**The Energy Fund** was created to hold donations to support the Parish as it faced the sharp increase in its costs as a result of the Ukraine crisis. It included a single anonymous donation of £10,000. It has renamed the **Carbon Fund** more closely reflect the use as determined by the PCC.

**The Extraordinary Repair Fund** recognises the requirement for the PCC to maintain funds for current and future repairs to parish buildings. At the end of 2023 the balance of the Fund had recovered to £20,177 (2022 £7,974) following transfer of General Fund surplus.

**The Youth and Children Fund** was established in 2019. The Fund is available to support young people, by way of a grant, to participate in parish activities and to provide grants to young people as they leave school and move into further education or careers. It has renamed the **Development Fund** more closely reflect the use as determined by the PCC.

**Fixed Assets** represent the deemed historical cost of Freehold Land and Buildings in use by the PCC excluding both churches (see note 1) and the refurbishment cost of the Trinity Centre (see Trinity Centre Fund), and the depreciation of those buildings.

**23. Analysis of net assets between funds**

	£		£	£	
	Unrestricted Funds		Restricted Funds	Total 2023	Total 2022
	General	Designated			
Tangible assets	0	15,450	173,217	188,667	246,411
Investments	27,566	0	118,191	145,757	133,105
Current assets/(liabilities)	39,309	50,416	218,684	308,410	284,157
	66,875	65,866	510,092	642,833	663,673

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**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**FOR THE YEAR ENDED 31 DECEMBER 2023**

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**24. Related party transactions**

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

	<b>2023</b>	<b>2022</b>
	£	£
Aggregate compensation	1,667	4,884

Key management for the purpose of this analysis are the rector Reverend Robert Cotton (£1,337) and the senior non-stipendiary cleric Rev'd Jonathan Hedgcock (£300)

**Transactions with related parties**

During the year the PCC entered into the following transactions with related parties: During the year related party transactions were identified relating to remuneration of Mrs Corinne Jones, the wife of a PCC trustee Mr Grayson Jones, and Mrs Chloe Benson, daughter of PCC secretary Mrs Josephine Leak, for administrative services provided to the charity. Remuneration was also paid to Mr Nick Graham, the son of trustees Mr Paul Graham and Mrs Carolyn Graham, in his role as Director of Music. These transactions were at arms' length and in the normal course of business.

Mrs Jones is training as a Non-stipendiary Ordained Local Minister with the Guildford Diocese and her expenses are paid for by the charity. Total expenses in 2023 were £471 (2022: £1,232). In addition, total payments of £240 were also made to David Mutombo and Annika Mathews to support their training on the Occasional Preachers Course.

No guarantees have been given or received.

**25. Cash generated from operations**

	<b>2023</b>	<b>2022</b>
	£	£
Net Surplus (deficit) for the year	(20,766)	(63,147)
Adjustments for:		
Interest & Dividend Income	(10,240)	(5,373)
Fixed Asset Depreciation	57,744	57,745
Fair value gains and losses on investments	(12,652)	17,670
Movements in working capital:		
(Increase) / Decrease in debtors	(2,380)	(2,529)
Increase / (Decrease) in creditors	4,302	(4,052)
<b>Cash generated by operations</b>	<b>16,008</b>	<b>315</b>

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