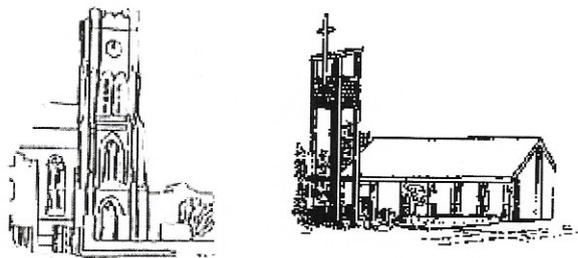


**Holy  
Trinity**  
**St Columba**  
**FAREHAM**

Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council

for the Year Ending 31<sup>st</sup> December 2019



The Parish of Holy Trinity with St. Columba,  
Fareham

Registered Charity number 1135129

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Contents Page**

<b>Statutory Information</b> .....	1
<b>Annual Report</b> .....	2
<b>The Parish and the Parochial Church Council</b> .....	2
<b>Members of the PCC</b> .....	3
<b>Sub-committees of the PCC</b> .....	4
<b>PCC Review</b> .....	4
<b>Public Benefit</b> .....	6
<b>Events through the year</b> .....	7
<b>Health and Safety/Buildings</b> .....	8
<b>The Highlands Hub</b> .....	8
<b>St Columba Church Development Project</b> .....	9
<b>Stewardship</b> .....	10
<b>Financial Review</b> .....	11
<b>Investment Policy</b> .....	11
<b>Reserve Policy</b> .....	11
<b>Statement of Trustees' Responsibilities</b> .....	12
<b>Independent Examiner's Report</b> .....	13
<b>Statement of Financial Activities</b> .....	14
<b>Balance Sheet</b> .....	15
<b>Statement of Cash Flows</b> .....	16
<b>Notes to the Financial Statements</b> .....	17

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Statutory Information**

Rector  
Mission Priest  
Curate

The Reverend Sally Davenport  
The Reverend Greg Bakker  
The Reverend Wendy May Jacobs

Correspondence Address

Holy Trinity Parish Office  
West Street  
Fareham  
Hampshire  
PO16 0EL

Parish Office Telephone Number

(01329) 232688

Charity Registration Number

1135129

Main Bankers

Lloyds Bank Plc.  
43 West Street  
Fareham  
PO16 0BE

Solicitors

Brutton & Co.  
228 West Street  
Fareham  
PO16 0AJ

Architects

Jane Jones-Warner RIBA SCA AABC IHBC  
Jane Jones-Warner Associates  
Unit 78, Chichester Enterprise Centre  
Terminus Road  
Chichester  
West Sussex  
PO19 8TX

Independent Examiner

Nigel Smith, BSc (Econ), CPFA  
2 Dover Close  
Fareham  
Hampshire  
PO14 3SU

Insurer

Ecclesiastical Insurance Office Plc.  
Beaufort House  
Brunswick Road  
Gloucester  
GL1 1LF

## Annual Report

For the year ended 31<sup>st</sup> December 2019

### The Parish and the Parochial Church Council

The parish of Holy Trinity with St Columba is a Team Ministry with two churches, Holy Trinity on West Street in Fareham town centre and St Columba on Hillson Drive in the suburban North West of Fareham. The Parish is managed by one Parochial Church Council (PCC) comprising members from both churches.

Our Rector, the Reverend Sally Davenport, was licensed in April 2011. We have a Mission Priest (0.5), the Reverend Greg Bakker, who was licensed in January 2019. The Reverend Wendy May Jacobs began her curacy in the parish in September 2018 and was ordained as priest twelve months later.

Allen Cole continues to play the organ at St Columba. Gordon Uphill plays the organ at Holy Trinity and trains the choir there. We extend our thanks to retired (PTO) clergy: the Reverend Ann Burr, the Reverend Doreen Jackson, the Reverend Michael Cooper, the Reverend Judy Henning, the Reverend Sylvia Martin, and the Reverends Gary and Lorraine Snape for their continued ministry among us; also to the Reverend Ruth Jagger whom we welcomed back to the parish during 2019 to join our team of retired (PTO) clergy. We also thank our PTO Reader, David Inns.

The PCC has the responsibility of cooperating with the Clergy Team in promoting in this parish of approximately 19,200 people the whole mission of the Church congregation – pastoral, evangelistic, social and ecumenical.

The following Parish Vision Statement was adopted some years ago:

#### Our Vision

- To live and share the Word of God in the area of Fareham committed to our concern

#### Our Aim

- To present Jesus Christ to all people as an agent of change and renewal in their lives

#### Our Objectives

- To develop our spirituality and relationship with God
- To use our resources to the full and invest through their development
- To build mutually supportive structures in our church life
- To serve and be inspired by the local community into which God had called us
- To encourage our staff to use their skills effectively and develop them through training
- Not to do alone what we can do with our ecumenical partners in Christ

The PCC has two associated trusts, the Holy Trinity Parish Hall Trust, which is responsible for the upkeep of the Holy Trinity Church Hall, and the Helen Butter Waddell-Boyd Trust, administering a bequest. There is one charity, the Le Blanc Charity (257280), which provides a small income for the use of the PCC.

The PCC is a corporate body established by the Church of England, operating under the Parochial Church Council (Powers) Measure 1956 and registered with the Charity Number 1135129. The Team Ministry was inaugurated by Order in Council on 23<sup>rd</sup> June 1971.

Holy Trinity with St. Columba PCC  
Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2019 (*continued*)

### Members of the PCC

Members of the congregation who are on the Church Electoral Roll are eligible to stand for election to the PCC. Elections to the PCC are conducted at the APCM in accordance with the Church Representation Rules. Each member stands for a term of three years and can stand for two consecutive terms.

<b>Rector</b>	The Reverend Sally Davenport	
<b>Mission Priest</b>	The Reverend Greg Bakker	
<b>Assistant Curate</b>	The Reverend Wendy-May Jacobs	
<b>Reader Representatives</b>	None	
<b>Churchwardens</b>		
<b>Holy Trinity</b>	Mrs Judi Bushell	(re-elected 11 <sup>th</sup> April 2019)
	Mr Clive Ellam	(elected 11 <sup>th</sup> April 2019)
<b>St Columba</b>	Mr Philip Dickinson	(re-elected 11 <sup>th</sup> April 2019)
<b>Treasurer</b>	Mrs Sue Marshall	(re-appointed 14 <sup>th</sup> May 2019)
<b>Secretary</b>	Mrs Daphne Armstrong	(re-appointed 14 <sup>th</sup> May 2019)
<b>Synod Representatives</b>	Mrs Sue Craft	(Deanery)
<b>(ex officio PCC Members)</b>	Mrs Lucy Docherty	(Deanery, Diocesan and General)
	Mrs Alison Jacobs	(Deanery)
	Mr Jim Palmer	(Deanery)
	Mrs Jane Whiteley	(Deanery)

<b>Elected members</b>	<b>Retired APCM 2019</b>	<b>Term</b>	
Mrs Margaret Handley	2019 SC	1 <sup>st</sup>	Served 1 year of casual vacancy
Mr Jim Palmer	2019 SC	1 <sup>st</sup>	
Miss Julia Docherty	2019 HT	1 <sup>st</sup>	
Mrs Sue Hall	2019 HT	1 <sup>st</sup>	
	<b>Retire in</b>	<b>Current Term</b>	
Mr Peter Hallam	2020 SC	2 <sup>nd</sup>	
Mrs Jane Whiteley	2020 SC	1 <sup>st</sup>	
Mrs Daphne Armstrong	2020 HT	1 <sup>st</sup>	
Miss Abi Handley	2021 SC	1 <sup>st</sup>	
Mr Don Smith	2021 SC	2 <sup>nd</sup>	
Miss Elizabeth Whiteley	2021 SC	1 <sup>st</sup>	
Mrs Sarah Bournier	2021 SC	1 <sup>st</sup>	
Mrs Karen Churchill	2021 HT	1 <sup>st</sup>	
Mrs Sheila Holliday	2021 HT	1 <sup>st</sup>	
Mrs Margaret Handley			
Mr Jim Palmer	2022 SC	2 <sup>nd</sup>	
Miss Julia Docherty	2022 SC	2 <sup>nd</sup>	
Mrs Sue Hall	2022 HT	2 <sup>nd</sup>	
Mr Alan Tottle	2022 HT	2 <sup>nd</sup>	
	2022 HT	1 <sup>st</sup>	

### Co-opted member (one year)

Mrs Sue Marshall (Treasurer) HT

## **Annual Report**

### **For the year ended 31<sup>st</sup> December 2019 (*continued*)**

#### **Sub-committees of the PCC**

The PCC, as a decision making body, operates through the following committees. Reports from the meetings of committees are given to PCC members for information, comment and questions. In this way the PCC monitors and approves much of the work carried out on its behalf by the sub-committees. While the PCC has the power to overrule a committee, in practice it seldom does.

##### **Standing Committee**

The only committee required by law, with power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

##### **Finance and General Purposes Committee**

This committee oversees the general financial affairs of the two churches in the parish by monitoring income and expenditure and preparing an annual budget. It also takes responsibility for the stewardship of parish resources, including all parish properties (buildings and equipment).

##### **Holy Trinity Church Committee (HTCC)**

This committee is responsible for worship and church life, education, mission and outreach and Christian Unity within the church of Holy Trinity.

##### **St Columba Church Committee (SCCC)**

This committee is responsible for worship and church life, education, mission and outreach and Christian Unity within the church of St Columba.

##### **The St Columba Development Steering Group**

This committee oversees the St Columba development project.

##### **Highlands Hub Management Committee**

This committee oversees the day to day running of the Highlands Hub which has one part-time member of staff and around 35 volunteers providing our mission to the local community.

##### **The Stewardship Committee**

This committee continues to review stewardship on an annual basis.

##### **The Communications Team**

This team was set up in May 2018 to make recommendations to the PCC on a parish-wide communications strategy.

##### **The Welcome Group**

This group was set up in May 2018 to follow up on lessons learnt on recent courses; and to help address the problem of falling attendance at Sunday services.

#### **PCC Review**

The PCC held six meetings during 2019, with the Annual Parochial Church Meeting taking place on 11<sup>th</sup> April.

At every PCC meeting, members are asked to declare any interest in agenda items. We are also obliged to report on issues relating to health and safety, and the safeguarding of children and vulnerable adults at all meetings. Parish policies are reviewed throughout the year and updated as necessary. Minutes are displayed on notice boards at both churches and all are encouraged to read them. A summary of major items discussed at meetings during 2019 is given overleaf:

Holy Trinity with St. Columba PCC  
Charity number: 1135129

## Annual Report

### For the year ended 31<sup>st</sup> December 2019: PCC Review (*continued*)

- 9 Jan
- PCC discussed ideas for raising finance to support the Highlands Hub.
  - 10 Feb: Silver Service lunch to be provided for older parish members (both churches) by 17<sup>th</sup> Fareham HT Scout group.
  - Mission Priest: Revd Greg Bakker to be licensed at HT on Sun 27 Jan at 4.00pm
  - GDPR: all policy matters now in place
- 19 Mar
- PCC agreed to Internet connection at St Columba (for security cameras and audiovisual plans).
  - Agreed that Syrian church might use St Columba for one additional Sunday per month.
  - Resolution: PCC approved in principle 12 requests from 17<sup>th</sup> Fareham Scout Group to refurbish The Den (HT), subject to advice from Parish Architect. To be funded by Scouts.
  - Treasurer reviewed Year-end financial position. PCC adopted Annual Report and Financial Statements for the year ended 31 Dec 2018.
  - Work at St Columba Church: PCC resolved to authorise expenditure and works at St Columba (Phase 1), and to submit a Faculty for the works to be undertaken.
- 14 May
- Before the meeting, PCC members received Dementia Awareness training.
  - Appointments of: PCC Vice Chair, PCC Secretary, PCC Treasurer, Safeguarding Representatives (both churches), Health and Safety Officers (both churches), Electoral Roll Officer, and members of Standing Committee.
  - Safeguarding of Children and Vulnerable Adults: policy reviewed and approved by PCC
  - Treasurer presented First Quarter Management Accounts.
  - PCC hoped to keep The Hub open until lease ends (2 years), and develop a workable financial model in the meantime.
  - PCC approved proposal to employ a part-time community worker to facilitate development of a Community Friendship /Lunch group based at St Columba Church
  - PCC approved proposal to donate up to £1,000 towards Architect's fees incurred during refurbishment of Scout Den at HT.
  - Presentation on Inclusive Church; PCC in support of further exploratory work and training.
- 22 Jul
- Inclusive Church: four-part study on radical welcome to take place during the autumn.
  - Safeguarding - Disclosures from Disclosure and Barring Service (DBS): policy adopted.
  - Community Worker (St Columba Academy): PCC agreed to renewal of contract.
  - The Hub: loss of NHS services at the Hub in 2018 resulted in reduction in regular income. Options for the future considered; decision to be made in Sep 2019.
  - PCC resolved to refurbish Holy Trinity Kitchen to commercial standards, funded by HT Hall Fund and HT Hall Extraordinary Repair Fund; to apply for Faculty.
  - PCC resolved to replace the gas boilers in HT, to be funded by repair budget in General Fund; to apply for Faculty for works to be undertaken.
- 18 Sep
- Vision: discussion on 'Wildly Important Goal' and ways of expanding what we do, by means of Prayer, Presence, Invitation and Coaching
  - Inclusive Church: video clip followed by discussion
  - Finance: review of half-year accounts
  - Future of The Hub: options discussed. Agreed to a new break point in Apr 2021; situation to be reviewed in Sep 2020 and, if necessary, notice given to close The Hub in April 2021.
  - Annual review of fees and hire rates: PCC approved recommendations by Treasurer.
- 14 Nov
- Inclusive Church /Enlarging our Table: future plans outlined.
  - Safeguarding: clarification given on what constitutes a safeguarding incident and when it should be reported to the Diocesan Safeguarding Advisor.
  - Treasurer presented Third Quarter Accounts and Budget for 2020.
  - Health and Safety policies at both churches to be updated to include guidance on Hazardous Litter
  - PCC voted on 6 charities to benefit from our annual charitable giving for next two years.
  - PCC agreed to apply the new Real Living Wage (3.3% increase) to our employees.

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Annual Report**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**Public Benefit**

The churches are open to all for worship throughout the year and continue to serve the needs of the local communities for baptisms, thanksgiving on the birth of a child, marriages, renewal of vows, and funerals. During the year we held the following:

	2019	2018
<b>Baptisms</b>	22	22
<b>Weddings</b>	4	3
<b>Funerals</b>	13 church; 19 crematorium	7 church; 21 crematorium

The main services at both churches are held on a Sunday where the regular worship is predominantly Eucharistic in various styles. A non-Eucharistic act of Morning Worship is offered on the first and third Sundays in the month at St Columba as a 'gateway' for those who have not been to church before. A special 'altogether' family service takes place at Holy Trinity on the third Sunday of the month. Midweek Holy Communion is held at Holy Trinity on a Wednesday morning.

At St Columba, children stay in the church most Sundays, with activities suitable for their age group available. Every 2<sup>nd</sup> Sunday both Holy Trinity and St Columba combine for Godly Play, alternating between both churches. At Holy Trinity activities are available for children during the service, with a special Junior Church on the 1<sup>st</sup> Sunday in the parish hall. We continue to encourage friendly services for young families, those with caring responsibilities and for those making their first steps in the Christian faith.

Morning Prayer takes place at Holy Trinity at 9am each Monday and Wednesday; and 8.45am at St Columba each Tuesday. A prayer group meets each Tuesday morning at Holy Trinity; and the St Columba Prayer Group meets twice a month on Wednesday mornings, and once a month at The Hub on Highlands Road. Volunteers keep Holy Trinity church open to visitors during the day from Monday to Saturday between 11am and 3pm.

The parish supports house groups, Junior Church, mixed age music groups, a toddlers' group, and a branch of Mothers' Union members. During the year, we participated in ecumenical Lent courses with Fareham town churches and services of meditation during Holy Week.

The Parish has embarked on an exploration as to whether or not we are ready to identify ourselves as part of the Inclusive Church network (<https://www.inclusive-church.org/>). Reflection and explorations have been supported by holding a Radical Welcome course, studying controversial scriptures and welcoming a series of guest speakers at our Sunday services who came to share their experiences of, eg, being a wheelchair user; and family life and the Christian faith where a member has come to know themselves as being both gay and loved by God. Reflections, prayer and discussions are on-going and have already proved fruitful.

Clergy and other members of the congregation go into local schools regularly to take assemblies. Links with St Columba Primary School continue to flourish; the clergy alternate with the Community Worker and Open The Book team to lead Collective Worship weekly. Members of the Church are on their Governing body and we have continued to support the school through a Community Worker. In 2019, the Read, Pray, Bake initiative gave support for the school and enhanced links with the congregations. All classes from the academy visited the Church for services during the year. A new initiative, an after-school Dining Club for Years 5 and 6, run by the clergy and a lay person, proved very popular.

As well as clergy going into our local schools, the schools use our buildings for concerts, special assemblies, Remembrance service and Christmas Carol services. The schools are invited to parish celebrations during the year such as Mothering Sunday, Easter, Harvest and Christmas. During 2019, groups of primary school-age children visited Holy Trinity to find out about the church's heritage by carrying out a Children's Discovery Trail, designed for us by the National Association of Decorative and Fine Arts Societies (NADFAS). A local group of the Beavers also visited Holy Trinity to find out about the church as part of their Faith badge work.

At both Holy Trinity and St. Columba, the halls and churches are available to all and used by a wide cross-section of the community during the week.

**Holy Trinity with St. Columba PCC**  
Charity number: 1135129

**Annual Report**  
**For the year ended 31<sup>st</sup> December 2019 (*continued*)**

**Public Benefit (*continued*)**

At Holy Trinity, this includes the weekly Lunch Club for the elderly and various cultural, social, environmental, health and leisure organisations, as well as local branches of charities and political associations. Children's Uniformed Groups use the premises each week during term-time as well as a Mother and Toddler group. A local Quaker group hires Holy Trinity's Lounge for its weekly meetings. A Hungarian Folk Dance group meet regularly for classes and events at Holy Trinity and a group of local Muslim businessmen hire the hall for Friday prayers.

At St. Columba, those using the Hall include uniformed organisations, a toddler group, the Open Sight Club, a Sewing Group, Art Group, Model Railway and other local community and outreach groups on an occasional basis. Members of the local community regularly hire the halls at both churches for family celebrations and gatherings. At St Columba, the church and Hall have been used twice a month by St Mary's Jacobite Syrian Church. A new group was formed, The Columba Friendship group, for over 60s and they meet weekly in the church. This is a popular group that is steadily increasing in numbers.

The church has also been used for social events, to which our local community, and members of other churches, have been invited. These have included a pop up gym event, May Fair, Christmas Fair, Christmas Lunch, a Beetle Drive, and a Quiz Night, both including suppers. We have continued to run community tea parties drawing in members of the community around us. Activity mornings for children were held during the Easter Holiday.

The Parish actively supports the work of the Basics Bank in Fareham, provides facilities for the recycling of foil and bottle tops for local charities, actively supports the local Fairtrade Initiative and six other charities (local, national and international). The Parish also responds to emergency relief, collects for Christian Aid, Tools for Self-Reliance, and Crisis at Christmas appeals.

**Events through the year**

Uniformed Organisations held their annual St George's Day Parade Service in the town centre in April 2019. There was a special Holocaust Memorial Day service on 27 January. In November, an All Souls service at Holy Trinity was held aimed particularly at those who had suffered bereavement during the past year. Shortly afterwards, the church hosted the civic service on Remembrance Sunday.

During the year, Holy Trinity church was hired several times by local musical societies and we ourselves organised a programme of monthly lunchtime concerts between April and November, with a variety of musical styles, including Chamber, popular and choral, enjoyed by many people from the town centre and further afield.

Special Christmas services were held for St Columba Academy and Uplands Primary School. There was a Christingle service for 17<sup>th</sup> Fareham Beaver Scouts, crib services for children and Carols by Candlelight at both churches on Christmas Eve. Total attendance at Christmas services amounted to 136 at St Columba and 656 at Holy Trinity.

We work alongside children, young people and their families in various different ways. Baptism preparation classes are offered to all concerned; PraiseMakers is a short monthly service for young families, with tea afterwards; the weekly Little Fishes group for babies and toddlers continues to thrive, extending its meetings during Half Term holidays as a 'Messy Church' activity, open to older siblings; Messy Church itself is held roughly every two months; and, as part of our ministry to Junior Church children, Godly Play is a monthly activity. Together with the local United Reformed Church we provide Parent Free Zone each month, a youth group for children aged 8 to 16. During August a week-long Holiday Club for children was hosted at Holy Trinity, organised by Christians Together in Fareham. A young families' outing was organised to the New Forest Wildlife Park in September; and a Light Party for children was held in October as an alternative to Halloween.

Other regular activities at Holy Trinity include the People Alone Circle (PAC) meeting monthly, with visiting speakers.

## **Annual Report**

### **For the year ended 31<sup>st</sup> December 2019**

#### **Events through the year (*continued*)**

There is a team of Bereavement visitors and our Oasis Bereavement Group is held on the first Monday each month at the Hub. There are two services a year dedicated to remembering loved ones: in May at St Columba for those most recently bereaved and more generally at the All Souls service in November at Holy Trinity. The scheme of pastoral contact has continued its valuable work throughout the parish. Our ecumenical relationships through Christians Together in Fareham are also very active. The parish is very well served both by its Treasurer team and its PCC Secretary who, together with many other people, offer their time, gifts and competences in the running of the parish and its mission and ministry.

#### **Health and Safety/Buildings**

The Churchwardens regularly review the buildings in the light of the Health and Safety Policy and arrange for necessary work to be carried out. Health and Safety is a regular item on the Standing Committee agenda and the PCC is kept updated.

We are continually reviewing procedures to keep everyone safe. At Holy Trinity we have put in measures to lessen the risk associated with the collection of drug related waste in the church grounds including access to a sharps box.

At St Columba, two incidents were reported through the accident book involving minor injuries. Both were investigated, one requiring the Parish to consider whether a non-slip floor covering in the church would be safer than the existing resin floor. Progress continues to be made with implementing repairs. The work to complete the Faculty to repair the gutter to address the water ingress issues and also make the stair railings safe commenced in November and is expected to complete in the New Year. Meanwhile the ban of children using the stairs and balcony unaccompanied is considered an adequate temporary arrangement.

In the longer term, around late 2020-2021, we plan to restructure and refurbish the vestries and anticipate that this will resolve safety issues over boiler ventilation.

#### **The Highlands Hub**

Opened in April 2011, the Highlands Hub has continued to operate successfully throughout 2019, albeit with a worrying financial deficit. The Hub provides a coffee shop, computing and internet facilities and a welcoming social meeting place for those living in the area as well as three small meeting rooms which are available for use by community support groups. Volunteers are on hand when the Hub is open to provide advice and support to anyone coming in who needs it. Additionally, the Hub has been used as a base for a number of discipleship courses, which draw participants from our own and other local parishes as well as a handful from the wider community who might not otherwise be seen at church.

During the course of 2019, regular community users have included the Citizens Advice Bureau, Autism Hampshire, Suella Fernandez MP and the Hampshire Youth Offending Team. Charity fundraisers for events such as Children in Need, Macmillan Nurses and local charities have been held at the Hub, along with monthly Jumble Sales run by the Friends of the Hub. The 'Nutty Knitters' friends group continues to be very popular, gathering on both Wednesday and Friday mornings at the Hub and a new meeting for sufferers of MS has started up during the year

The Hub lease was renewed in April 2017 for a further five years, albeit at a slightly increased cost. Late in 2017, ITalk advised that, due to financial constraints, they would be moving their operations to the Fareham Community Hospital. Their use of Hub rooms stopped completely early in 2018 and, as the income from ITalk's room usage was a key proportion of the Hub's income, this withdrawal has created a worrying deficit. This is being monitored carefully and action taken to address the shortfall. It is, however, likely that the Hub will have to close when the current lease terminates in March 2022.

## **Annual Report**

### **For the year ended 31<sup>st</sup> December 2019 (continued)**

The numbers of local people calling on the Hub for support and services has remained steady throughout the year. Thanks go to all those who help the Hub do what it does and also to the Friends of the Hub who continue to work hard to raise funding to cover the Hub's running costs.

### **St Columba Church Development Project**

The St Columba Development Committee has met regularly this year and additional meetings have been held with members of the DAC and the Parish Architect. Our plans for the St Columba Development were split into 2 phases. Phase 1 was focused on repairs to the building and urgent matters. Phase 2 is to carry out more extensive building work to reconfigure the existing vestries and back of the church to create a new meeting space, toilets, kitchen, storage area and clergy vestry.

Phase 1 included repairs to the guttering and replacing the fascia boards, replacing the chairs in the Church, installing de-stratification fans, carrying out health and safety alterations to the stairs and putting up a new noticeboard outside the main church building. A faculty was submitted to cover this work and was granted in June 2019. Coleborns were contracted to carry out the work and this started in November 2019. It is due to finish late February/early March 2020. The new chairs also arrived in November 2019 in time for the Christmas services. We have installed security cameras which have proved useful when incidences have taken place on the site. We have increased our use of the IT system during Sunday services using the screen at the front of the church.

We have also progressed the work on phase 2. Our architects have prepared a basic plan which we are working from. We are now having detailed conversations over these plans before speaking to a quantity surveyor and structural engineer to move the plans forward.

### **Safeguarding Policy**

The Parish of Holy Trinity with St Columba is committed to the safeguarding, care and nurture of children and vulnerable adults so that all may be able to worship and pursue their faith journey with encouragement and in safety. We are also committed to the implementation of the Diocese of Portsmouth's Safeguarding Policy and Procedures and the relevant legislation and guidance for the welfare of children, young people and vulnerable adults.

Every year the PCC agrees the Safeguarding of Children and Vulnerable Adults Policy Statement which is displayed in Holy Trinity and St Columba churches. Also displayed are the details of the Safeguarding Officers for the two churches – this year (2019), Alan Tottle at Holy Trinity and Allison Sturt at St Columba. They undertake the implementation of the Safeguarding activities in the Parish, as outlined in the Diocesan Safeguarding Handbook. The overall responsibility for Safeguarding lies with the Incumbents and the PCC and Safeguarding remains a main agenda item at every PCC meeting.

The Safeguarding Officers ensure that all those who undertake work in a regulated activity with children or vulnerable adults in the parish, on a voluntary or paid basis, comply with Safeguarding procedures. They also ensure that children's, young persons' or mixed-age activities which fall under the Diocesan Safeguarding Procedures are endorsed by the PCC and that compliance with procedures is maintained. Records are maintained on Disclosure & Barring Service (DBS) checks and safeguarding training. Additionally, work is being undertaken to ensure that anyone who undertakes work for the parish on a voluntary or paid basis meets the requirements of a DBS check if appropriate for their role and undertakes the relevant safeguarding training.

The parish continues to review safeguarding records including records of attendance of children and adult workers to ensure that they are in line with the Church of England policy on the retention of records for safeguarding, or Diocesan arrangements.

Safeguarding allegations are brought to the attention of the Diocesan Safeguarding Advisor and managed in accordance with the Diocesan Safeguarding policy.

**Annual Report**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

All persons and organisations hiring the parish premises on a regular basis do so by signing booking forms which include a declaration that they have read and understood the Diocesan Safeguarding Policy and Procedures, or that they abide by their own organisation's safeguarding procedures.

**Stewardship**

The Stewardship Committee normally meets roughly quarterly to consider ways of continuing to promote Christian Stewardship within our parish. During the first half of the year we worked on preparing a stewardship giving review programme, expected to take place in the autumn. However, in late July we were made aware that the parish had a new vision and plans, and it was decided to delay the launch until after a meeting with the clergy could be arranged. For various reasons this did not take place until November, when it was decided that 2020 would be designated "Year of Generosity", with a giving review during Lent, and time and talents would be looked at later. At the time of writing this report we are on course to launch the review as planned. The parish is becoming increasingly reliant on the generosity of fewer donors, and this trend will need to be reversed if we are to avoid facing considerable financial difficulties in future years.

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Annual Report**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**Financial Review**

We began the year expecting to be incurring a deficit of about £17,700 in the General Fund by the end of the year but actually incurred a deficit of almost £33,450. Income was as budget overall.

In 2017, there was a backlog of maintenance and repairs highlighted and a gift day was held to increase the General Fund. Unfortunately, during 2018 due to technical and timing problems, this was not spent, so the balance was carried forward to 2019. The 2019 spend of £41,300 includes the costs of £22,400 for the HT boilers and £17,150 on repairs at SC. This has resulted in a reduction in the General fund to £80,290 at the end of the year.

The Holy Trinity Hall has made a surplus during the year amounting to £5,138 (2018 - £3,325) with many regular users continuing to use the facilities on offer. The kitchen is to be refurbished in 2020 giving better facilities. The St. Columba Hall produced a surplus of £3,037 (2018 - £3,577) reflecting its popularity as a low cost venue. During 2019 the Highlands Hub made a deficit of £11,109 (2018 - £15,979).

The investment income during the year for the Helen Butter Waddle-Boyd Trust was £8,883 (2018 - £8,504). The investments increased in value by £4,253 (2018 - decreased by £7,638). The performance of the investments are reviewed regularly and recommendations are made to the PCC should a need to move money from poor performing funds arise. The Prudential shares were sold on 2018 and the proceeds re-invested in 2019.

The PCC would like to thank the generosity of the Parish and community who have made donations during the year.

**Investment Policy**

The PCC has in place the following investment policy.

- Investments are reviewed at F&GP meetings with any proposed changes to be brought to the next PCC meeting for approval.
- Identify poorly performing investment and consider alternative investments to increase yield where possible.
- Identify funds which could be put into fixed term or limited access accounts to earn higher interest rates.
- Investments to be made with consideration of the Church of England's Ethical Investment Advisory Group's guidelines.

**Reserve Policy**

It is the policy of the PCC to hold in freely accessible reserves (cash and debtors less current liabilities) for the general fund and any operating restricted reserve (see below) an equivalent of at least four months of expenditure.

It is also the policy of the PCC that where funds become insolvent at the year end, and the budget indicates that those funds will not recover within a year, a transfer from the General fund will be made. If the General fund is insolvent, transfers will be made proportionally from all the designated funds.

The funds covered by this reserve policy and their current level of reserves are as follows:

Fund	Required in reserves £	In reserves as at 2019 £	In excess of/ (short by) £
General Fund	65,556	50,434	(15,122)
Highlands hub (restricted)	11,952	13,745	1,793
Messy Church (restricted)	608	2,323	1,715
HT Hall (restricted)	3,239	16,591	13,352
SC Hall (restricted)	1,136	12,715	11,579

## Annual Report

For the year ended 31<sup>st</sup> December 2019 (*continued*)

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the trustees to prepare finance statements for each financial year that give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charity SORP;
- Make judgements and estimates on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the PCC <sup>20<sup>th</sup></sup> Oct .....2020 by: 

The Reverend Sally Davenport  
Chair and Rector

## **Independent Examiner's Report** **To the members of the Holy Trinity with St. Columba Parochial Church Council**

I report on the accounts of the PCC for the year ended 31 December 2019, which are set out on pages 14 to 30.

### **Respective responsibilities of the PCC and the examiner**

The members of the PCC are responsible for the preparation of the accounts who consider for this financial year an audit is not required under section 144 of the Charities Act 2011 (the 2011 Act) or the Church Accounting Regulations 2006 (the Regulations) and that instead, an independent examination is needed.

It is my responsibility to:

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

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

My examination was carried out in accordance with the General Directions given by the Charity Commission and the Church guidance, 2006 edition. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and to comply with the have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached (except as below).

One HBWB investment has been valued as at June 2019 at £85,514 and the December 2019 valuation is not currently available. Whilst the December value could be expected to be higher than June 2019 investment values have subsequently fallen in 2020 so no adjustment has been made.



Nigel Smith, BSc (Econ), CPFA  
2 Dover Close  
Fareham  
Hampshire  
PO14 3SU

Date: 21<sup>st</sup> May, 2020

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Statement of Financial Activities**  
**For the year ended 31<sup>st</sup> December 2019**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
<b>Incoming and endowments from:</b>							
Donations and legacies	2	144,584	71	23,060	–	167,715	273,310
Charitable activities	3	5,654	598	–	–	6,252	7,457
Other trading activities	4	1,062	–	34,453	–	35,515	38,952
Investment income	5	1,264	7,257	6,951	8,883	24,355	17,241
Other income	6	10,668	–	4,192	162	15,022	12,846
<b>Total income</b>		<b>163,232</b>	<b>7,926</b>	<b>68,656</b>	<b>9,045</b>	<b>248,859</b>	<b>349,806</b>
<b>Expenditure on:</b>							
Raising funds	7	1,587	–	4,223	–	5,810	4,982
Charitable activities	8	175,793	2,719	55,060	1,508	235,080	186,513
Other	10	19,289	1,370	15,445	5,352	41,456	42,642
<b>Total expenditure</b>		<b>196,669</b>	<b>4,089</b>	<b>74,728</b>	<b>6,860</b>	<b>282,346</b>	<b>234,137</b>
Net gains/(losses) on investments		(20)	19,511	21,688	4,091	45,270	(9,307)
<b>Net income/(expenditure)</b>		<b>(33,457)</b>	<b>23,348</b>	<b>15,616</b>	<b>6,276</b>	<b>11,783</b>	<b>106,362</b>
<b>Transfers between funds</b>							
Gross transfers between funds – in		–	–	199	–	199	–
Gross transfers between funds – out		(199)	–	–	–	(199)	–
<b>Net movement in funds</b>		<b>(33,656)</b>	<b>23,348</b>	<b>15,815</b>	<b>6,276</b>	<b>11,783</b>	<b>106,362</b>
<b>Reconciliation of funds</b>							
Total funds brought forward		113,946	497,327	872,202	220,078	1,703,553	1,597,191
<b>Total funds carried forward</b>		<b>80,290</b>	<b>520,675</b>	<b>888,017</b>	<b>226,354</b>	<b>1,715,336</b>	<b>1,703,553</b>

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Balance Sheet**  
**As at 31<sup>st</sup> December 2019**

	Notes	2019 Total Funds £	2018 Total Funds £
<b>Fixed assets</b>			
Tangible assets	16	606,460	608,730
Investments	17	<u>802,149</u>	<u>346,774</u>
		<b>1,408,609</b>	<b>955,504</b>
 <b>Current assets</b>			
Stocks	18	274	292
Debtors	19	10,329	17,964
Cash at bank and in hand	20	<u>315,500</u>	<u>748,091</u>
		<b>326,103</b>	<b>766,347</b>
 <b>Liabilities</b>			
Creditors: amounts due in one year	21	<u>19,376</u>	<u>18,298</u>
<b>Net current assets</b>		<b>306,727</b>	<b>748,049</b>
 <b>Total assets less liabilities</b>		<b><u>1,715,336</u></b>	<b><u>1,703,553</u></b>
 <b>The funds of the Parish</b>			
General fund	24a	80,290	113,945
Designated funds	24b	520,675	497,328
Restricted funds	24c	888,017	872,202
Endowment funds	24d	226,354	220,078
 <b>Total funds of the Parish</b>		<b><u>1,715,336</u></b>	<b><u>1,703,553</u></b>

Approved by the PCC on 20/10/..... 2020 and signed on its behalf by: *Sally Davenport*

The Reverend Sally Davenport  
Chair and Rector

**Statement of Cash Flows**  
**For the year ended 31<sup>st</sup> December 2019**

	Notes	2019 Total Funds £	2018 Total Funds £
<b>Cash flows from operating activities</b>			
<b>Net cash provided by operating activities</b>	22	(46,863)	102,287
<b>Cash flows from investing activities</b>			
Dividends, interest and rents from investments		24,355	17,241
Less dividends re-invested		(9,921)	(4,989)
Proceeds from the sale of property, plant and equipment		-	-
Purchase of property, plant and equipment		-	-
Proceeds from the sale of investments		8,682	32,288
Purchase of investments		(408,844)	(31,361)
<b>Net cash provided by investing activities</b>		(385,728)	13,179
<b>Cash flows from financing activities</b>			
Repayments of borrowing		-	-
Cash inflows from new borrowing		-	-
Receipt of endowment		-	-
<b>Net cash provided by financing activities</b>		-	-
<b>Change in cash and cash equivalents in the reporting period</b>		(432,591)	115,466
<b>Cash and Cash equivalents at the beginning of the reporting period</b>		748,091	632,625
<b>Cash and cash equivalents at the end of the reporting period</b>	23	315,500	748,091

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2019

### 1 Accounting Policies

#### Basis of preparing the accounts

The financial statements have been prepared under the Charities Act 2011 in accordance with all applicable accounting standards as modified by the Church Accounting Regulations 2006 and the Statement of Recommended Practice for Accounting and Reporting SORP FRS 102 (effective 1st January 2015) issued by the Charity Commissioners for England & Wales.

The particular accounting policies adopted are set out below.

#### Accounting convention

The financial statements have been prepared on an accruals basis under the historical cost convention as modified for the revaluation of property and investments assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### Recognition of Income

Income from donations, Gift Aid claims, dividends and hall hiring are recognised in the year that they relate to. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Pledged giving, loose plate collections and interest are recognised when received.

All incoming resources are accounted for gross and are shown separately from any direct expenditure incurred.

#### Recognition of expenditure

Expenses are recognised in the year that they relate to. The cost of raising funds, charitable activities and other costs are detailed in the notes to the accounts.

Each year the PCC aims to make grants and donations (Parish Giving) based on a percentage of pledge income received, further details are given in note 9 of the accounts.

VAT on expenditure is irrecoverable and as such all expenditure within the financial statements are shown at the gross amount. Where VAT can be reclaimed as part of the Listed Places of Worship Grant scheme, the expenditure is still shown as gross with the income from the grant being recognised as income upon receipt.

#### Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

#### Fund Structure

Unrestricted funds are general funds, which can be used by the PCC for ordinary purposes.

Designated funds are those initially received as unrestricted funds but are designated by the PCC for specific purposes. Details of designated funds are given in note 24 to the accounts.

Restricted funds represent income from specific activities and trusts which are only to be spent in accordance with the stipulations set out at the time of the donation. Any balance remaining unspent at the end of each year is carried forward to be used in future years.

The endowment funds relate to the Helen Butter Waddell-Boyd Will Trust. The capital must be maintained and only the income gained from investing the endowment may be spent in accordance with the stipulations of the trust.

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2019 *(continued)*

### 1 Accounting Policies *(continued)*

#### Fixed assets

Fixed assets are depreciated over their estimated useful economic lifetime. Where this is unknown or is difficult to determine, the default policy under Equipment, Fixture and Fittings are used. The following depreciation policies were used during the year:

Equipment, Fixture and Fittings	20% straight line (over 5 years)
Organs	10% straight line (over 10 years)
Solar Panels	4% straight line (over 25 years)

Consecrated and beneficed property is excluded from the accounts under section 10(2) to (4) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's Inventory, which can be inspected (at any reasonable time). For inalienable property acquired before 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1st January 2000 have been capitalised and depreciated in the accounts over their estimated useful economic lifetime on a straight-line basis. All expenditure incurred during the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of movable church furnishings acquired before 1st January 2000 are written off.

#### Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently revalued at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on these revaluation and disposals throughout the year.

The PCC does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the PCC is that of volatility in equity markets and investment markets.

#### Stock

Stock is valued at the lower of cost or net realisable value. Stock counts are taken at least annually on or as close to 31<sup>st</sup> December as practically possible.

### 2 Analysis of income from donations and legacies

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
Gift Aided pledged giving	92,603	-	-	-	92,603	91,398
Gift Aid recovered on pledged giving	23,151	-	-	-	23,151	22,849
Non-gift Aided pledged giving	12,173	-	-	-	12,173	9,308
Loose plate	9,661	-	-	-	9,661	10,742
General donations	1,226	-	4,536	-	5,762	4,672
Donated goods and services	-	-	-	-	-	-
Gift aid recovered on donations	3,943	-	522	-	4,465	2,568
Specific donations	1,827	71	13,002	-	14,900	11,106
Legacies received	-	-	-	-	-	117,307
Grants received	-	-	5,000	-	5,000	3,360
<b>Total donations and legacies</b>	<b>144,584</b>	<b>71</b>	<b>23,060</b>	<b>-</b>	<b>167,715</b>	<b>273,310</b>

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**3 Analysis of income from charitable activities**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
Donations for use of church	875	-	-	-	875	790
Parish events	1,664	-	-	-	1,664	3,519
Friendship Group	-	598	-	-	598	-
PCC Fees	3,115	-	-	-	3,115	3,148
<b>Total income from charitable activities</b>	<b>5,654</b>	<b>598</b>	<b>-</b>	<b>-</b>	<b>6,252</b>	<b>7,457</b>

**4 Analysis of income from other trading activities**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
Fair trade income	597	-	-	-	597	547
HT Hall letting income	(6)	-	10,800	-	10,794	13,826
SC Hall letting income	-	-	6,374	-	6,374	7,585
Hub letting Income	-	-	646	-	646	4,614
Fairs and fund raising	234	-	2,251	-	2,485	2,389
Magazine income	5	-	-	-	5	40
Sale of cards and books	232	-	10	-	242	192
Hub cafe sales	-	-	9,200	-	9,200	9,275
Other Hub sales	-	-	5,172	-	5,172	484
<b>Total other trading activities</b>	<b>1,062</b>	<b>-</b>	<b>34,453</b>	<b>-</b>	<b>35,515</b>	<b>38,952</b>

**5 Analysis of investment income**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
<b>Investment income</b>						
Dividends received	-	4,210	5712	7,190	17,112	7,917
Interest received	1,264	3,047	1,239	1,693	7,243	9,324
<b>Total investment income</b>	<b>1,264</b>	<b>7,257</b>	<b>6,951</b>	<b>8,883</b>	<b>24,355</b>	<b>17,241</b>

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**6 Analysis of other income**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
<b>Other income</b>						
Car park and ground rents	9,720	–	–	–	9,720	10,315
Other incoming resources	948	–	4,192	162	5,302	2,531
<b>Total other income</b>	<b>10,668</b>	<b>–</b>	<b>4,192</b>	<b>162</b>	<b>15,022</b>	<b>12,846</b>

**7 Analysis of expenditure on raising funds**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
Stewardship expenses	409	–	–	–	409	–
Cards for resale	54	–	–	–	54	123
Hub cafe purchases	–	–	3,716	–	3,716	3,217
Catering and refreshment expenses	425	–	507	–	932	933
Fairs and fundraising expenses	120	–	–	–	120	179
Fair Trade expenditure	579	–	–	–	579	530
<b>Total raising funds</b>	<b>1,587</b>	<b>–</b>	<b>4,223</b>	<b>–</b>	<b>5,810</b>	<b>4,982</b>

Holy Trinity with St. Columba PCC  
Charity number: 1135129

## Notes to the Financial Statements

For the year ended 31<sup>st</sup> December 2019 (*continued*)

### 8 Analysis of expenditure on charitable activities

	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	2019 Total Funds	2018 Total Funds
	£	£	£	£	£	£
Parish event expenses	285	-	-	-	285	426
Parish giving – Overseas	2,619	-	-	-	2,619	2,718
Parish giving - National Agencies	2,619	-	-	-	2,619	1,624
Parish giving - Local Charities	2,619	-	-	-	2,619	4,212
Special collections paid	411	-	-	-	411	888
Parish & Deanery share	103,419	-	-	-	103,419	102,424
Clergy travel costs	1,122	-	-	750	1,872	1,230
Clergy telephones	533	50	-	212	795	262
Clergy post and stationery	259	-	26	-	285	35
Clergy books and publications	3	-	-	-	3	9
Clergy hospitality	415	-	222	-	637	546
Clergy miscellaneous costs	467	-	562	546	1,575	682
Altar requisites	1,193	-	-	-	1,193	1,950
Church flowers	(42)	-	514	-	472	498
Training, education and books	223	-	384	-	607	1,034
Friendship Groups	-	315	-	-	315	-
Messy Church & Little Fishes exp	19	-	1,876	-	1,895	1,436
Childrens Work Exps	-	-	1,926	-	1,926	3,471
Sundry general donations	60	-	-	-	60	-
HT organist and choir	2,870	-	61	-	2,931	3,275
SC organist and choir	1,936	12	-	-	1,948	1,493
Depreciation	-	1,890	380	-	2,270	2,270
Loss/(Profit) on the sale of shares	-	-	-	-	-	927
HT Heat, light and water	4,015	-	-	-	4,015	3,538
HT Insurance	2,134	-	-	-	2,134	2,069
HT Repairs	23,151	-	-	-	23,151	2,769
HT Miscellaneous	604	-	74	-	678	719
HT Upkeep of grounds	129	-	-	-	129	20
SC Heat, light and water	3,747	-	-	-	3,747	3,725
SC Insurance	616	-	-	-	616	602
SC Repairs	17,258	-	-	-	17,258	3,096
SC Miscellaneous	987	452	11,638	-	13,077	1,421
SC Upkeep of grounds	780	-	-	-	780	724
HT Hall Heat, light and water	-	-	6,214	-	6,214	3,342
HT Hall Insurance	-	-	1,423	-	1,423	1,379
HT Hall Repairs	-	-	260	-	260	959
HT Hall Cleaning	967	-	3,892	-	4,859	4,567
HT Hall Sundries	-	-	128	-	128	297
SC Hall Insurance	-	-	1,252	-	1,252	1,220
SC Hall Repairs	-	-	253	-	253	623
SC Hall Cleaning	375	-	1,768	-	2,143	2,100
SC Hall Sundries	-	-	64	-	64	-
Hub Rent	-	-	15,000	-	15,000	15,000
Hub Light, heat & water	-	-	2,324	-	2,324	1,733
Hub Insurance	-	-	1,445	-	1,445	1,339
Hub Repairs & maintenance	-	-	720	-	720	102
Hub Equipment	-	-	710	-	710	1,612
Hub Cleaning	-	-	1,404	-	1,404	1,415
Hub Sundries	-	-	540	-	540	732
<b>Total expenditure on charitable activities</b>	<b>175,793</b>	<b>2,719</b>	<b>55,060</b>	<b>1,508</b>	<b>235,080</b>	<b>186,513</b>

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**9 Analysis of grants and donations payable by the PCC**

Each year, the PCC aims to make grants and donations to other charities equal to approximately 7½% of the pledge income received during the year. Additionally, special collections are held during the year for various charities at weddings, funerals, baptisms, and other special services. These special collections are not recognised as income and are instead held on the balance sheet as a liability until such time as they are paid.

At the APCM in 2018 the decision was made to support 6 charities for 2 years through our Parish Giving and to develop stronger links. The choices of charities were selected from the suggestions of the congregation.

	2019 £	2018 £
Friends Without Borders	1,310	1,259
Samaritans of Portsmouth and East Hampshire	1,310	1,259
Combat Stress	1,310	1,259
Church Times Train a Priest Fund (TAP)	1,310	1,259
Medecins sans Frontieres (MSF)	1,309	1,259
Open Doors	1,309	1,259
<b>Total</b>	<b>7,858</b>	<b>7,554</b>

In addition to the above, the following special collections were held during the year.

<b>Special collections held during the year</b>	2019 £	2018 £
Alzheimers	7	0
Basics Bank	45	13
Bishop's Discretionary Fund	251	0
Bishop's Lent Appeal	1,014	60
Royal British Legion	373	422
Cancer Research	18	134
Christian Aid	93	0
Children's Society	59	163
Crisis	298	83
CTIF	29	0
IDAI Cyclone Appeal	465	0
Dementia	52	0
Elizabeth Foundation	42	0
Fitzroy	395	0
Mayors Charities	251	0
IONA	0	112
Leaving gifts	0	115
MIND	15	0
HIHCT	375	332
Save the Children	606	0
Stroke Assoc	7	0
Parkinsons UK	0	225
Send a Cow	0	432
Wedding Gift	0	100
Defibrillator	0	423
Godly Play Training	0	506

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

Stokes Bay Strummers	0	125
Stubbington Ark	0	30
Water Aid	266	0
WWF	87	0
Two Saints	840	0
Smile Fdn	0	14
St John's Ambulance	0	41
<b>Total collected for charities</b>	<b>5,586</b>	<b>3,330</b>

**10 Analysis of other costs**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	2019 Total Funds £	2018 Total Funds £
<b>Other costs</b>						
Subscriptions	1,302	-	-	-	1,302	902
Printing and stationery	3,002	-	7	89	3,098	2,614
Postage	64	-	-	86	150	237
Office Telephone	763	-	-	-	763	668
Salaries	11,921	945	13,646	5,039	31,551	29,869
Employer's pension & NI contribution	105	-	137	-	242	239
Repairs & renewals of equipment	-	425	-	-	425	1,690
Legal & professional fees	1,873	-	1,452	-	3,325	5,943
Bank charges and interest	82	-	78	78	238	388
Sundry expenses	177	-	125	60	362	92
<b>Total other costs</b>	<b>19,289</b>	<b>1,370</b>	<b>15,445</b>	<b>5,352</b>	<b>41,456</b>	<b>42,642</b>

**11 Surplus for the financial year**

	2019 £	2018 £
The Surplus for the financial year is stated after charging:		
Operating leases - rent	15,000	15,000
Depreciation of owned fixed assets	2,270	2,270

**12 Staff costs and remunerations**

	2019 £	2018 £
Gross Salaries	43,160	41,132
Employer's National Insurance	177	94
Employer's Pension Contributions	273	145
<b>Total</b>	<b>43,610</b>	<b>41,371</b>

The average number of employees during the year was 8.2 (2018 - 8). The average number of full time equivalent employees during the year amounted to 2 (2018- 2).

During the year there were no employees (2018 - nil) with remunerations (full time or pro-rata) in excess of £60,000 per annum. The pension contributions are operated through NEST.

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**13 Trustees' remunerations and expenses**

No members of the PCC have received a remuneration either in the current year or the previous year. Various members of the PCC were reimbursed for sundry items that they purchased on behalf of the Parish, no un-receipted expenditure was paid to PCC members.

**14 Operating Leases**

At the year end, the PCC had annual commitments under non-cancellable operating leases as set out below:

	2019 £	2018 £
Total minimum lease payments:		
within one year	15,000	15,000
within two to five years	30,000	45,000
<b>Total</b>	<b>45,000</b>	<b>60,000</b>

**15 Related party transactions**

During the year total donations from all PCC members while in office amounted to £16,187 (2018 - £12,908).

The Scout Group have sole use of the Scout Hut, a building owned by the PCC. During the year expenditure relating to insurance, repairs, and utilities paid for by the PCC were recharged totalling £901 (2018 - £878). The balance owed to the related party at the year end amounted to £105 (2018 -£151).

Sally Davenport, Rector of Holy Trinity Church sits on the Board of Trustees for The William Price Charitable Trust. The Trust provides grants to the PCC, amongst other organisations, for the education of under 25s in furthering their Christian upbringing. During the year the PCC received £5,000 (2018- £5,000) from the Trust.

**16 Fixed assets**

	Hall Property £	Solar Panels £	Fixtures & Fittings £	Total £
<b>Asset cost or valuation amount</b>				
At 1 <sup>st</sup> January 2019	600,000	9,500	44,608	654,108
Additions	-	-	-	-
Disposals	-	-	(4,794)	(4,794)
At 31 <sup>st</sup> December 2019	600,000	9,500	39,814	649,314
<b>Accumulated Depreciation</b>				
At 1 <sup>st</sup> January 2019	-	2,660	42,718	45,378
Charge for the year	-	380	1,890	2,270
Eliminated on disposals	-	-	(4,794)	(4,794)
At 31 <sup>st</sup> December 2019	-	3,040	39,814	42,854
<b>Net Book Value</b>				
At 1 <sup>st</sup> January 2019	600,000	6,840	1,890	608,730
At 31 <sup>st</sup> December 2019	600,000	6,460	-	606,460

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

Hall Property comprises of the Holy Trinity Parish Centre (including Scout Den) at a value of £500,000 and the St. Columba Church Hall at a value of £100,000. The original cost of these properties is unknown and has been revalued to a nominal value. As the PCC will not be selling either of these properties no impairment or further revaluations are considered necessary

**17 Fixed asset investments**

	Unrestricted Investments £	Designated Investments £	Restricted Investments £	HBWB Investments £	Total £
<b>Valuation</b>					
Market value at 1 <sup>st</sup> January 2019	29,674	-	117,729	199,371	346,774
Additions at cost and dividends reinvested	-	204,210	205,711	8,844	418,765
Carrying value of disposals	-	-	-	(8,682)	(8,682)
Net gains/(losses) on revaluation of investments	-	19,511	21,689	4,092	45,292
<b>Market value at 31<sup>st</sup> December 2019</b>	<b>29,674</b>	<b>223,721</b>	<b>345,129</b>	<b>203,625</b>	<b>802,149</b>
Investments held in the UK	18,932	142,734	220,193	157,362	539,221
Investments held outside of the UK	10,742	80,987	124,936	46,263	262,928
<b>Total market value</b>	<b>29,674</b>	<b>223,721</b>	<b>345,129</b>	<b>203,625</b>	<b>802,149</b>

Investments held outside of the UK relate to holdings in Iberdrola plc. and CBF investment funds which have partial overseas holdings to which the PCC have no overall control of their investment. The income from the sale of the Prudential shares in 2018 was received during 2019 and invested in the CBF GEI account which is valued at £85,519 in these accounts.

**18 Stock**

	2019 £	2018 £
Fair trade stall	117	116
Hub stock	157	176
<b>Total</b>	<b>274</b>	<b>292</b>

**19 Debtors**

	2019 £	2018 £
Gift Aid	-	630
Investment income due	620	2,676
Prepayments	8,229	4,826
Social security and other taxes	-	-
Other debtors	1,480	9,832
<b>Total</b>	<b>10,329</b>	<b>17,964</b>

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**20 Cash at bank and in hand**

	2019 £	2018 £
Cash in hand	460	174
Current accounts	88,590	86,594
Deposit accounts	226,450	661,323
<b>Total</b>	<b>315,500</b>	<b>748,091</b>

**21 Creditors: amounts falling due within one year**

	2019 £	2018 £
Trade creditors	3,484	6,145
Social security and other taxes	417	505
Special collections creditor	1,413	1,558
Parish Giving creditor	7,858	7,554
Other creditors	6,204	2,536
<b>Total</b>	<b>19,376</b>	<b>18,298</b>

**22 Reconciliation of net movement in funds to net cash flows from operating activities**

	2019 £	2018 £
<b>Net movements in funds for the reporting period (as per the statement of financial activities)</b>	11,783	106,362
<b>Adjustments for:</b>		
Depreciation charges	2,270	2,270
(Gains)/losses on investments	(45,292)	9,306
Dividends, interest and rents from investments	(24,355)	(17,241)
(Increase)/decrease in stocks	18	116
(Increase)/decrease in debtors	7,635	(372)
Increase/(decrease) in creditors	1,078	1,846
<b>Net cash provided by operating activities</b>	<b>(46,863)</b>	<b>102,287</b>

**23 Analysis of cash and cash equivalents**

	2019 £	2018 £
Cash in hand	315,500	748,091
Notice deposits (less than 3 months)	-	-
Overdraft facility repayable on demand	-	-
<b>Total cash and cash equivalents</b>	<b>315,500</b>	<b>748,091</b>

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**24 Analysis of individual funds**

The follow analysis shows the movements within individual funds.

	Opening Balance £	Income £	Expenditure £	Transfers £	Gains/ Losses £	Closing Balance £
<b>24a Unrestricted Funds</b>						
General Fund	113,946	163,232	196,669	(199)	(20)	80,290
<b>Total Unrestricted</b>	<b>113,946</b>	<b>163,232</b>	<b>196,669</b>	<b>(199)</b>	<b>(20)</b>	<b>80,290</b>
<b>24b Designated</b>						
Dr Collin's Memorial Fund	39,416	1,352	3,643	-	-	37,125
Gerald Brook Memorial Fund	1,293	20	434	-	-	879
HT Roof Repair Fund	60,101	1,168	-	-	4,878	66,147
Memorial Garden Fund	520	6	-	-	-	526
Organ Replacement Fund	6,234	76	12	-	-	6,298
Sheila Walters Memorial Fund	1,048	14	-	-	-	1,062
Specific Purposes Fund	3,434	(165)	-	-	-	3,269
St. Columba Development Fund	212,210	2,035	-	-	-	214,245
Parish Capital Fund (Zodiac site)	173,071	3,420	-	-	14,633	191,124
<b>Total Designated</b>	<b>497,327</b>	<b>7,926</b>	<b>4,089</b>	<b>-</b>	<b>19,511</b>	<b>520,675</b>
<b>24c Restricted</b>						
Hall Property Reserve	600,000	-	-	-	-	600,000
Highlands Hub	24,854	24,747	35,856	-	-	13,745
HT & SC Flower Funds	717	543	588	-	-	672
HT Choir Fund	1,067	16	61	-	-	1,022
HT Parish Hall	11,453	14,854	9,716	-	-	16,591
HT Parish Hall Extra-Ordinary	117,162	4,431	2,580	-	19,010	138,023
HT Major Projects	59,433	1,350	-	-	-	60,783
Messy Church/Little Fishes Fund	2,203	1,945	1,825	-	-	2,323
PAC	(16)	134	204	199	-	113
Prices Trust Fund	3,439	5,127	7,432	-	-	1,134
Quest Operating Fund	540	6	364	-	-	182
Restoration Fund	23,112	270	-	-	-	23,382
SC Choir Fund	373	6	-	-	-	379
SC Hall Fund	9,678	6,445	3,408	-	-	12,715
Specific Purposes Fund	5,467	54	81	-	-	5,440
St. Columba Development Fund	12,720	8,728	12,613	-	2,678	11,513
<b>Total Restricted</b>	<b>872,202</b>	<b>68,656</b>	<b>74,728</b>	<b>199</b>	<b>21,688</b>	<b>888,017</b>
<b>24d Endowment</b>						
HBWB Trust Capital	197,262	220	-	-	4899	202,381
HBWB Trust Revenue	22,816	8,825	6,860	-	(808)	23,973
<b>Endowment Total</b>	<b>220,078</b>	<b>9,045</b>	<b>6,860</b>	<b>-</b>	<b>4,091</b>	<b>226,354</b>
	<b>1,703,553</b>	<b>248,859</b>	<b>282,346</b>	<b>-</b>	<b>45,270</b>	<b>1,715,336</b>

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2019 (*continued*)

### 24 Analysis of individual funds (*continued*)

#### Dr Collins Memorial Fund

During 2012, a legacy was received from the late Dr. Margaret Collins. This legacy was to be split between the two churches to use as each church council see fit. HTCC allocated part of their portion to purchasing new chairs for the Parish Centre in 2015, a coffee machine in 2016, part of the cost of the HT notice boards in 2017, a fence around the HT memorial garden and a sign at SC in 2018 and a stable door for the Parish office and funding of the Friendship group in 2019. SCCC have decided that most of their portion of the legacy should be used to ensure the Highlands Hub can operate for the full term of the lease agreement should the current Highlands Hub Fund run out of money

#### Gerald Brook Memorial Fund

During 2011, a bequest was received from the late Gerald Brook to be spent on specific items. It is being used for audio and CCTV equipment.

#### HT Roof Repair Fund

The Holy Trinity Roof Repair Fund is a designated fund that holds a portion of the proceeds of the sale of the Miller Drive property.

#### Memorial Garden Fund

The Memorial Garden Fund is a designated fund to maintain the memorial garden in the grounds of Holy Trinity.

#### Organ Replacement Fund

The Organ Replacement Fund is a designated fund which is used for maintenance of the organs.

#### Sheila Walters Memorial Fund

During 2013, a legacy was received from the late Sheila Walters.

#### Specific Funds

This is a joint designated and restricted fund for the purpose of holding short-term designated and restricted income that is expected to be used within a couple of years which does not warrant the creation of a dedicated fund. It now holds the balance of the defibrillator fund for future maintenance.

#### SC Development Fund

The St. Columba Development Fund is a joint designated and restricted fund. The designated fund arose from the proceeds of the sale of the Miller Drive property. The restricted reserve holds donations and income raised to develop the site at St. Columba and is now to be used for the re-development of the church into a Community space.

#### Parish Capital Fund

This contains the proceeds of the negotiations over the sale of the ransom strip within the Zodiac redevelopment as well as the Nigel Dean legacy. The PCC has decided that it is to be spent on future capital projects within the Parish.

#### Hall Property Reserve

This fund contains the nominal value for both halls.

#### Highlands Hub

The Highlands Hub Fund is a restricted fund to meet the day to day running costs of the Highlands Hub.

#### HT & SC Flower Fund

The Flower Fund relates to the supply of flowers for both Holy Trinity and St. Columba for Sunday services as well as weddings and funerals.

#### HT Choir Fund

The Holy Trinity Choir Fund holds income received by the Holy Trinity Choir and is primarily used to purchase hymn books for the choir

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**Holy Trinity Parish Hall Fund**

The Holy Trinity Parish Hall fund is one of two funds which make up the Holy Trinity Parish Hall Trust. This fund is to pay for the day to day running costs of the hall from letting income. Should a surplus arise, a contribution is made to the Extra-Ordinary Repair Fund.

**Holy Trinity Parish Hall Extra-Ordinary Fund**

The Holy Trinity Parish Hall Extra-Ordinary repair fund is the second of two funds which make up the Holy Trinity Parish Hall Trust. This fund holds the investments which would be used to rebuild or undertake major repair works to the hall. The window frames were repaired from this fund.

**HT Major Projects**

The Holy Trinity Tower Fund (also known as High Time) has been renamed and relates to funds left over from the repair works required on the tower and clock at Holy Trinity (High Time Refurbishment Fund).

**Messy Church/Little Fishes Fund**

This restricted fund is to manage the income and expenditure relating to the Messy Church and Little Fishes children's groups.

**PAC**

Income and expenditure incurred in running the People Alone Circle.

**Prices Trust Fund**

The Prices Trust Fund is a restricted fund holding the grant income received from The Prices Charitable Trust for the education of under 25s within the Parish of Fareham.

**Quest Operating Fund**

The Quest Operating Fund holds the remaining balance of funds used for the Quest Youth group. There has been no activity in the fund for several years and is held as a restricted fund. With the creation of a new youth group, the PCC passed a resolution in 2015 to allow the new youth group to use this fund as their purposes are similar. In 2019 part of this fund was used to fund the Scouts Silver Service lunch.

**Restoration Fund**

The Restoration Fund holds restricted donations and the legacy from the late Dennis Stevens (£11,258) meant for the restoration of Holy Trinity Church. This fund is only to be used should a major capital repair project occur.

**SC Choir Fund**

The St. Columba Choir Fund, similar to the HT Choir Fund, holds income received by the St. Columba Choir for the purpose of mainly purchasing new hymn books. The choir is not currently in existence.

**SC Hall Fund**

The St. Columba Hall fund is a restricted reserve to cover the day to day running costs of the Hall.

**HBWB Fund**

The Helen Butter Waddell-Boyd (HBWB) Trust is a permanent endowment whereby the capital is to be maintained (HBWB Capital Fund) and the income generated from investing the capital can then be spent on the upkeep of the office and various expenses for the incumbent of Holy Trinity.

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2019 (continued)**

**25 Analysis of assets and liabilities represented by funds**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2019 £
Fixed assets	-	-	606,460	-	606,460
Investment asserts	29,674	423,722	145,129	203,624	802,149
Stock	117	-	157	-	274
Debtors	583	119	9,207	420	10,329
Cash at bank	64,819	97,131	131,124	22,426	315,500
Current liabilities	(15,167)	(296)	(3,797)	(116)	(19,376)
<b>Total</b>	<b>80,026</b>	<b>520,676</b>	<b>888,280</b>	<b>226,354</b>	<b>1,715,336</b>

The next page does not form part of the statutory accounts.

Holy Trinity with St. Columba PCC  
Charity number: 1135129

<b>General Fund Summary Jan to Dec 2019</b>						
	Jan-Dec	Jan-Dec		Jan-Dec		
	2019	2019	2019 variance	2018	2019 actual	2020
	Actual	Budget	to budget	Actual	variance to 2018	Budget
	£	£	£	£	£	£
<b>EXPENDITURE</b>						
<b>PARISH SHARE</b>	103,419	107,600	4,181	102,424	995	105,100
Clergy Travel	1,122	2,000	878	395	727	1,000
Other Clergy Costs	1,677	1,200	(477)	379	1,298	1,000
<b>CLERGY COSTS</b>	2,799	3,200	401	774	2,025	2,000
		0				
Altar Requisites	1,193	1,200	7	1,490	(297)	1,200
Light, Heat & Insurance	10,513	8,500	(2,013)	9,767	746	9,000
Sundry	3,192	4,500	1,308	3,490	(299)	3,000
Organists & Choirs	4,806	4,080	(726)	4,115	691	4,050
Repairs & Grounds	41,318	25,000	(16,318)	5,122	36,196	25,000
<b>CHURCH COSTS</b>	61,021	43,280	(17,741)	23,985	37,036	42,250
		0				
Printing, Postage, & Stationery	3,066	2,800	(266)	2,683	383	2,800
Office Telephones	763	900	137	668	95	700
Office Payroll Costs	12,026	11,600	(426)	11,657	369	10,500
Stewardship Costs	409	200	(209)	0	409	200
Other General Exps	3,575	2,000	(1,575)	2,361	1,213	3,000
Bank charges, Acc. & Legal fees	1,956	2,000	44	3,681	(1,726)	1,000
<b>GENERAL EXPENSES</b>	21,793	19,500	(2,294)	21,050	743	18,200
		0				
<b>Parish Giving</b>	7,858	7,650	(208)	8,554	(696)	7,500
		0				
<b>TOTAL EXPENDITURE</b>	196,890	181,229	(15,661)	156,787	40,103	175,050
		0				
<b>INCOME</b>		0				
Loose Plate	9,661	6,000	3,661	5,672	3,989	6,000
Pledge Giving	104,776	101,998	2,778	100,706	4,070	102,000
Gift Aid received	27,094	30,800	(3,706)	30,397	(3,303)	30,800
PCC Fees (weddings & funerals)	3,115	4,000	(885)	3,148	(33)	4,000
Donations	3,053	3,500	(447)	4,205	(1,152)	1,000
Car Park Income	9,720	10,000	(281)	10,315	(596)	10,500
Sundry Income	4,550	3,200	1,350	3,762	788	3,000
Interest & Dividends	1,264	4,000	(2,736)	2,078	(814)	3,000
<b>TOTAL INCOME</b>	163,233	163,498	(265)	160,283	2,949	160,300
<b>Surplus / Deficit this year</b>	(33,658)	(17,731)	15,396	3,496	(37,154)	(14,750)
<b>General Fund Balance at 1.1.19</b>	113,945					
<b>General Fund Balance at 31.12.19</b>	80,287					