

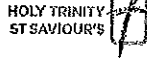


**ANNUAL REPORT & FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2023**

**PARISH OF KNAPHILL WITH BROOKWOOD**  
**HOLY TRINITY, KNAPHILL AND ST SAVIOUR'S, BROOKWOOD**

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## ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL For the year ended 31st December 2023

The Parochial Church Council (PCC) presents its annual report for the year ended 31st December 2023, together with the independently examined accounts for the year.

### REFERENCE AND ADMINISTRATIVE INFORMATION

Holy Trinity Church and St Saviour's Church are situated in the villages of Knaphill and Brookwood on the outskirts of Woking. They are two buildings within the same parish and operate as one church organisation. We are an evangelical Anglican Church in the Deanery of the Diocese of Woking.

**Our buildings' addresses are:** Holy Trinity Church, Chobham Road, Knaphill, GU21 2SX.  
St Saviour's Church, Connaught Road, Brookwood, GU24 0AS

**Correspondence address:** Church Office, Holy Trinity Church, Chobham Road, Knaphill, GU21 2SX

**Website:** [www.htandstschurch.org](http://www.htandstschurch.org)

On 5 March 2009 Holy Trinity with St Saviour's was entered in the Central Register of Charities under **Charity Registration Number 1128410**. Prior to this date the Church was a charity exempted by statutory instrument from registration with the Charity Commission.

The accounts have been prepared in accordance with the requirements of the Charities Act 2011, the Statement of Recommended Practice "Accounting and Reporting for Charities" (FRS 102) issued by the Charity Commission, The Charities (Accounts and Reports) Regulations 2008 and the Church Accounting Regulations 2006.

**Main Bankers:** HSBC  
12A North Street  
Guildford  
GU1 4AF

**Independent Examiner:** Andrew Skilton, ACA  
Brewers Chartered Accountants  
Bourne House  
Queen Street  
Gomshall GU5 9LY

**Architect:** Anna Hummel Architect  
Middle Eight  
The Ridgeway  
Guildford GU1 2DG

## STRUCTURE, GOVERNANCE AND MANAGEMENT

The structure, governance and management of Holy Trinity with St Saviour's is determined by the rules of the Church of England, in particular the Church Representation Rules 2011. Governance is provided by the incumbent, Church Wardens and the PCC. Day to day management is the responsibility of the Incumbent and the Staff Ministry Team.

### Membership of the PCC:

Members of the PCC are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules 2011 or are ex-officio. The PCC consists of members of both Holy Trinity and St Saviour's Churches and the following people served as members of the PCC for all or part of the year:

<b>Incumbent:</b>	Revd. Neil Hopkins <sup>S F SG</sup> (Chair)
<b>Associate Minister:</b>	Revd. Dr Julie Levett
<b>Curate:</b>	Revd. Dawn Lucas
<b>Church Wardens:</b>	Jon Darley <sup>S</sup> Mike Veness <sup>S</sup>
<b>Elected Representatives to the Deanery Synod:</b>	Bob Bailey Mike Hawkins (to APCM)
<b>Elected PCC members:</b>	Bob Bailey Thomas Bowen (to APCM) Julie Gale <sup>SG</sup> (Parish Safeguarding Officer from APCM) Kevin Grieve <sup>SF</sup> (Assistant Treasurer) Wayne Halls Mike Hawkins Christina Hunt Susan Kaufman (to APCM) Karen Moses (from APCM) Steve Parsons (from APCM) Jill Robson <sup>SG</sup> (Parish Safeguarding Officer to APCM) Elaine Tisdall <sup>SF</sup> (Treasurer) Mark Tyas (from APCM) Ros Webster Becky White (Secretary)

Key: S = Member of Standing Committee  
F = Member of Finance Team  
SG = Member of Safeguarding Team

### Staff Ministry Team in 2023

Day to day management of the Church is delegated to the Incumbent and the Church Leadership Team, comprised of the following:

**Incumbent:** Revd. Neil Hopkins  
**Associate Minister:** Revd. Dr Julie Levett  
**Curate:** Revd. Dawn Lucas  
**Youth & Young Adults Minister:** Pete Hewlett <sup>SG</sup>  
**Parish Administrator:** Caroline Bowen <sup>SSG</sup>  
**Ministry Experience Scheme:** Joseph Evans & Daya Hopkins (from September 2023)

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of Church Accounting Regulations 2006. 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.

## OBJECTIVES & ACTIVITIES

### Objectives

The Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood has the responsibility of co-operating with the Incumbent in promoting in the parish the whole mission of the Church; pastoral, evangelistic, social and ecumenical.

When planning its activities for the year, the PCC has considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion.

There are two Anglican Worship Centres and halls within the parish: Holy Trinity, Knaphill and St Saviour's, Brookwood. It is important that the PCC maintain the fabric of these buildings in order to facilitate the work of the church. The Diocese owns and has responsibility for the vicarage (Trinity House).

In 2017 our church set four transformation goals in line with the Diocesan Transformation Goals, launched by the Bishop of Guildford. These are to:

- Improve our buildings so they are fit for purpose in supporting today's ministry and mission.
- Grow our youth and families' ministry.
- Increase the number of new Christians through persistent prayer, confident faith-sharing and life-giving worship.
- Make prayerful and confident disciples.

In 2019 these transformation goals were reflected in our vision statement; *'Living the Full Life: Discover It, Live It, Give It Away'*. The church is a community who want to live the full life that Jesus offers and be empowered by the Holy Spirit to discover more about His love, be empowered to live life with Jesus in the everyday and to be people who 'give away' His love by loving our community.

At the end of 2022 and the beginning of 2023 the PCC met to discuss the previous set goals in line with the Diocesan Refresh of the Transformation Goals.

At the beginning of the year the PCC agreed that while our fundamental goals of increasing the number of new Christians and making confident disciples are givens, it also felt it would explore three further goals which were included in our Church Development Plan;

- Goal 1: Evaluate and develop how we operate as a parish with two churches within one parish
- Goal 2: Aim to reduce our carbon emission to net zero by 2030
- Goal 3: Support our volunteer children's workers and discern next steps post our Children and Families Minister's departure

### Church Activities

Services are held each Sunday across the Parish. At Holy Trinity there is a weekly Morning Family Worship service at 10:00 am including Children's Groups and Youth Groups, and a monthly 8:00 am Holy Communion Service. A mid-week communion is conducted on Wednesdays at 10:00 am and serves a number of parishioners within our local community. At St Saviour's the Sunday morning services vary in style and include a Puppet Service, Cafe Church and a reflective Holy Communion Service all at 10:00am. In January of 2023 the monthly worship live Evening Service at Holy Trinity stopped and at St Saviour's we started a new weekly Evening Service at 6:30pm.

Children's and Youth ministry is the ministry for those up to and including 18 years old. Groups meet regularly on Sunday mornings, and the ministry also extends to mid-week groups, special events, weekends away, a summer festival, and different activities for differing age ranges. The older youth meet on a Sunday evening. The children's ministry has been run over the past year by volunteers and half way through the year started to be overseen by Revd Dawn Lucas. The youth ministry continues to be led by Pete Hewlett.

Young Adults Ministry is a grassroots ministry aimed at 18 -25 year olds which meets for social activities and 1-2-1 support. The ministry is led by Pete Hewlett.

The Church Office provides administrative and communications support, reception services and liaison with the various church user groups. Caroline Bowen continues to ably run the Church office which for many is the first port of call for those in our community.

There are many other activities and groups which serve under the umbrella of the Church, of which the following are just some examples;

- **Alpha:** A series of interactive sessions exploring the basics of the Christian faith.  
*Leaders: Revd. Dawn Lucas, Jen Brown, Joe Evans, Wayne Halls, Fay Hemmings, Ros Webster,*
- **Bereavement Journey:** A series of seven sessions to support and help people work through the grief of losing a loved one.  
*Leaders: Diane Collingridge, Ann Huggett, Revd. Neil Hopkins, Yvonne Craven, Jez Hearn*
- **Bible Course:** Eight sessions helping people get to grips with the Bible. Delivered in person or on zoom.  
*Leader: Revd. Neil Hopkins, Christina Hayhoe*
- **Curry Club:** Monthly evening for men to go to the pub and enjoy a curry together.  
*Leader: Nigel Stirzaker*
- **English Conversation:** an informal weekly class open to all. These classes are helping a number of refugees in our area.  
*Leader: Jill Robson*
- **FAWM:** Standing for 'Fearfully And Wonderfully-Made', this support group is for parents of young babies. It has provided wonderful support for many mums and dads during the lockdown period and beyond.  
*Leaders: Caroline Bowen, Julie Gale*

- **Pop-Up Coffee:** A drop-in cafe for the local community to coincide with school drop-off time and the opening of the community fridge in Knaphill, which runs three times a week in Knaphill and once a week in Brookwood.  
*Leaders: Diane Collingridge and Ros Webster*
- **Silver Stars:** A bi-weekly meeting for seniors in our community, followed by refreshments. Activities include seasonal services, presentations and musical items.  
*Leader: Dee Roberts*
- **Sound and Visual Support:** The provision of technical support for worship services and events.  
*Leaders: Jon Darley, Chris Keary-Smith*
- **Worship Team:** Leading, supporting and growing our band-led worship.  
*Leader: Paul Collingridge*
- **Youth Wellbeing Cafe:** A weekly drop-in space for young people to come and receive support and relax.  
*Leader: Pete Hewlett*

In addition, individual members participate in local community initiatives including Brownies, Healing on the Streets, Woking Foodbank and C4K (Churches for Knaphill).

Although some of the people who lead and help with activities are paid, the majority are not. Therefore, the Church relies heavily on the contributions of volunteers in carrying out its ministry and without such contributions a vast amount of its work would cease.

#### **Policy for Outward Giving**

The PCC has a commitment to Outward Giving from the Church's resources which is reviewed regularly. 'Outward Giving' is defined as giving beyond the work of Holy Trinity and St Saviour's and as such provides regular support to local, national and international initiatives such as Engage (Woking), CPAS (national), Wycliffe Bible Translators (international), St Michael's Sheerwater (Woking), Turning Point Trust (Kenya), A Rocha (international) and the Children's Society. A budget for Outward Giving is set at 10% of total unrestricted giving during the previous year. We also give to other initiatives as one-off annual gifts.

#### **Buildings & Grounds**

Work in 2023 has continued to respond to issues raised at the Quinquennial inspection and the general state of deteriorating fabric. All obligatory annual inspections to safety and security equipment were completed. Fire notices are exhibited throughout both sites.

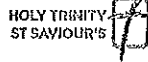
A full renewal of our Audio and Visual system at Holy Trinity was conducted in 2023 which included the installation of a new sound system, live streaming facilities, speakers, Bluetooth, screens, fold back monitors, sound, lighting, computers and a new console. This was much needed as it replaced the ageing sound system as well as installing new cameras and live streaming capabilities which have made set up easier, as well as enabled many to engage with the material live on a Sunday or catch up afterwards on our YouTube channel. Thank you to Jon Darley for all his hard work in going through all the quotations and managing the installation and post-installation issues.

Our Pre-School at Holy Trinity, Knaphill expanded and set up another Pre-School at St Saviour's Hall, Brookwood. To accommodate the growing needs of the staff and team leads we allocated a room in the St Saviour's Hall for a Pre-School office. We redecorated this room and added electrical sockets and LED lighting.

Throughout the year Richard Levett has been giving of his time to help with the ongoing maintenance of the grounds at Holy Trinity. We have also held two volunteer working parties to conduct seasonal maintenance to our buildings and grounds. Such jobs included; tidying beds, trimming bushes and shrubs, cleaning church floors, painting fences, clearing leaves, mowing lawns etc.

#### **Deanery Synod Report (Bob Bailey LLM)**

In June 2023, Richard Lloyd, Head of the Diocesan Mission Enabler team, reported how Woking Deanery had been through a Parish Needs Process and identified the development of small group ministry as a priority area to grow disciples. Activities in small groups should include worship, teaching, opportunity for discussion and encouragement to pray. The aim would be to encourage members to develop a daily relationship with Jesus and strengthen their interpersonal skills. Healthy groups should be multiplying within two years.



Rev Mark Wallace explained what an Area Dean is and said that his main role is the pastoral care of clergy. There are now vacancies for both a new Lay Chair and for a Secretary of the Deanery Synod.

In October 2023, Rev Dr John Valentine explained the new training plan for the Diocese and how it would benefit each parish. There would be 3 strands. The first strand will be training to enable ordinands (for 3 years once a week) and LLMs (for 2 years once a week) to obtain nationally deployable qualifications. The second strand will be called "Foundation in Ministry" and is for lay people sensing that God is calling them to leadership in some way. It will be 2 years training over 6 Saturdays in the Academic Year. The third strand is a Theology hub with some talks developed in a partnership with the University and Cathedral.

#### **Risk Management**

The PCC recognises its responsibilities for managing risk. A risk register is being developed and will be implemented in early 2024.

#### **Principal Risks and Uncertainties**

We continue to review and assess the risks that affect us as they arise so that we can take the necessary action to mitigate such risks. As with many charitable organisations, the majority of the PCC's income is the result of voluntary giving and, the vast majority of this comes from the generous, sacrificial and committed giving of the membership of Holy Trinity and St Saviour's. To help maintain and encourage giving the church actively teaches into the spiritual discipline of giving and regularly encourages members of the church to start or increase their giving. Members are encouraged to contribute through the Parish Giving Scheme wherever possible, which minimises the administration involved, and a significant number have joined this during the year.

#### **Safeguarding (Julie Gale, Parish Safeguarding Officer)**

Throughout our ministry programmes with children, young people and vulnerable adults provided at Holy Trinity and St Saviour's, the health, safety and protection of these individuals is paramount. We operate the Church of England Safeguarding policy, in line with Diocesan guidelines. All relevant volunteers are required to follow our safer recruitment and training policy.

Safeguarding policies, procedures and practice are continually under review in line with the Diocesan Safeguarding Dashboard. This is overseen by the Safeguarding Team which is led by our Parish Safeguarding Officer (PSO). We are now at Level 3 of the Parish Dashboard which includes looking at non church activities. The Church of England is also developing a safeguarding hub which we will be using to monitor our volunteers and safeguarding requirements for different roles.

The Safeguarding Team meets approximately five to six times a year and the vicar and PSO meet on a bi-weekly basis. Safeguarding is on the PCC agenda at each meeting to provide space for information to be relayed and for questions to be asked.

Since our APCM in March 2023 we have addressed a number of new safeguarding concerns. These have been dealt with by the PSO and the vicar, following advice given by the diocese. We currently have 6 active cases that we continue to monitor closely and 6 non active cases.

This year we have also had a focus during our church services on safeguarding. In September the PSO was introduced and interviewed. The PSO talked about her role and what might be considered as a safeguarding concern. The PSO also outlined the procedure for reporting a concern. In November we held our first Safeguarding Sunday. The PSO shared statistics for child abuse and domestic abuse. We also discussed a scenario to help the congregation to understand what action needs to be taken and why. Both of these services have helped to raise the profile of safeguarding and to ensure a greater awareness of what this means.



## REVIEW OF 2023

The number of Church members on the Electoral Roll at the Annual Parochial Church Meeting on 23rd March 2023 was 137, 95 of whom are resident in the parish and 42 of whom are non-resident. This compared with 140 in 2022 and 144 in 2021. It is encouraging in one way that our overall membership has stayed relatively stable as we have returned back to more in person services. We continue to have a number of new members who have joined our church family but there sometimes appears to be a reluctance to join the Electoral Roll.

The average Sunday attendance as measured in October 2023 was 66 adults and 21 children in person at Holy Trinity and 23 adults and 9 children in person at St Saviour's, with an average of attendance of 14 accessing the service via livestream on YouTube.

The PCC met seven times during the year in the evenings and held three days away. The Standing Committee, which has the power to transact the business of the PCC between its meetings, met four times. Other committees/working groups, have met as necessary. These groups are;

- **Safeguarding Team:** To oversee the safeguarding policies and implementation.
- **Finance Team:** To oversee and manage the finances of the church.
- **Holy Trinity Pre-School Management Committee:** The PCC has a wholly owned subsidiary called Holy Trinity Pre-School Ltd. This company runs a Pre-School in two settings, one at Holy Trinity Church Hall and the other at St Saviour's Church Hall. In line with Ofsted requirements, the Pre-School is run by the Director (Sarah Gill) and an oversight group comprising members of the Parish Churches. Pre-School staff and parents of the children who attend at both settings meet termly to discuss the running and operation of the Pre-School. Our Associate Minister chairs these meetings, reports their content and sends the minutes to the PCC.

During the year the focus of the PCC has been on;

- Finance Issues:
  - Approval of 2022 Annual Report and Financial Statements
  - Deciding on our outward giving to other charities/organisations
  - Monitoring quarterly financial performance against the budget
  - Planning for 2024 and agreeing budget assumptions
  - Approval of new contactless donation machines in the church buildings
  - Appointment of cleaners for Holy Trinity Hall and Church
  - Updates and review of regular giving
  - Hall Rates review and increase in hall hire fees agreed
  - Agreeing the Budget for 2024
- Establishing three priorities in line with the Diocesan Refreshed Vision as part of our Church Development Plan
  - To review and develop how Holy Trinity and St Saviour's operates as one Parish with two churches:
    - days away and agenda items discussing how we function as one parish
    - approval of change to services
  - To support and strengthen our current base of -Children's ministry volunteers
  - To continue to reduce our carbon footprint. An Eco- Committee has been formed to review, develop and implement our plans to achieve this reduction

- Review of Children's Minister post in light of the current shortage of Children's ministers in the country and the growing costs and financial constraints
- Safeguarding Matters:
  - Updating the parish dashboard, appropriate sign posting, reporting procedures, volunteer driver policy, known -offenders procedure, safeguarding policy, role descriptions, training for PCC members, update on safeguarding procedures, training for volunteer members and updating our records, DBS training requirements, a non-PCC member recruited to the safeguarding team (Josephine Boorman), code of conduct for the Community Fridge, action for non-compliance of volunteers with training requirements , child registration procedures
- Pre-School Matters
- Health and safety matters (e.g. risk assessments and policies)-
- Fabric matters:
  - General Maintenance
  - Discussion on heat pumps and applying for a Church of England grant
- Approval of a Ministry Experience Scheme to help people discern their calling within church ministry-
- Adoption of Racial Justice Policy

Our aim at Holy Trinity and St Saviour's has always been to be people who are, 'Living the Full Life' that Jesus asks us to. We are always seeking to discover more of Jesus and to help others to discover him too and to be people who give this love away by loving our community. Throughout 2023, we have continued to exercise our vision within the church and in the wider community.

As we entered 2023 there were no Covid restrictions to our services or activities. The installation of new video and live streaming equipment has enabled those who are sick and unable to attend church services to do so online.

### **Wider Community Service**

We have continued to engage with our community through a number of other activities that have grown throughout the year. The FAWM baby group continues to develop under the leadership of Caroline Bowen. A number of parents had stayed on as the children got older and were walking. A decision was made at the end of 2023, that those whose children did not fall within the remit of the group should be gently told they were unable to continue attending. This was to preserve the nature of the group as a support group for parents of new-borns, to make sure the babies are kept safe and that new parents felt able to attend.

At the beginning of the year we continued with our Warm Space initiative to provide a space for people struggling with the cost of living crisis. This achieved various levels of success and our teams of volunteers did a wonderful job of making people feel welcome and at home. As the days got warmer the uptake was less and we ended the initiative in late February/early March.

Our regular Pop Up Coffee sessions at Holy Trinity (Monday, Wednesday and Friday) and St Saviour's (Friday) continue to be a great source of welcome and comfort for many people. At Holy Trinity, Monday mornings are the busiest time as many who are coming to use Knaphill Community Fridge attend. At St Saviour's on Fridays there is a strong group of regulars who engage from across Brookwood. All our Pop Up coffees are run by volunteers who selflessly give up their time to help and encourage our local community. Once a month, at Brookwood, we also run 'Lunch with Friends' which provides a light lunch and much valued space to catch up with others. Ros and her team run this and are much appreciated by all.

Our Community Fridge (Knaphill Community Fridge) aims to reduce food waste in our area. It does so by receiving food from supermarkets and other charitable organisations such as FoodShare, that would have gone to landfill and distributing it to our community. Many people use this facility and are truly appreciative of it. While it does not aim

to be a foodbank, for many this is a great source of much needed food amidst rising household costs. Jules Hopkins runs the fridge and is helped by a team of over 30+ volunteers from all over the local community who do everything from collecting food at night time to setting up the food for each day. In 2023 it prevented 55 tonnes of food going to landfill.

Over the year, hundreds of people have been supported through difficult times. Its popularity continues and we see around 100 people in a week. We have erected a temporary marquee and temporary ground mats to enable the work to continue through the wet and cold winter months. Jules Hopkins, has received a number of awards because of her work. For her work in starting and developing the Community Fridge she has received the British Empire Medal, the High Sheriff's Award and became the 2023 Eminent Citizen of Woking (awarded by the outgoing mayor). Throughout the year we have been able to help with financial gifts to a number within our community.

Our Silver Stars group, for older members within our community, continued its valuable meetings providing a social space for many who are elderly and on their own. The meetings included talks from different professions and interests, as well as worship services for Easter, Christmas and summer. Alongside this, Bob and Pauline Bailey organised three 'Holiday at Home' trips to different places of interest. They were well attended and appreciated by all.

We continued in 2023 with our Bereavement Journey course and ran courses in the Spring and Autumn term. The organisation that produces the material, At A Loss, developed their original material and increased the course from six to seven weeks, along with more requirements in order to run the course. At the beginning of the year Jez Hearn joined the team, which means we now have five team members; Neil Hopkins, Anne Huggett, Yvonne Craven, Dianne Collingridge, and Jez Hearn. All the leaders undertook relevant training for the course. We are looking to work and grow the ministry with our neighbouring parish of Bisley in 2024.

In May we opened the church for those in the community who might be alone to come and watch the King's Coronation. Around 20 people came and enjoyed the time together. Thank you to Dee Roberts for initiating and running this.

In November, Churches 4 Knaphill once again led the village Armistice Day service. Revd Neil Hopkins led this service along with other clergy, members of the churches, councillors, our local MP, local schools and members of the community. On Remembrance Sunday we held our Remembrance Service with participation from the Brownies, Guides and Explorers. It was a special time of remembering the fallen from our community, not only from the two World Wars but also in more recent conflicts. This year our crafting group made and constructed a wonderful crochet poppy display next to the memorial plaques. With over 100 poppies flowing from the memorial it really added to such a beautiful service. Other members of the church family also attended the Remembrance Service in Brookwood cemetery.

Throughout the year we have continued with our monthly Brown Bag appeal. We establish what Woking Foodbank are running short of and ask the church family to give in order to meet that need. This has proved very popular and we now are one of the largest church contributors to the Woking Food bank. Members of the church family who volunteer with the food bank collect the contributions on a monthly basis.

Thomas Bowen and Nick Webster have both done fantastic jobs being our hall managers for Holy Trinity and St Saviour's respectively. With the introduction of our new online booking system, which is overseen by Kevin Grieve, we have seen a steady growth of one-off bookings for the halls. Managing the halls is not an easy task and involves a lot of online management and, meeting people in the community as well as stepping in to cover for the cleaner if they are not available.

Our Pre-School goes from strength to strength. Upon the closure of the independent pre-school that used to meet at St Saviour's in 2022, our church pre-school based at Holy Trinity was expanded to a second setting at St Saviour's. This started in January 2023 and while we were expecting take up to be slow, we have been pleasantly surprised by how well it has been received by the community and the number of children attending. This move has enabled a valuable resource to remain in the community.

Our youth wellbeing cafe has continued to grow and we now see a number of young people from the community engage with the cafe. It is a space on a Wednesday for young people to come and hang out and provide a safe space for them to talk about how they are feeling and air any struggles.

### **Christian Evangelism and Discipleship**

Our **Sunday services** continue to be a great source of encouragement and life to our church family. As already mentioned a new Audio Visual system was installed. Our audio visual team has now expanded and further training is planned for 2024.

Our **Wednesday Holy Communion** services at Holy Trinity provide a mid-week opportunity for worship and fellowship. These services are generally (but not exclusively) attended by more senior members of the church family and the number of regular attendees has stayed the same. It is a service that is deeply appreciated by those attend, not just because of the service but also because of the hospitality afterwards. Once a month we hold the service at St Saviour's before Lunch with Friends so that we are connecting across the parish. We aim to encourage more people from Brookwood to attend this service.

All our services are supported and helped by a wonderful group of volunteers who lead us in musical worship, lead the services, provide scripture readings, prayers, audio visual support, hospitality, welcoming, prayer ministry, children's ministry and youth ministry. It is a strength of the church that we aim to make sure everybody feels welcome, included and supported as they seek to live life to the full in Jesus.

Our **Puppet church** at St Saviour's has been running for over twenty years and has been a huge blessing to many. It is served by a number of faithful volunteers, but the need for more volunteers has been a big concern throughout the year and is placing a strain on the team. Numbers attending have dipped over the year. Thank you to Revd Dr Julie Levett, Julie Bartlett, Chris Hunt, Yvonne Craven, Jen Brown and the young helpers for all they give to this service.

Our **Cafe church** that runs on the third Sunday of the month at St Saviour's, has continued. Richard Levett, our LLM, leads this and enables the discussion on faith issues in a relaxed and informal manner. On the second and fourth Sunday of the month at St Saviour's we have continued to hold our Reflective Holy Communion. Here we spend more quiet reflective time together as we gather around the Lord's table. Everyone is asked to contribute to the sermon in discussing the scripture passage together. This is a highlight of the service and we see much growth in people as we do so.

In January we stopped our monthly Worship Live event and started a **weekly evening service** at St Saviour's Church. It is an evening of relaxed contemporary worship with a short reflection. It lasts for about an hour and afterwards the older youth meet in their group. Over the year it has started to grow so that on average we regularly see 30-35 people attending. Encouragingly we see this as a good place for people to start trying out preaching and worship leading, which we are now developing.

We have now separated the **youth group** into two age categories. The younger youth, years 7-9, meet on a Sunday morning and the older youth, years 10-13, meet after the evening service. This has proved successful and we now see a number of the older youth helping to serve on a Sunday morning.

We ran one **Alpha** course in the year which was led by our curate. Although the numbers on the course were small, we were able to grow the team of volunteers. To stimulate growth for Alpha, we also ran the Alpha course material for our church family in Life Groups so that they could familiarise themselves with the material and be confident in inviting people to it. We ran the Holy Spirit day which was well attended. Many in the Life Groups found this helpful and a new life group was formed from this.

The **Bible Course** was run again in the summer and we saw a good number of people attend. We haven't as yet opened this up to other churches but will look to do so in 2024. Furthermore, to encourage peoples' reading of the Bible and prayer life we ran the **Lectio Course** in the autumn. This course helped people understand and practise the ancient tradition of Lectio Divina. We saw around 40 people attend and engage with the material, including some whole Life Groups, which was encouraging.

As yet we have not restarted our monthly prayer meetings, but we do continue to meet on a Tuesday and Thursday morning at 9am for Morning Prayer, following the Daily Prayer material from the Church of England.

In June we held our second **church weekend away** at Etherley Farm. We were able to financially support some of our church family who otherwise might not have been able to attend the camping weekend. Etherley Farm is only 35 minutes away which enabled people to either camp or drive in for each day. We were once again blessed with glorious weather and the vast majority of the church family and others (e.g. members of FAWM) attended. This year we hired a large marquee to provide shelter from the sun (and possible rain) as well as provide a good venue for our meetings. It was a success in that it enabled many to connect with others they may never have met and to strengthen relationships across the two churches.

In 2021 the Diocese of Guildford changed the role of **pastoral assistants** and how they are licensed and empowered to serve. Throughout the year we have dealt with a number of people pastorally and continue to offer care and support within the church family as well as in the wider community. We have a team of former pastoral assistants and a couple of lay pastoral visitors, however we could benefit from more people joining the team. Chris Benson has led this team throughout the year and she deals with all requests and deploys team members as required. We have continued to be frustrated by the inconsistency of the training provided by the Diocese as it keeps on being cancelled due to lack of 'take-up.' However, different team members have accessed training from different churches in the area. As part of our safeguarding commitment we have established role descriptions for the team which they have signed and committed to. As mentioned before, we ran the Bereavement Journey course which has helped a number of church family members on their grief journey.

In July 2023 **Revd Dawn Lucas** was ordained Priest at Guildford Cathedral and continued to serve in the church and grow in her training. She has continued to be a great source of encouragement to the church family; she and her family are loved and valued within our community. Throughout the year she has been involved in the teaching and leading of services, overseeing the children's programme and team, running Alpha, being part of the pastoral team, as well as attending various committee meetings. In a lovely service in September Dawn married Stuart Brown. She is now known as Revd Dawn Lucas-Brown.

Our **Life Groups** continue to go from strength to strength and seek to support and nurture our church family on a smaller scale to Sunday mornings. Our aim is that as Christians we are part of a Life Group so we can 'Do Life Together.' It is here that members get their support, care and depth of friendship. The groups use the sermon from the previous Sunday and questions to aid the conversations as well as having space to discern what happens in the group. The initial enthusiasm for being part of these groups has, it would be fair to say, levelled off with a number of people who said they would join not doing so. Nonetheless, the groups have grown with new people joining and we now have eleven groups, with one having come from an Alpha course and a new young adults group. Towards the end of the year, David Gale, one of our Life Group leaders and an LLM volunteered to become the Life Group Overseer in 2024.

In June we held our first **Volunteer Thank You Tea**. This was organised by Revd Dawn Lucas-Brown and everyone who had been volunteering in some capacity within the church over the past two years was invited to a cream tea. The tea was prepared and served by the staff team as a way of saying thank you to everyone who has volunteered and made everything possible.

**Christmas time** once more proved a popular time for our community. Again we made good use of our buildings and had different types of services in different buildings. Following the success of the Saltmine Theatre company coming to the church in May to perform 'The Liberator' we booked them again to come and perform 'A Christmas Carol' to start the Advent season. This proved successful and we saw 130 people from the community come and enjoy the performance. We stuck with our usual diet of services which have been successful through the years. These included Campfire Carols, Puppet Christmas Adventure with a Crjb Service, Carols by Candlelight, Pop Up Nativity which was run by the youth of the church, Midnight Communion, and our Christmas Morning celebration. These have increased in popularity with the Campfire Carols filling up within a few days of opening for bookings and our Christmas Morning service seeing just under 200 people attending. We were also able to welcome back Knaphill Junior School to the church for their Christmas concerts and continue to build our relationship with them.

Pete Hewlett and our **youth team volunteers** have continued to grow the work among young people in the community and church. In January the Illuminate group was divided into two specific age ranges, with the younger group meeting on Sunday mornings and the older group meeting after the new Sunday evening service. This works well with more age related conversations happening. Along with the weekly Illuminate sessions there have been youth socials, which have grown over the year. During the year the young people went on a weekend away to Runways End outdoor centre and for five days to a Christian Youth Festival called Satellites. Both of these were popular and were hugely enjoyed by the young people. They plan to do these again in 2024. In the Autumn term the young people started a challenge to raise funds for the charity International Justice Mission (IJM) which helps rescue people from slavery. The young people challenged themselves to run, walk or cycle the virtual distance to and from Lake Volta in Africa. On a Sunday in November they ran the whole morning service to challenge the church family about our response to modern day slavery. On this day we found out that they had raised approximately £7,500 which was enough to pay for a rescue mission. This was hugely encouraging for both the young people and our church family.

Our **Children's Ministry** has continued to operate throughout 2023. Because we have had no full-time children's minister the work has not been at the same level as in previous years. We have not continued with Open the Book, Holiday Club, or other possible social events. The team of volunteers has been wonderful and has given above and beyond to continue the work. As a PCC we have identified the need to support the leaders as well as provide pastoral care for the families. Revd Dawn Lucas-Brown now oversees the work and has spent time gathering the leaders to help develop what we do. Ideally we would like to appoint a new children's minister and, while we started to look at our requirements for a new job specification, we were told by the Diocese that there is a shortage of children's workers in the country. This has been confirmed by the experience of other churches in the area which have also been looking to fill similar roles.

In October we undertook a **Stewardship Campaign** to highlight giving within the church. We had hoped that this campaign would see an increase that would be able to support the recruitment and ongoing work of a new children's minister. However, giving did not increase to the level we had hoped and, with rising costs, our ability to commit to a new full-time appointment has been limited.

In September we had the joy of taking on two young people to be part of the **Ministry Experience Scheme**. The scheme is a part of the national Church and aims to help young people discern whether they are being called to full-time ministry. The two young people (18 and 26 years old) have been involved in youth work, children's work and the wider work of the church. They have weekly input from the Diocesan Team at Church House and are supervised by our Youth and Young Adults Minister. They have been a valuable resource to the church and continue to discern their next steps.

Having gained the Bronze Award from **Eco Church in 2021**, as a church we continue to pursue our aim to reduce our carbon footprint. This is now one of our goals in line with our Church Development Plan. Throughout the year we have been working towards gaining the silver award with Eco Church. Part of this has been looking at reducing our use of gas and we have applied to be part of the national church demonstrator grant to enable us to install heat pumps into our buildings. As a church we are committed to reducing our carbon footprint even if it has a financial cost. At the church weekend away our focus was on how we look after creation and primarily reduce our carbon footprint. We encouraged all participants to use the WWF carbon footprint tool to assess and reduce their own personal impact.

## LOOKING TO THE FUTURE

The aim of Holy Trinity and St Saviour's is that we continue to be a church family that is 'Living The Full Life', always seeking to discover more of Jesus and for others to discover Jesus for themselves. We live out the life of discipleship and seek to give away the love we have been shown by Christ to others. The Diocesan Parish Needs Process has encouraged the church to look at its refreshed vision around 'Transforming Church, Transforming Lives.'

As part of this process, the PCC met in October to discuss and discern three objectives/goals which it wants to focus on over the next 1-2 years. The three objectives that were put forward to approve later on in 2023 were;

- 1) To support our children's ministry families and team.
- 2) To reduce our carbon footprint.
- 3) To evaluate how we operate as a parish (two buildings one church) and develop/implement new strategies where appropriate. Goal three is one that will take more time to discern the way forward, consult, evaluate and implement and will involve consultation with the wider church family.

Implementing these goals has included and will include;

#### **Supporting our children's ministry families and team:**

Our children's team has done a fantastic job over the past year, especially without a children's minister. Thank you to all the team for the sacrifice they have made. In 2024 we plan to continue to build on the good work of 2023, while working within the current constraints that we face in appointing a children minister.

- To support the current leaders and grow the team. Revd Dawn Lucas-Brown has been overseeing this and has termly meetings with the leaders to help plan the term's material and discuss issues that have arisen.
- To recruit additional volunteers for our children's ministry. Over the year Revd Neil Hopkins and Revd Dawn Lucas-Brown have managed to recruit a number of leaders and helpers to the team. We continue to recruit for the team.
- To enable the team to get to know families better in order to provide better support for them: plans have been made to establish three social events for parents in 2024 whereby the team get to meet families in a more informal context.
- To continue to look into recruiting a Children's Minister: dependent on finances. This will mean encouraging further giving.

#### **Reducing our carbon footprint, aiming to be carbon net zero by 2030:**

In 2023 the PCC agreed to replace our heating in all our church buildings with air source heat pumps over the next five years. The Creation Care team then submitted applications to be one of the churches from the Diocese to be put forward for the Church of England Demonstrator Project. We found out at the end of 2023 that we had been selected by the Diocese and we look forward to taking this forward in 2024. For 2024 we look;

1. To continue to work on our heat pump carbon neutral Demonstrator Project application with Church of England support. We have now been selected by the Diocese to be one of three churches put forward to the national award.
2. To work on achieving the silver award through the Eco-Church initiative. This will involve dealing with a number of projects in order to achieve this.
3. To continue to raise awareness within the church about the need for Creation Care.

#### **Assessing how Holy Trinity & St Saviour's operates as a parish:**

Over the past year the PCC has spent a lot of time working through how we operate as two churches in one parish. The conclusion was that we felt that we need to be operating as one church and not as two separate churches trying to do the same thing. Throughout the year we have been sharing our activities and resources, such as courses. Yet, the PCC has discerned that this has to go further in that we need to function as one church in how we worship on Sundays and what we call ourselves. At the end of the year it was agreed that as a church we would move to have one parish service in the morning and one in the evening and to have a re-think about what the morning service would look like. It was decided that the new parish vision of being one church would be launched in the new year

and that it would start in September for two reasons: to give adequate time to develop the services and publicity and because Revd Neil Hopkins is going on a sabbatical from the 6 May to the 6 August.

The goals for 2024 are;

- To present the new vision in January/ February 2024
- To develop the morning services.
- To rename the church to represent our desire to be one church.

## FINANCIAL REVIEW

A small voluntary finance team includes a treasurer, assistant treasurer and book-keeper, as well as someone who helps with banking. Our former treasurer, Helen Simmons, still continues to run the payroll.

Where the PCC decides that a role should be remunerated, it determines an appropriate level of pay taking account the time, commitment and qualifications required, and the rates of pay for any roles that appear to be similar. Annual remuneration reviews take into account the Real Living Wage, prevailing rates of inflation and the levels of pay increase granted by the Diocese.

Working with the incumbent, the treasurer and assistant meet regularly throughout the year, monitoring overall financial performance and managing a range of day-to-day financial issues. The PCC receives regular financial reports and is actively involved in budget setting and review.

We had budgeted for an unrestricted deficit of c£40,000 in 2023, but the result was virtually breakeven. This was mainly the result of the decision not to recruit a Children and Families Worker, together with higher rental income from the expanded Holy Trinity Pre-School, higher interest on CBF deposits and some savings on running costs, particularly buildings. Total unrestricted giving amounted to £236,133, broadly the same as 2022 (£233,816). The hoped for increase in overall levels of regular giving did not fully materialize in 2023, despite a stewardship campaign in the autumn and some generous responses, perhaps reflecting the financial pressures that so many families still face.

It is the policy of the PCC to tithe 10% of our unrestricted giving, based on the preceding year. We have six mission partners that we support throughout the year; CPAS, Engage, A Rocha, Turning Point Trust, Wycliffe Bible translators and St Michael's Sheerwater, and we also made a number of smaller donations. Note 11 in the financial statements gives full details of all the grants we have given. The congregation was encouraged to donate to a number of other charities during the year.

Overall unrestricted expenditure was £283,306 (2022 £281,308), with a total of £260,423 (2022 £259,048) spent on general church activities, including £84,616 (2022 £83,366) on Parish Share, which is what every parish contributes to resource mission and ministry across the Diocese, including clergy and training costs.

£22,326 was received and £26,764 spent from other restricted funds, including the Knaphill Community Fridge. Unrestricted reserves after transfers at 31 December 2023 were £182,814, and Designated Reserves £104,165, being £69,510 for Buildings and Grounds and £34,655 for Holy Trinity Pre-school. Our long term funds are invested with the CBF Church of England Deposit Fund and our short term deposits are placed in our HSBC Money Management account.

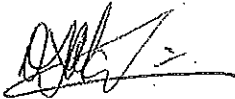
The PCC has agreed a budget for 2024 with an unrestricted deficit of £39,456, partly offset by a planned £18,104 transfer from designated reserves to offset the depreciation of the new AV system. It assumes a c£17,000 increase in the level of unrestricted giving, as well as additional costs including the full year impact of having two volunteer ministry interns, 6 months full time salary for a Children's worker and overall increases in running costs particularly utilities.



### Reserves Policy

As part of our contingency planning and risk management the PCC reviewed its reserves policy in 2023. We seek to ensure that our unrestricted general fund reserve does not fall below the approximate equivalent of three months total running costs as well as keeping £50,000 for working capital purposes. Reserves held above this value are available to smooth fluctuations in cash flow, meet emergencies and to allocate towards the activities of the church over the coming years.

Approved by the Parochial Church Council on 18<sup>th</sup> March 2024 and signed on its behalf by:



Revd. Neil Hopkins, Chairman



## INDEPENDENT EXAMINER'S REPORT

### to the Trustees of the Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood

I report to the trustees on my examination of the financial statements of the The Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood (commonly known as Holy Trinity Church Knaphill and St Saviour's Brookwood) ('the charity') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

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

#### Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Andrew Skilton, ACA, Independent Examiner  
Brewers Chartered Accountants,  
Bourne House, Queen Street, Gomshall, Surrey, GU5 9LY

22nd April 2024

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL  
WITH ST SAVIOUR'S BROOKWOOD**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For the year ended 31 December 2023**

	Notes	Unrestricted	Designated	Restricted	Total Funds	
		Funds	Funds	Funds	2023	2022
		2023	2023	2023	2023	2022
		£	£	£	£	£
<b>INCOME</b>						
Donations and legacies	2(a)	239,098	0	8,319	247,417	300,434
Charitable activities	2(b)	39,288	0	14,007	53,295	43,661
Income from investments	2(c)	7,704	0	0	7,704	2,137
<b>TOTAL INCOME</b>		<b>286,090</b>	<b>0</b>	<b>22,326</b>	<b>308,416</b>	<b>346,232</b>
<b>EXPENDITURE</b>						
Home and overseas mission and grants	11	22,883	0	6,841	29,724	25,387
Church activities	3	260,423	0	19,924	280,347	272,042
<b>TOTAL EXPENDITURE</b>	9	<b>283,306</b>	<b>0</b>	<b>26,765</b>	<b>310,071</b>	<b>297,429</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>2,784</b>	<b>0</b>	<b>(4,439)</b>	<b>(1,655)</b>	<b>48,803</b>
Transfers between reserves	9	16,202	(16,702)	500	0	0
<b>NET MOVEMENT IN FUNDS AFTER TRANSFERS</b>		<b>18,986</b>	<b>(16,702)</b>	<b>(3,939)</b>	<b>(1,655)</b>	<b>48,803</b>
Balance brought forward at 1 January 2023	9	163,828	120,867	39,365	324,060	275,257
<b>Balance carried forward at 31 December 2023</b>	9	<b>182,814</b>	<b>104,165</b>	<b>35,426</b>	<b>322,405</b>	<b>324,060</b>

The notes on pages 21 to 27 form an integral part of these financial statements

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL  
WITH ST SAVIOUR'S BROOKWOOD

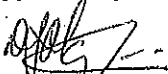
BALANCE SHEET

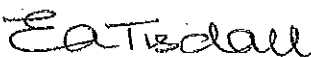
As at 31 December 2023

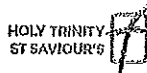
	Notes	2023 £	2023 £	2022 £	2022 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	5		106,814		43,485
<b>CURRENT ASSETS</b>					
Debtors	7	37,158		45,503	
Cash at hand and in bank		15,373		16,938	
Deposit account at HSBC		4,090		65,878	
Deposits at CBF Church of England Fund		172,852		165,354	
		229,473		293,673	
<b>CREDITORS: AMOUNTS FALLING</b>					
DUE WITHIN ONE YEAR	8	13,882		13,098	
<b>NET CURRENT ASSETS</b>			215,591		280,575
<b>NET ASSETS</b>			322,405		324,060
<b>FUNDS</b>					
Unrestricted	9		182,814		163,828
Designated	9		104,165		120,867
Total unrestricted funds			286,979		284,695
Restricted	9		35,426		39,365
			322,405		324,060

The notes on pages 21 to 27 form an integral part of these financial statements.

Approved by the Parochial Church Council on 18<sup>th</sup> March 2024 and signed on its behalf by:

  
Revd. Neil Hopkins, Chairman

  
Elaine Tisdall, Treasurer



## NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2023

### 1. ACCOUNTING POLICIES

#### **Basis of accounting**

The charity is a public benefit entity and the financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Parochial Church Council of Holy Trinity Knaphill and St Saviour's Brookwood meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

#### **Funds**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a specific purpose by the PCC are also unrestricted. All regular giving is treated as unrestricted income and is spent in the manner agreed by the PCC. Restricted funds can only be applied for their particular purpose e.g. Buildings & Grounds, Knaphill Community Fridge, Parish Weekend.

#### **Income**

Collections are recognised when received by or on behalf of the PCC. When donations are received, we recognise any related gift aid. Rental income from the letting of Church premises is recognised in the year in which the rent takes place. Interest from investments is accounted for when receivable.

#### **Expenditure**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

The Parish Share is accounted for when payable. Expenditure is stated as VAT inclusive as the Church is not VAT registered.

#### **Financial Instruments**

The PCC only has financial assets and financial liabilities of a kind that qualify as basic instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### **Fixed Assets**

##### **Consecrated land and buildings and movable Church fittings**

Consecrated and beneficed property is excluded from the financial statements by the provisions of the Charities Act 2011. No value is placed on movable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable Church furnishings, whether maintenance or improvement is written off as expenditure in the SOFA and separately disclosed.

##### **Church Halls and Vicarage**

The Church Halls are accounted for at cost and are depreciated over their useful lives of 50 years on a straight-line basis. Additions are written off over the remaining life of the 50-year period or if already fully written off, over 50 years unless PCC deem this to be inappropriate. 13 Heath Drive (formerly St Saviour's House) is accounted for at cost and is depreciated over its useful life of 50 years on a straight line basis. The vicarage at Holy Trinity is not owned by the PCC.

##### **Other fixtures, fittings, office, audio and visual equipment**

Equipment costing £2,000 or over within the Church premises is depreciated. All other equipment is written off in the year of purchase. Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives on a straight-line basis.

#### **Current Assets and Investments**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the

CBF Church of England Fund or at the bank. In line with current best practice, the financial statements of wholly owned subsidiaries are not consolidated into the financial statements of the PCC. Investments are held at the lower of cost or realisable value.

**Going concern**

The trustees believe there are no material uncertainties about the Church's ability to continue as a going concern, thus the PCC continues to adopt the going concern basis of preparing the financial statements.

**Comparatives for note 3 (expenditure)**

In order to facilitate comparison, some of the comparative numbers, notably those for youth, children and families work, Church-weekend and intern costs have been changed.

## 2. INCOME

	Unrestricted Funds 2023 £	Designated Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Unrestricted Funds 2022 £	Designated Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £
<b>2(a) DONATIONS AND LEGACIES</b>								
<b>Planned giving and collections</b>								
Gift Aid donations	90,787	0	600	91,387	113,899	0	7,310	121,209
Income tax recoverable	23,414	0	150	23,564	28,598	0	1,827	30,425
Parish Giving Scheme	90,930	0	0	90,930	60,220	0	0	60,220
Tax recoverable on PGS	22,672	0	0	22,672	15,109	0	0	15,109
Other giving	7,475	0	1,916	9,391	14,361	0	3,927	18,288
Charities Aid Foundation	720	0	0	720	1,157	0	0	1,157
Cash collections at services	135	0	0	135	472	0	0	472
	<b>236,133</b>	<b>0</b>	<b>2,666</b>	<b>238,799</b>	<b>233,816</b>	<b>0</b>	<b>13,064</b>	<b>246,880</b>
<b>Grants &amp; legacies received</b>								
Legacies received	15	0	0	15	42,100	0	0	42,100
Grants received	2,950	0	2,603	5,553	1,300	0	6,043	7,343
	<b>2,965</b>	<b>0</b>	<b>2,603</b>	<b>5,568</b>	<b>43,400</b>	<b>0</b>	<b>6,043</b>	<b>49,443</b>
<b>Overseas Mission</b>								
Gift Aid donations	0	0	100	100	0	0	290	290
Income tax recoverable	0	0	25	25	0	0	73	73
Other giving	0	0	127	127	0	0	495	495
	<b>0</b>	<b>0</b>	<b>252</b>	<b>252</b>	<b>0</b>	<b>0</b>	<b>858</b>	<b>858</b>
<b>Home Mission</b>								
Gift Aid donations	0	0	0	0	0	0	195	195
Income tax recoverable	0	0	0	0	0	0	49	49
Other giving	0	0	2,798	2,798	0	0	723	723
	<b>0</b>	<b>0</b>	<b>2,798</b>	<b>2,798</b>	<b>0</b>	<b>0</b>	<b>967</b>	<b>967</b>
Smiths Charity	0	0	0	0	0	0	2,286	2,286
<b>Total Mission Donations</b>	<b>0</b>	<b>0</b>	<b>3,050</b>	<b>3,050</b>	<b>0</b>	<b>0</b>	<b>4,111</b>	<b>4,111</b>
<b>Total Donations &amp; Legacies</b>	<b>239,098</b>	<b>0</b>	<b>6,319</b>	<b>247,417</b>	<b>277,216</b>	<b>0</b>	<b>23,218</b>	<b>300,434</b>
<b>Hall Lettings</b>								
Hall Lettings	36,181	0	0	36,181	27,111	0	0	27,111
<b>Fees</b>								
Fees	984	0	0	984	692	0	0	692
<b>Rent from 13 Heath Drive</b>								
Rent from 13 Heath Drive	0	0	0	0	6,600	0	0	6,600
<b>Youth activities</b>								
Youth activities	0	0	8,136	8,136	0	0	2,517	2,517
<b>Church weekend</b>								
Church weekend	0	0	4,716	4,716	0	0	5,125	5,125
<b>Sundry</b>								
Sundry	2,123	0	1,155	3,278	1,616	0	0	1,616
	<b>39,288</b>	<b>0</b>	<b>14,007</b>	<b>53,295</b>	<b>36,019</b>	<b>0</b>	<b>7,642</b>	<b>43,661</b>
<b>2(c) INCOME FROM INVESTMENTS</b>								
Bank interest	7,704	0	0	7,704	2,137	0	0	2,137
<b>TOTAL INCOME</b>	<b>286,090</b>	<b>0</b>	<b>22,326</b>	<b>308,416</b>	<b>315,372</b>	<b>0</b>	<b>30,860</b>	<b>346,232</b>

### 3. EXPENDITURE

	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds
Church activities	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Ministry: diocesan parish share	84,616	0	84,616	83,366	0	83,366
clergy expenses	5,249	0	5,249	4,370	0	4,370
vicarage costs	122	0	122	1,208	0	1,208
Staff costs	52,751	0	52,751	77,984	0	77,984
Intern costs	4,312	0	4,312	0	0	0
Staff & volunteer training	4,229	0	4,229	148	0	148
Churches running expenses	13,860	0	13,860	12,834	0	12,834
Churches repairs & maintenance	7,408	0	7,408	4,584	1,300	5,884
Community Fridge	0	4,633	4,633	0	2,540	2,540
Worship costs	4,203	0	4,203	4,171	0	4,171
Outreach	8,581	880	9,461	4,625	0	4,625
Youth, children & families work	4,524	6,862	11,386	4,918	5,706	10,624
Halls costs (see note 10)	30,139	0	30,139	28,698	0	28,698
13 Heath Drive repairs & running costs	6,531	0	6,531	1,180	0	1,180
13 Heath Drive refurbishment	0	0	0	17,429	0	17,429
Photocopying & Stationery	4,920	0	4,920	2,254	0	2,254
Telephone and broadband costs	2,063	0	2,063	2,217	0	2,217
PCC expenses	0	0	0	0	0	0
Subscriptions	35	0	35	370	0	370
Computer expenses	4,656	0	4,656	2,968	0	2,968
Church weekend	1,713	6,394	8,107	0	3,448	3,448
Professional fees (inc. independent exam.)	1,950	0	1,950	2,612	0	2,612
Depreciation of equipment	17,783	0	17,783	0	0	0
Sundries	788	1,155	1,944	3,214	0	3,214
	<b>260,423</b>	<b>19,924</b>	<b>280,347</b>	<b>259,046</b>	<b>12,994</b>	<b>272,042</b>

### 4. STAFF COSTS AND RELATED PARTY TRANSACTIONS

	2023	2022
	£	£
Wages and salaries	58,147	79,731
National Insurance costs	0	2,108
Pension costs	4,133	4,077
	<b>62,280</b>	<b>85,916</b>

During the year the PCC employed a Parish Administrator, a Youth and Young Adult Minister and three cleaners, none of whom earned more than £60,000 per annum. Our Children and Families worker left in October 2022.

Expenses have been paid to the clergy members of the PCC in connection with the carrying out of their office, including such items as travel and hospitality. A total of £5,249 was paid in the year. No PCC members and related persons were reimbursed for expenses incurred.



No PCC member or connected person received any remuneration from the PCC or subsidiary during the year apart from Caroline Bowen, who is married to Thomas Bowen, and Catherine Hawkins, daughter of Mike Hawkins. Caroline is our parish administrator and was employed as cleaner at Holy Trinity for part of the year. Caroline's salary, including NI and pension costs, was £19,507. Catherine Hawkins was employed as the cleaner at St Saviours and earned £3,439 for her work.

22 PCC members and their families gave the church a total of £51,547 (excluding gift aid) over the year (2022 11 PGG members and their families gave £39,903)

## 5. TANGIBLE FIXED ASSETS

Cost	Fixtures & Fittings	Audio Visual & Sound Equipment	Holy Trinity Hall	St Saviour's Hall	13 Heath Drive	Total
	£	£	£	£	£	£
As at 1 January 2023	3,244	0	56,966	41,966	6,272	108,448
Disposals during year	0	0	0	0	0	0
Additions during year	0	83,422	0	0	0	83,422
As at 31 December 2023	3,244	83,422	56,966	41,966	6,272	191,870
Depreciation	£	£	£	£	£	£
As at 1 January 2023	811	0	17,085	40,795	6,272	64,963
Disposals during year	0	0	0	0	0	0
Charge for the year	1,081	16,702	1,139	1,171	0	20,093
As at 31 December 2023	1,892	16,702	18,224	41,966	6,272	85,056
Net Book Value at 31 December 2023	1,352	66,720	38,742	0	0	106,814
Net Book Value at 31 December 2022	2,433	0	39,881	1,171	0	43,485

## 6. INVESTMENTS

The ordinary share capital (2 shares) of Holy Trinity Pre-School Limited, a company incorporated in England and Wales (registered number 06295276) is owned by two members of PCC acting as nominees for the PCC. The cost of this investment has been written off in the books of the PCC. The sole activity of this subsidiary is to run the Pre-School at Holy Trinity and St Saviour's Church Halls. Its results for the year ended 31 December 2023 show a surplus of £nil (2022 £nil). Turnover was £319,685 in this year (2022: £182,155) and total expenses over the year amounted to £319,685 (2022: £182,155). The accounts of this subsidiary are not consolidated with the PCC because they fall below the threshold requiring consolidated account.

## 7. DEBTORS

	2023 £	2022 £
Income tax recoverable	13,463	6,178
Prepayments	1,218	30,893
Holy Trinity Pre-School Ltd	21,840	5,933
Other debtors	637	2,499
	37,158	45,503

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accruals	9,319	8,503
Other creditors	4,563	4,595
	13,882	13,098

## 9. ANALYSIS OF FUNDS

	At 1 Jan 2023	Income	Expenses	Transfers	At 31 Dec 2023
	£	£	£	£	£
Unrestricted - General	163,020	286,090	(283,306)	16,202	182,814
Designated: Pre-School	34,655	0	0	0	34,655
Buildings & grounds	86,212	0	0	(16,702)	69,510
	120,867	0	0	(16,702)	104,165
<b>Total Unrestricted Funds</b>	<b>284,695</b>	<b>286,090</b>	<b>(283,306)</b>	<b>(500)</b>	<b>286,979</b>
Restricted:					
Building & grounds	25,682	0	0	0	25,682
Community Fridge	8,006	4,653	(4,633)	0	8,026
Smiths Charity	2,405	0	(2,355)	0	50
Youth work	627	8,134	(7,681)	0	1,080
Other	2,645	9,539	(12,096)	500	588
	39,365	22,326	(26,765)	500	35,426
<b>Total funds</b>	<b>324,060</b>	<b>308,416</b>	<b>(310,071)</b>	<b>0</b>	<b>322,405</b>

At 31 December 2023 funds comprise:	General £	Designated £	Restricted £	Total £
Fixed assets	106,814	0	0	106,814
Current assets	88,092	104,165	37,216	229,473
Current liabilities	(12,092)	0	(1,790)	(13,882)
<b>Net assets</b>	<b>182,814</b>	<b>104,165</b>	<b>35,426</b>	<b>322,405</b>

## 10. CHURCH HALL FINANCIAL STATEMENTS

	Holy Trinity	St Saviour's	Total	Holy Trinity	St Saviour's	Total
	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
<b>INCOME - Hall lettings</b>	<b>21,831</b>	<b>14,350</b>	<b>36,181</b>	<b>21,006</b>	<b>6,106</b>	<b>27,112</b>
<b>EXPENDITURE</b>						
Running costs	18,606	7,408	26,014	16,935	4,421	21,356
Repairs and maintenance	1,194	721	1,915	4,428	235	4,663
Depreciation	1,139	1,171	2,310	1,139	1,540	2,679
	20,939	9300	30,139	22,502	6,196	28,698
<b>Operating surplus (deficit)</b>	<b>992</b>	<b>5,050</b>	<b>6,042</b>	<b>(1,496)</b>	<b>(90)</b>	<b>(1,586)</b>

## 11. HOME & OVERSEAS MISSIONS & GRANTS

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
<b>OVERSEAS MISSION</b>				
A-Rocha	4,000	0	4,000	4,000
Bible Society	400	0	400	400
CMS	400	0	400	400
Emmanuel Hospice	401	0	401	404
International Justice Mission	0	819	819	0
Tear Fund	0	252	252	801
Turning Point	4,000	0	4,000	4,000
Wycliffe	1,500	0	1,500	1,500
	<b>10,701</b>	<b>1,071</b>	<b>11,772</b>	<b>11,505</b>
<b>HOME MISSION</b>				
Across	400	0	400	400
Bipolar UK	0	0	0	119
Care for the family	400	0	400	400
Children's Society	1,500	0	1,500	1,500
Christians Against Poverty	400	0	400	400
CPAS	1,500	0	1,500	1,500
Engage	4,000	0	4,000	3,982
Mane Chance	0	1,610	1,610	0
Royal British Legion	100	0	100	0
St. Michael's, Sheerwater	2,000	0	2,000	1,874
Sight for Surrey	0	0	0	119
Surrey Care Trust	400	0	400	400
Woking CAB	0	1,610	1,610	0
Woking Hospice	400	0	400	400
Your Sanctuary	1,082	195	1,277	1,428
	<b>12,182</b>	<b>3,415</b>	<b>15,597</b>	<b>12,522</b>
<b>GRANTS</b>				
Smiths Trust	0	2,355	2,355	1,360
	<b>0</b>	<b>2,355</b>	<b>2,355</b>	<b>1,360</b>
<b>Total</b>	<b>22,883</b>	<b>6,841</b>	<b>29,724</b>	<b>25,387</b>

The number of individuals receiving grants totalled 6 (2022 : 4)

## 12. CONTRACTS FOR CAPITAL EXPENDITURE NOT PROVIDED FOR

As at 31 December 2023, the PCC had contracted for audio-visual and lighting equipment in Holy Trinity church totalling £nil (2022 £80,172).

