

HOLY TRINITY, FROGMORE
TRUSTEES' REPORT
PCC INFORMATION

STATUS

Charity Registration No: 1154053

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. PCC members who served at any time from 1st January 2019 to 31st December 2019 are:

PCC MEMBERS

Ex-Officio

Nicholas Weir (Vicar, Chairman)

Nigel Ward (Associate Minister)

Mark Smith (Curate)

Michael Horne (Churchwarden, until 15.5.19)

Cynthia Gabriel (Churchwarden, until 28.7.19)

Jonathan Arr (from 3.4.19)

Ruth Ward (Churchwarden from 28.7.19, and Deanery Synod Representative)

John Edwards (Vice-Chairman, Deanery Synod Representative)

Nigel Hunt (Deanery Synod Representative)

Elected

Georgina Brown

Laki Christoforou (until 3.4.19)

Eileen French (until 3.4.19)

Liz Gregory (PCC Secretary)

Mike Horne (from 3.4.19)

Nigel Hunt

Fiona Pilcher (until 3.4.19)

Dave Punter

Peter Ward

Ruth Watson (from 3.4.19)

Co-Opted

Shirley Ward (PCC Treasurer)

OFFICE ADDRESS

Holy Trinity, Frogmore
37 Frogmore
St. Albans
AL2 2JU
Tel: 01727 873974

INDEPENDENT EXAMINER

Anthony Ainsworth MBA
Park Street

BANKERS

Lloyds Bank
Barclays Bank

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
HOLY TRINITY, FROGMORE
TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

OBJECTS

The primary objective of the Parochial Church Council (PCC) is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC (Powers) Measure 1956 states that the PCC *"is to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical"*.

The PCC is also specifically responsible for the effective operation and maintenance of the Church and Parish Centre including the buildings.

THE CHURCH: ITS AIMS AND OBJECTIVES

The Church is not a building, but a gathering of people of different ages and backgrounds, whose lives have been changed by Jesus Christ, the Son of God. The PCC is committed to enabling as many people as possible to worship at Holy Trinity, Frogmore. When planning our activities, we have considered the Commission's guidance on public benefit, and in particular, the supplementary guidance on charities for the advancement of religion.

Holy Trinity has further developed a Mission Action Plan (2019 - 2021) summarised in these aims and priorities:

Our Aim

To **Sow**, making contact with individuals and seeking to bring the Gospel of Jesus into their lives.

To pray that they may come to **Know** Jesus for themselves and have a personal relationship with him.

To help each person **Grow** as a disciple of Jesus in the family of the church.

To **Go** as a church family in service of him.

Our Priorities

Proclamation of God's word, the bible, through public preaching, personal bible study and conversations.

Prayer: depending on the Holy Spirit to empower this work.

People: God's family of disciples who love others, both inside and outside the church.

Perseverance: as God's work bears fruit in his timing and involves long-term commitment.

This means we will seek:

- Having Bible-centred, prayerful and welcoming church services and groups that God can use to bring about transformation in people's lives.
- Reaching out to all kinds of people with the Gospel of Jesus Christ, through creative evangelism that involves every church member, being ready to break out of our comfort zone, always depending on God.

- Encouraging members to see Christian service as an integral part of discipleship and equipping them to grow their God-given gifts and use them.

To facilitate this, it is important to ensure the continued maintenance of the fabric of the Church building and Parish Centre.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a charity (registered number 1154053) registered with the Charity Commission. The appointment of PCC members is governed by the Synodical Government Measure: Church Representation Rules. All baptised Christians attending the church are encouraged to register on the Electoral Roll enabling them to vote at the APCM and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. New members receive initial training in the workings of the PCC. The PCC met 6 times during 2019, with around 75% attendance.

The PCC has a Standing Committee which meets from time to time in between main meetings for more urgent decisions. The Vicar and churchwardens are responsible for the day-to-day management of the church within the overall policy established by the PCC and carried out by the clergy, staff and a host of volunteers.

ACHIEVEMENTS AND PERFORMANCE

2019 has been another exciting year of seeing God at work in our church and community, and we are grateful for the large body of volunteers who have worked so hard to facilitate these activities. Particular highlights are noted in the following areas:

Mission and Evangelism

We hosted three Christianity Explored courses during the year, enabling individuals to find out more about Jesus and the good news ('gospel') He brings, in a relaxed and accessible setting. It was a particular encouragement to see church members bringing along friends and family members to participate in this excellent course. Other occasional courses for those new to Holy Trinity, Frogmore (such as marriage preparation courses and our EPIC Discipleship course) are run from time to time.

Following on from the successful exhibition in 2017, we again hosted Life Expo. 631 children in years 5 and 6 (and 71 accompanying adults) were able to learn about the miracles and parables of Jesus and the historical lifeline running through the Old and New Testaments. Twelve of the fourteen schools attending had been willing to receive a workbook about Christianity for every child who attended

Once again, we hosted a summer Holiday Club for 58 primary-aged schoolchildren from the local area, this year exploring Jesus' teachings 'Beside the Sea'. We had great fun playing games, making arts and crafts, and watching dramas which helped us learn more about Jesus' amazing miracles and what it means to follow Him.

Other successful outreach events included an evening of music and testimony with the Jewish music group Hebron, a Harvest Barn Dance, and a 'Bright Lights Party' on Halloween. There was a full range of Christmas events. In 2019 this included for the first time 'Carols in the Pub' in The Falcon.

We continue to enjoy a close relationship with Park Street Primary School. This year, the Vicar, Curate and Children's Worker between them led 33 school assemblies, along with special events and services at Harvest, Christmas and the summer. They also took two assemblies and a day of Easter lessons at How Wood Primary School, also in our parish. It is a delight to have connections with our local community and to be able to share the good news of Jesus with the next generation. To that end, we continue to invest in our weekly 'HotShots' after-school club on Friday afternoons – a great way to start the weekend!

Our 'senior' citizens' group, 'InTouch', continued to thrive in the year. Approximately 35 adults attended fortnightly lunches, along with other special seasonal events. Guest speakers presented on subjects relating to the Christian faith, charitable work and the local community.

We also continued our weekly 'Coffee and Kids' community event, for parents/carers with pre-school children. This provides a vital connection with adults caring for young children full-time (often a challenging and isolating experience), as well as enabling children to hear about Jesus and His love from their earliest years.

During 2019 we celebrated 1 thanksgiving, 1 baptisms, 0 weddings; and held 4 funerals in the church building, 6 funerals at a Crematorium (one of which was a double funeral), and 6 committals/burial of ashes.

Equipping and Training

Our Growth Groups continued to flourish in the year. These weekly Bible study and discussion groups provide a warm and inclusive environment in which to explore the Scriptures, and form relationships, more deeply. Six groups meet in homes on midweek afternoons and evenings, and two groups meet in the parish centre on Friday/Saturday mornings. Once a month our Growth Groups disband and instead we meet as an entire church family to pray for the needs of our church, our community, the world, and one another.

Our weekend away in October 2019 was a wonderful occasion. 90 delegates were able to attend, and we were incredibly grateful to God for the ministry of Wallace and Lindsay Benn (as well as those from Spicer Street Church who led the children's work. We were built up and equipped by the teaching from Nehemiah on prayer.

The PCC also had an 'away day' in June, considering how we can grow the church's gospel-mission mindset and fulfil more of the Mission Action Plan referred to above.

Worship and Prayer

Alongside all of this, our regular gatherings at 9am and 10:30am on Sunday mornings provide opportunities to welcome guests, inform enquirers, nurture new believers, and spur on those who have been Christians for some time. As of April 2019, the electoral roll stood at 99; this was a decrease of four from 103 in April 2018. Peak attendance at Christmas was 173 (2018: 218) and at Easter was 121 (2018: 109). We were edified and equipped by sermon series on Deuteronomy, Timothy, Wisdom from the Psalms, Luke and John.

The 10:30am Sunday morning services include groups for children and young people, from crèche through to 14-year olds.

Pastoral Care

The Vicar, Curates, Wardens and Pastoral Care team continue to ensure that where people are unable to attend Sunday services due to sickness or infirmity they are visited and can celebrate communion if they request it. The church's Growth Groups mentioned above function as a basic unit of pastoral care for many. The Pastoral Care team ensures that where church members are in need, they receive support and guidance; especially where needs are greater than a Growth Group can minister to, or where someone is not part of a group.

We take the wellbeing of our children, young people and vulnerable adults extremely seriously and all groups are fully staffed by leaders appointed in compliance with our safeguarding policy. The PCC has fulfilled its responsibilities as required by section 5 of the Safeguarding and Clergy Discipline Measure 2016, to have regard to the House of Bishops' Guidance on safeguarding children and vulnerable adults.

Other Partnerships

Three members of the PCC sit on the Deanery synod. This provides the PCC with important links between the parish and the wider structure of the Church of England. Matters recently considered by Deanery Synod included the production of a new deanery website, directory, and encouragement of Fresh Expressions of Church.

We are actively involved in the Anglican Church Worldwide with ongoing links through Anglican mission agencies (Crosslinks, CMJ) to Christian workers in a number of other countries including the Republic of Ireland, Israel and Uganda. We pray for these individuals, receive regular updates (and occasionally very heartening visits!) and give regular financial support to some of these agencies. Our World Mission Sunday included a visit to church services from Pedro and Annu Santos, CMJ Mission Partners in Tel Aviv.

We also support Tearfund relief agency, St Albans and Harpenden Christian Education Project, and CPAS. Volunteers from our church serve each summer on CPAS Ventures for young people.

We are members of the Three Counties Gospel Partnership and take part in an annual training event for Christian leaders. The church leaders also attend Diocesan Evangelical Fellowship and ReNew network groups.

BUILDINGS REPORT

The PCC wants the Parish Centre to be available to our community. The Parish Centre is generally open during the week, during the mornings when the office is open. Other events are regularly run outside of this core time. The Parish Centre is available for hire by the public. We encourage regular bookings of local community groups, for example 'Socca Tots', 'Tennis Champs' and 'Love to Dance'. The halls are also available for hire for private events as well.

The latest quinquennial inspection was conducted in September 2018 and a number of works are being done in consequence.

LOOKING FORWARD

The PCC is keen to ensure that the current range of activities are maintained where they are needed and are of benefit to the church and the community. However, it is important that other opportunities continue to be sought.

FINANCIAL REVIEW

It is the policy of the PCC to hold the equivalent of six months' general running costs, including salary costs, in unrestricted cash reserves. The PCC further resolve to aim to use any restricted funds where possible in order to simplify the church's reserves.

Receipts for the year were £248,136.11 and payments £192,705.10. This gave rise to a surplus of £55,431.01. The closing funds as at 31 December 2019 were £181,561.68 of which £143,937.42 were unrestricted.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the Trustees on the basis of need and fulfilment of the charitable objectives. There are no upper or lower limits of support.

RISK MANAGEMENT

All major insurable risks are subject to normal churches' and employers' insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the church's ability to fulfil its objectives. An annual review of areas of risk is undertaken by the Trustees in conjunction with staff and volunteers responsible for the area of activity.

STATEMENT OF PCC RESPONSIBILITIES

Under the Charities Act 2011, the PCC is required to prepare a statement of accounts for each accounting year.

It is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the church and to ensure that such accounts comply with the Statements of Recommended Practice and the Regulations made under the Charities Act 2011. It also has a responsibility to safeguard the assets of the church and to take reasonable steps for the prevention of fraud and other irregularities and to provide reasonable assurances that:

1. The church is operating efficiently and effectively
2. Its assets are safeguarded against unauthorised use or disposition
3. Financial information used within the church or for publication is reliable
4. The church complies with relevant laws and regulations

Approved by the PCC on 28 September 2020 and signed on its behalf by the PCC Chairman, the Rev'd Dr Nicholas Weir



Rev'd Dr Nicholas Weir

HOLY TRINITY FROGMORE PCC FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2019

	2018	2019
INCOME		
Church collections and Standing Orders	93,221.62	91,677.10
Tax Rebate on Gift Aid	23,817.98	21,445.54
Gas Refund	0.00	408.96
Fees	1,649.00	928.00
Donations and Legacy	27,106.00	66,249.50
Parish Centre	5,216.00	11,211.69
Miscellaneous	2,656.05	2,654.61
Youth Worker Pledges	6,350.00	18,400.00
Life Expo	0.00	1,850.00
Weekend Away	3,864.00	7,480.00
Youth	1,990.00	1,136.43
Gift for Curate Fund	2,250.00	2,500.00
Missions - Standing Orders	11,065.25	10,904.00
Missions - Tax Rebate	3,000.00	3,500.00
From Missions Account	0.00	2,500.00
	182,185.90	242,845.83
Interest on PCC Investments		
Central Board of Finance	1.19	2.19
CCLA Investment Management	359.06	916.38
Interest and Dividends on Investments		
RC & WJ Ebbs Trust	4,210.86	4,334.68
Organ Fund	23.95	37.03
	186,780.96	248,136.11
EXPENDITURE		
Diocesan Board - Ministry	23,037.00	24,337.00
Diocesan Board - Gen. Purpose	30,724.00	31,719.00
Ministry - Expenses	2,187.23	1,322.81
Worship - Church Music	744.30	752.13
Worship - Organ Maintenance	336.00	120.00
Worship - Church Literature	405.04	434.51
Outreach and Growth - Adult	1,019.88	1,832.12
Outreach and Growth - Youth	2,403.28	2,313.88
Admin, Office, Stationery etc	2,942.64	4,194.03
Buildings - Church	22,332.26	19,501.42
Buildings - Parish Centre	8,248.03	14,895.54
Church School	458.89	363.75
Clergy Books	215.17	145.44
Bank Charges	376.85	338.24
Curate - Working Expenses	1,614.56	788.94
Curate - Accommodation Expenses	14,719.12	6,698.19
Miscellaneous	7,032.79	5,536.33
Youth Worker [Including NIC and Oakhill Fees and Pension]	7,879.33	24,273.79
Church Cleaner	1,823.32	2,079.96
Administrator and Parish Centre Cleaner	9,562.10	20,333.88
Missions - Standing Orders	11,065.25	10,904.00
Missions - Tax Rebate	3,000.00	3,500.00
Missions - Donation from PCC	1,500.00	1,500.00
Life Expo	0.00	2,611.52
Weekend Away	10,186.90	10,108.62
Cornhill Fees [Ref. N Jones]	0.00	2,100.00
	163,813.94	192,705.10

S. A. Ward

SHIRLEY WARD
Treasurer

HOLY TRINITY FROGMORE PCC

Statement of Assets at 31 December 2019

	2018	2019	Increase/ Decrease
PCC Bank Account	6,420.79	8,311.71	1,890.92
Organ Fund	5,105.39	5,142.42	37.03
Hosier Bequest [Grave Trust]			
319 CofE Investment Fund Income Shares*	300.00	300.00	0.00
CCLA Investment Management Fund	102,209.33	158,125.71	55,916.38
Ebbs Trust			
6,156 CofE Investment Fund Income Shares*	7,900.00	7,900.00	0.00
Accumulated Interest	<u>4,195.16</u>	<u>1,781.84</u>	<u>-2,413.32</u>
Total of Assets	<u>126,130.67</u>	181,561.68	<u>55,431.01</u>

*Investments are shown at book value.

S. A. Ward

SHIRLEY WARD
Treasurer

Independent Examiner's Report on the Financial Statements of Holy Trinity PCC Frogmore

This report on the Financial Statements of the PCC for the year ended 31 December 2019 is in respect of an examination carried out in accordance with **s.145 of the Charities Act 2011** ('the Act').

Respective responsibilities of the PCC and the Independent Examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and **s.144(2)** of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Act.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under **s.145(5)(b)** of the 2011 Act and includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- i. which gives me reasonable cause to believe that in any material respect the requirements
 - a. to keep accounting records in accordance with section 130 of the 2011 Act; or
 - b. to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- ii. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Anthony Ainsworth MBA
Park Street
1st March 2020

HOLY TRINITY FROGMORE MISSIONS ACCOUNT
Financial Statement for the Year Ended 31 December 2019

INCOME	2018		2019
Weekly Envelopes	587.25		776.85
Standing Orders [via PCC]	11,045.25		10,904.00
Mission Donations [Specified]	300.00		70.00
Tax Rebate	3,000.00		3,500.00
'Just Cards Direct'	207.63		172.67
Donation from PCC	1,500.00		1,500.00
Miscellaneous Donation	0.00		4,500.00
Disaster Fund for Indonesia	0.00		863.00
Christmas Cards	0.00		40.40
	16,640.13		22,326.92
B/F from 2017	4.10	B/F from 2018	5.60
	16,644.23		22,332.52
EXPENDITURE			
Crosslinks [re Chris and Ros Howles]	5,000.00		7,000.00
Crosslinks [re its administration]	100.00		100.00
TearFund - this includes Indonesia Appeal	2,995.00		3,973.40
Church Pastoral Aid Society	2,995.00		3,070.00
Church's Ministry among Jewish People	2,995.00		3,070.00
STEP	700.00		800.00
Wycliffe Bible Translators	360.00		360.00
Scripture Union [Eastern Europe]	120.00		120.00
Archdeacon's Discretionary Fund	150.00		150.00
London City Mission	150.00		150.00
St Luke's Healthcare for the Clergy	150.00		150.00
Mission Aviation Fellowship	36.00		36.00
Just Cards Direct	207.63		172.67
Barnabas Fund	500.00		500.00
UnLock	180.00		180.00
To PCC for N Jones use	0.00		2,500.00
	16,638.63		22,332.07
C/F to 2019	5.60	C/F to 2020	0.45
	16,644.23		22,332.52

S. A. Ward

SHIRLEY WARD
Treasurer

Independent Examiner's Report on the Missions Account to the PCC of Holy Trinity Frogmore

This report on the Missions accounts of the PCC for the year ended 31 December 2019 is in respect of an examination carried out in accordance with **s.145 of the Charities Act 2011** ('the Act').

Respective responsibilities of the PCC and the Independent Examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and **s.144(2)** of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Act.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under **s.145(5)(b)** of the 2011 Act and includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- i. which gives me reasonable cause to believe that in any material respect the requirements
 - a. to keep accounting records in accordance with section **130** of the 2011 Act; or
 - b. to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- ii. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Anthony Ainsworth MBA
Park Street
1st March 2020