

**The Parish of Holy Trinity
Bradford on Avon**



AGENDA

**for the Meeting of Parishioners
and
Annual Parochial Church Meeting
18th April 2010
in the Church Hall at 11 am**

**with the
MINUTES
of the Meetings of 29th March 2009**

**and the
ANNUAL REPORT AND FINANCIAL
REPORT FOR THE YEAR 2009**

THE PARISH OF HOLY TRINITY BRADFORD ON AVON

**Meeting to be held in Church Hall
on Sunday, 18th April 2010 at 11 am**

MEETING FOR THE ELECTION OF CHURCHWARDENS

Agenda

1. To receive and approve the Minutes of the meeting held on Sunday, 29th March 2009
2. To choose the Churchwardens for the coming year

ANNUAL PAROCHIAL CHURCH MEETING

Agenda

1. To receive and approve the Minutes of the APCM held on 29th March 2009.
2. To appoint Scrutineers
3. To elect five members to the Parochial Church Council
4. To elect the Sidesmen for the ensuing year
5. To receive a report on the proceedings of Deanery Synod for 2009
6. To receive a report on the Electoral Roll
7. To receive the Annual Report, the Accounts and the Statement of the Funds and Property of the PCC for 2009, as duly examined
8. To appoint an Independent Examiner for the above
9. To receive the Churchwardens' Report on the Fabric, Goods and Ornaments of the Church
10. 'The year ahead'
11. Any other business

Closing Prayers

G.S. Dove
PCC Secretary

THE PARISH OF HOLY TRINITY BRADFORD ON AVON

Annual Parochial Meetings held in the Church Hall on Sunday March 29th 2009 11am

Apologies: As per list and letters on file.

The meeting opened with prayers.

60 Members of the Parish were present at the meeting with their names recorded on the circulated schedule (on file).

Meeting for the Election of Churchwardens

The minutes of the meeting of April 6th 2008 were received and signed as a true record

The following elections were held for 2009-2010.

Mrs J. Finch Proposed: Alice Moody; Seconded: George Hurst.
Mr A. Haffenden Proposed: Anne Carter; Seconded: Bob Cherry.

They were declared to have been elected by the meeting and the Vicar signified his consent. He expressed his thanks to the Churchwardens for their excellent work in the past year. Mr A Haffenden thanked the meeting for the trust they had placed upon them.

The Chairman also stated that, as Mr A Haffenden only had one more year left and Mrs J Finch two years, an informal appointment of a Deputy Churchwarden was being considered by the Church Wardens and may be made in due course.

The meeting closed.

Approval of minutes

The minutes of the meeting of April 6th 2008 had been previously circulated to the meeting. The minutes were then approved and signed.

There were no matters arising.

2) Appointment of Scrutineers

Mr Brian Netley and Mr John Ticehurst were appointed as scrutineers.
Proposed: Chris Hodge; Seconded: Evelyn Humphrey.

3) Elections to Deanery Synod

One member was required and the following nomination had been received:

| Deanery Synod | | |
|-------------------|-------------|-----------|
| Nominee | Proposer | Seconded |
| Marlene Haffenden | Trevor Ford | Mary Ford |

There were no other nominations and Marlene Haffenden was therefore duly elected.

4) Elections to the PCC

Five members were required and the following nominations had been received:

| PCC | | |
|----------------------|---------------|-----------------|
| Nominee | Proposer | Seconded |
| Bryan Harris | Anne Carter | P Payne |
| Cecilia Hynes-Higman | June Harrison | Margaret Allen |
| Nicholas Nutt | Peggy Leach | Malcolm Walsh |
| Anthony Swift | Pat Kitchen | Muriel Freeborn |
| Kathryn Swift | Pat Kitchen | Edward Shaw |

There were no other nominations and the above were declared elected and welcomed to the PCC.

5) Election of Sidesman

Joan Finch presented the Sidesperson's report and a list of 49 people for approval for the year 2009 (report and list on file).

The meeting approved this. Proposed: Joan Finch, Seconded: Jean Matthews.

All the sidespersons, especially those at 8 am and 6pm were thanked.

6) Deanery Synod Report

Anne Willis was unable to make the meeting and therefore the PCC secretary read out her report (report on file).

7) Electoral Roll Report

Pat Irving presented the Electoral Roll report. The roll now stood at 236 compared with 230 for the previous year. The Vicar thanked Pat for her work. He proposed acceptance of the report from the chair, and this was approved (report on file).

8) Treasurers Report

Jerry Lavis presented the Treasurer's Annual Report and the Annual Accounts (on file).

Income for this year was £115, 192 and expenditure was £102,238.

The accounts were prepared using the new software and show nearly 2,000 transactions over the year. The accounts reflect the fact that the final instalment of the share was not paid until January 2009 as at the time the PCC had agreed not to pay it until our total financial situation became clear.

The next year would be no easier as the share had gone up and so financially we were just keeping our heads above water.

Tony Haffenden thanked Jeremy Lavis for the way the accounts were now presented so clearly.

The Accounts were adopted by the meeting. Proposed: Joan Finch; Seconded: Anne Carter.

The Vicar thanked the Treasurer for the many hours of work he had given to his task, and said how tremendously thankful he was for all his hard work in this most difficult area.

9) Appointment of Independent Examiner

The Vicar informed the meeting that James R Smith FCCA was willing to continue as our Independent Examiner.

This was approved by the meeting. Proposed: Cecilia Hynes-Higman; Seconded Kathleen Thompson.

10) Churchwardens' Report

Tony Haffenden reported on the Church Silver (inspected on 20th February 2009) and the inventory check (finally completed on 16th March 2009). All items on the inventory had been found to be present and in good order (report on file.)

He outlined the progress that had been made on the fabric of the church without incurring any major expenditure including: a faculty being obtained for refurbishing the Sacristy, heaters fitted in the Choir Vestry, the new sound system and minor roof repairs on the church and Church Hall. Income from the Church Hall was up this year but the challenge to repair this historic building was continuing to be a challenge.

He ended by thanking Bill for his total commitment and many long hours of work with regard to the fabric of Holy Trinity and to Jean for all that she does to help in so many ways.

The Chairman thanked Tony & Joan for the enormous amount of work they are involved in constantly.

11) The Vicar's Annual Report

The Vicar presented his annual report (report on file).

He began by saying that this was not the usual 'Year Ahead' as he would not be here for most of it. He then outlined the process that the church would face when he retires on 7th June. In particular he outlined that the Churchwardens would be in charge should any decisions need to be made, and Graham Dove, the Parish Administrator, would deal with all day to day matters.

He reminded those present of the timescales involved in an interregnum, or vacancy as it is now called, and the need to keep an eye on the vicarage. Finally he said that after 28 years as Parish Priest he would like to thank all those who had given Jean and him so much support and friendship over the years, and wished every possible blessing for the church in the years ahead.

12) Any Other Business

Alice Moody expressed her thanks for the support given by all the church to the partially sighted, in particular those who record the Parish News onto tape. She mentioned the special welcome she gets from the Churchwardens and sidespersons with her special service sheets and hymns already bookmarked by the vergger .

She especially thanked Bill and Jean for all their support over the years.

Thanks were also expressed by the meeting to those who had provided the refreshments.

The meeting closed at 11.47.

Church attendance There were 236 members on the Church Electoral Roll (March 2009), with 63 members living outside the parish. 11 names were added during the year and 5 removed through death. All church attendees are encouraged to register on the Electoral Roll. Our share count was 199 and we remained in class B

Review of the year The full PCC met regularly seven times during the year with an average level of attendance of 86%, and there were four special meetings. This was an excellent level of attendance demonstrating the PCC's commitment to the extra responsibility during the vacancy. Committees met between meetings and their deliberations were discussed with the full PCC when necessary.

'Christ Blessing'. It has been vital that the Vicar and Churchwardens and subsequently the Standing Committee and then PCC members discussed the full effects of the attribution of the painting Christ Blessing which has adorned our church since 1940. Bill has taken an active role in our discussions with the Diocese, our appointed legal team and the experts in the art world. In view of his in-depth knowledge, the PCC asked him to continue in an advisory capacity, after his retirement a role which was also discussed with the Archdeacon and Registrar.

Bill and Jean's Farewell. In June we celebrated Bill and Jean's retirement after they had devoted 28 years in God's service at Holy Trinity Church. We had an unforgettable day which Bishop Stephen Conway shared with us along with a large number of the Church Family. Most of the guests were from nearby but a goodly number had travelled many miles to be with Bill and Jean on their unique day. After a special service in church we had a very joyful and memorable celebration in St. Margaret's Hall when various speeches and presentations were made. Bill and Jean were also presented with a special celebration issue of Parish News.

Our new Vicar. A great deal of time and thought was spent preparing for our new Priest in Charge. We received considerable and welcome feedback from church members and then had four special meetings - one of which included the Archdeacons of Sarum and Wiltshire, the Rural Dean and the Interim Minister. Taking note of all these inputs and advice a dedicated team set to work on the Parish Profile and an appealing advertisement. These were completed on time, although the outcome of the interviews in December was to re-advertise the position in the New Year. Amendments were made to the Parish Profile and advertisement before Christmas to give it more vitality in readiness for a reenergised search early in 2010. The Churchwardens were unanimously elected to be Parish Representatives on the Interviewing Panel which would be chaired by Bishop Stephen

Church Hall. Another important item, to which the PCC devoted a lot of time and discussion, was the difficult situation we have with Church Hall. We especially considered the effect on our financial resources and the restrictions on our usage caused by the Freemasons 999-year lease and

rent for a major part of the building. Although a number of cordial but businesslike meetings took place between the Standing Committee and the Freemasons to try and re-negotiate the terms of the lease or seek alternative configurations of the building these were not successful. The PCC therefore unanimously decided, under the project management of Bryan Harris, to adopt a proposal to sell the Church Hall. The Hall is vested in the Diocesan Board of Finance and we were grateful for the advice we received from them and their involvement at some of the meetings.

Deanery Plan. We were asked to discuss and comment on the draft of the Bradford Deanery 5-year plan especially the section on the future of the Bradford Group. As we had contributed to earlier discussions concerning the restructuring of the Group we were in agreement that the benefice of Bradford on Avon Holy Trinity and the benefice of Westwood and Wingfield would unite when the benefice of Westwood and Wingfield becomes vacant (est. 2016). The Priest in Charge of Bradford on Avon Holy Trinity would become Rector Designate of the united benefice. One additional point that we considered to be very important and should be added to the plan was that every church should prepare a Business Plan to determine essential building repairs and refurbishment needs in order to establish associated financial requirements.

In the Community. Our representatives report regularly on our involvement with a number of external organisations. David Rawstron reports on the activities of the Bradford on Avon Churches Together (BACT). Holy Trinity hosted the BACT service for Poverty and Homelessness at which we had an excellent speaker from Alabaré. At the suggestion of our PCC the Salisbury Diocese Fully Alive programme was adopted by BACT for the 2010 Lent Programme. Dr. Malcolm Walsh keeps us up to date with the activities at St. Laurence School and we were delighted to have the Headteacher preaching on Education Sunday. Cecilia Hynes Higman will be handing over to Dr. Heather Knight as one of our School Governors and Malcolm assures us that he is 'keeping the seat warm' for our next parish priest. Deanery and Diocesan reports are regularly received from Anne Willis who is keen to see us take a bigger part in some of the Diocesan initiatives such as Learning for Discipleship. Graham Dove is now on the Executive Committee of the Bradford on Avon Chamber of Commerce and provides us with valuable information on the activities of the Chamber and suggests ways we can be more closely involved with activities in the town. He has proposed that next year we get involved with the Bath Trail which is extending to Bradford on Avon and as a result the PCC have agreed that in 2010 you will be seeing some small lions around the church. A very successful Business Service was also held and this is expected to be an annual event

Understanding the Accounts. Our Treasurer, Jeremy Lavis is now using the new accounting software package to the full which means the accounts are much easier for the PCC to understand. We have also adopted on-line banking. After some considerable discussion specific security protocols have been put in

place as a matter of due diligence to satisfy the Charity Commissioners and to protect the PCC. We voted in favour of settling the outstanding amount on our Share payments.

Communications. Good communications has been seen as a priority during the vacancy and the PCC have tried where ever possible to keep all church members up to date with the progress on our various activities, especially on the recruitment process for a new Priest. In this respect we are thankful for the exceptional work of our webmaster, Bryan Harris, who has completely redesigned the website and to the Parish News Team who do such a really good job in getting it out on time every month. Our appreciation also goes to Trevor Ford and others who are dedicated to generating the weekly bulletin. Thanks are also due to those who delivered this years Christmas card which was kindly designed for us by Sylvia Stanes.

Retired Clergy. We have been tremendously appreciative for the contribution that has been made to our worship by the 'college' of retired clergy. Every one of them brings something new (including Percy the Parrot) and it has been a refreshing change to renew our faith with their very different styles and teaching. We are especially pleased with them for extending their ministry in God's service in this important stage of our Church life. It was good to have an old-fashioned harvest this year thanks to an original idea from Pat Candy – who supplied much of the farm equipment and the harvest loaves. The All Age Worship has begun to attract more young families and the away day at Ivy House at Warminster, led by Bishop Bill Ind was another opportunity for renewal and spiritual guidance. Graham Dove's role as LLM has been particularly invaluable as he has had the responsibility for the coordinating role and generating the rotas.

Outreach Opportunities. Holy Trinity Mothers' Union, the Saxon Club and Credit Union and their helpers are all flourishing under their respective leaders Chris Hodge, Rev Angela Onions and Marlene Haffenden and each of these groups has something special to offer to members and non-members as well as providing some invaluable outreach opportunities and the chance to work with other churches and groups.

Fund Raising. We are always seeking ways of achieving extra income to help us with the ever increasing energy bills in the church and in this respect we are delighted to report the record achievement at the Street Market of £4648 with thanks to the Street Market team. John Cox is now Chairman of The Friends of Holy Trinity and with his new committee has set in place an interesting programme of events to help raise funds for the fabric of the church. The Friends made a contribution of £1500 towards the refurbishment of the Sacristy and we all enjoyed the 2009 Annual lecture by the Ven. John Burgess with the interesting title Stone Circle to Skateboards. Another team which helps our income is the Stewards who keep the church open from Easter round to October and in addition to showing visitors around and providing them with space to pray help to sell the items from our bookstall. We are grateful to all

those who donate on a regular basis through the Stewardship Scheme for the extra £4000 which was promised in 2009. The tax rebates we can claim are especially helpful towards our day to day expenses.

The Sacristy. Our team of builders and carpenters went to work again this year following the detective work of Tony Carter in tracking down the Schreiber furniture suppliers once MFI had gone into liquidation. Every part was located and the families of Carter, Finch, Pearce and Lavis combined their technical skills to provide us with a really first class sacristy that should last for many years. The gallery of past clergymen is also looking resplendent after many were reframed and a coloured one of Bill was put in place.

Sound System. There has been considerable improvement in the sound system although there is still some extra effort required to ensure that everyone is able to hear the full proceedings at every service. In addition to tuning in the system we do need to provide ourselves with some training in the use of the microphones and our voices.

Mission. We continue to raise funds for special projects and in 2009 these included Save the Children, The Royal British Legion, Wiltshire Young Carers and every week we are making up food boxes for those members of our community who have fallen on hard times that have been put upon them by the negative effects of the recession.

Other activities. Another issue that has arisen at PCC is the increase in petty vandalism which included the damage caused to one of the roundels in the Ferret Window. This was expertly repaired by Great Panes. We also had an attempt to steal lead from the boiler house roof and other damage to the boiler house. Six church members including Joan Finch our Churchwarden have gained Food Handling and Hygiene Certificates which means that we have qualified people to supply and sell food to the public e.g. at the Street Market. As we need to update our CRB certificates Anne Carter and Daphne Squire are to receive further training to take on the responsibility as our Verifiers. Thanks to Pat Irving, who has kept the Electoral Roll for so many years and to Allan Knight who has now taken over the job.

Always in our thoughts. As always, as we look back on another year in the life of our parish we also miss members of our congregation who, sadly, died. We think particularly of Leonard Stenning and Joan Dering who made such valuable, individual contributions to lead and help out in many different roles of church life. We also think of Kay Bax who was a wonderful example of regular attendance at church whatever the weather and however she was feeling.

Thanks to all. A particular mention has been made of the work of some individuals and groups and we would like to record our personal thanks to everyone who has worked so hard for our church in the past year. Our organisations, their leaders and members, Servers, Choir, Bellringers, Flower Arrangers, Mothers Union, Friends, Street Market Team, Saxon Club, Parish News Team, Church Stewards. So many people do so much in many

ways and we continue to be grateful to all our PCC Officers, Our LLM and retired Clergy, Junior Church Leaders and all the children, our Verger, sidesmen and readers.

On behalf of the PCC

AHG (Tony) Haffenden Churchwarden and Acting Chairman

3 April 2010

Holy Trinity Bradford-on-Avon – Year Ending 31 December 2009
SUMMARY STATEMENT OF FINANCIAL ACTIVITIES FOR 2009

| | Unrestricted Funds | Restricted Funds | Total Funds 2009 | Total Funds 2008 |
|---|-----------------------|---------------------|------------------------|------------------------|
| Incoming Resources | | | | |
| Incoming Resources from donors | 90436 | 6763 | 97199 | 89382 |
| Other Incoming Resources | 10705 | 315 | 11020 | 2299 |
| Activities in furtherance of the councils objectives | 4337 | | 4337 | 4461 |
| Activities for generating funds | 9932 | 535 | 10467 | 15690 |
| Income from investments | 138 | | 138 | 1782 |
| Other incoming resources | 14217 | | 14217 | 1557 |
| Total Incoming Resources | 129764 | 7941 | 137706 | 115,192 |
| Resources Used | | | | |
| Costs of generating funds | 11639 | 7349 | 18989 | (8418) |
| Grants | | 1097 | 1097 | 3855 |
| Activities relating to the work of the church | 100569 | 3036 | 96780 | 97207 |
| Support Costs | 3364 | | 3364 | 1506 |
| Church Management and administration | 10301 | | 10301 | 8089 |
| Governance | 345 | | 345 | |
| Total Resources Used | 126220 | 11483 | 137702 | 102,238 |
| Net Incoming/(Outgoing) Resources | 3544 | (3541) | 4 | 12953 |
| Gross Transfers | | | | |
| Net Movement in Funds | 3544 | (3541) | 4 | 12953 |
| Balances Brought Forward | 41750 | 31013 | 72763 | 59811 |
| Balances Carried Forward | 45294 | 27473 | 72767 | 89897 |

Holy Trinity Bradford-on-Avon
Balance Sheet at 31st December 2009

| | Notes | 2009 | 2008 |
|---|-------|--------------|--------------|
| Fixed Assets | | | |
| Copier (Ricoh) | 1 | 514 | 514 |
| Total Fixed Assets | | 514 | 514 |
| Current Assets | | | |
| HSBC Current Account | | 12440 | 24795 |
| Deposit Account(CCLA) | | 8000 | 8000 |
| CAF Bank Account | | 8675 | 4673 |
| CBF Trowbridge Road | | 21904 | 21576 |
| NationWide Bell Ringers Account | 2 | 2903 | 2903 |
| Flowers Weddings | | 90 | 90 |
| Stock-Cards, Books | 3 | 1206 | 1206 |
| Accounts receivable (invoices/accruals) | 4,5 | 17633 | 15831 |
| Total Current Assets | | 72851 | 79074 |
| Liabilities | | | |
| Accounts payable (bills) | | (598) | (6825) |
| Total Liabilities | | (598) | (6825) |
| Net Assets | | 72767 | 72763 |
| Represented by | | | |
| Excess/Deficit to date | | 4 | |
| Starting Balances | | 59811 | 59811 |
| Year end balances | | 12953 | 12953 |
| Total Equity | | 72767 | 72763 |

Notes:

- 1 No depreciation has been allowed on copier in 2009 as it is in good working order and it is believed its asset life can be extended beyond the 4 years originally planned.
- 2 Fund held by Bellringers and balance confirmed
- 3 Estimate only. No Stock check has been carried out. It is intended to correct this in next years accounts.
- 4 This includes allowance for the value of the insurance on the church and church hall paid for as a single sum in 2009 but providing cover also in 2010.
5. Includes accrual for tax not yet recovered and several charitable donations not yet made

Holy Trinity Bradford-on-Avon
Detailed SOFA (Statement of Financial Activities) at 31st December
2009

| | Unrestricted Funds | Restricted Funds | Total 2008 |
|---|-----------------------|---------------------|---------------|
| Incoming Resources | | | |
| Gift Aid (standing orders) | 40982 | | 40982 |
| Weekly Cash Envelopes | 4981 | | 4981 |
| Plate Collections | 3836 | | 3836 |
| Envelops Weekly | 15394 | | 15394 |
| Maintenance from boxes | 1618 | | 1618 |
| Weekly Gift Aid | 3492 | | 3492 |
| Weddings Baptisms Funerals | 1266 | | 1266 |
| One-Off Gifts | 1385 | 6558 | 7943 |
| Sales inc. Votive | 572 | | 572 |
| Tax Recovered on Gift Aid | 16204 | | 16204 |
| Other planned giving | 480 | | 480 |
| Other Collections | 226 | 205 | 431 |
| | 90436 | 6763 | 97199 |
| Other Voluntary incoming resources | | | |
| Coffee Sales | 175 | | 175 |
| On-Off gift aid gifts | | 74 | 74 |
| One-Off Grants | 10358 | | 10358 |
| Legacies | | | 100 |
| Donations Appeals etc | | | 555 |
| Saxon Club Income | 172 | 240 | 413 |
| | 10705 | 314 | 11020 |
| | | | 2300 |

| | Unrestricted Funds | Restricted Funds | Total 2009 | Total 2008 |
|--|-----------------------|---------------------|---------------|----------------|
| Activities in furtherance of the councils objects | | | | |
| Church Hall Lettings | 3651 | | 3651 | 4047 |
| Parish Magazine Sales | 687 | | 687 | 414 |
| | 4337 | | 4337 | 4461 |
| Activities for Generating Funds | | | | |
| Street Market Sales | 4663 | | 4663 | 4174 |
| Other Funds Generated | 1490 | | 1490 | 2670 |
| Fees | 3778 | | 3778 | 7477 |
| Choir Income | | 535 | 535 | 1160 |
| Church hall lettings-Fund Raising | | | | 161 |
| Magazine Income-Advertising | | | | 48 |
| | 9931 | 535 | 10467 | 15690 |
| Income from Investments | | | | |
| Interest/Dividends | 11 | | 11 | 1647 |
| Bank & Building Soc Interest | 127 | | 127 | 135 |
| | 138 | | 138 | 1782 |
| Other incoming resources | | | | |
| Saxon Church Charges | 1624 | | 1624 | 1187 |
| Monies collected for trips | | | | 340 |
| Stewardship Accrual Income | 12153 | | 12153 | |
| Insurance Claims | 440 | | 440 | |
| Sale of surplus fixed assets | | | | 50 |
| | 14217 | | 14217 | 1557 |
| Total Incoming Resources | 129764 | 7941 | 137706 | 115,192 |

| | Unrestricted Funds | Restricted Funds | Total 2009 | Total 2008 |
|--|-----------------------|---------------------|---------------|---------------|
| Resources Used | | | | |
| Costs of Generating Funds | | | | |
| Costs of Stewardship Campaign (accrual) | 10634 | | 10634 | (10634) |
| Cost of fetes and other events | 1005 | 7349 | 8354 | 2204 |
| Investment Management costs | | | | 12 |
| | 11639 | 7349 | 18989 | (8415) |
| Grants | | | | |
| Giving – Local | | 186 | 186 | 1165 |
| Giving - National | | 911 | 911 | 2684 |
| Home Mission | | | | 7 |
| | | 1097 | 1097 | 3855 |
| Activities relating to the work of the church | | | | |
| Share | 69185 | | 69185 | 68248 |
| Fees paid to DBF | 436 | | 436 | 5218 |
| Working expenses of incumbent | 1312 | | 1312 | 2560 |
| Visiting Clergy | 1575 | | 1575 | 806 |
| Vicars house expenses | 243 | | 243 | 255 |
| Assistant staff costs | 469 | | 469 | 3699 |
| Church running expenses - gas | 3172 | | 3172 | 2937 |
| Church running expenses - electric | 3044 | | 3044 | 1581 |
| Church running expenses - water | 67 | | 67 | 96 |
| Church running expenses - insurance | 4757 | | 4757 | 354 |
| Church maintenance | 4344 | | 4344 | 2852 |
| Organ/Piano tuning | 276 | | 276 | 386 |
| Upkeep of services | 2289 | | 2289 | 1422 |
| Upkeep of churchyard | 1930 | | 1930 | 1250 |
| Magazine and bookstall expenses | 64 | | 64 | |

| | Unrestricted Funds | Restricted Funds | Total 2009 | Total 2008 |
|--------------------------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
| Hall running costs - gas | 36 | | 36 | (1) |
| Hall running costs - electric | 327 | | 327 | 225 |
| Hall running costs - insurance | 1689 | | 1689 | 119 |
| Hall running costs - repairs | | | | 415 |
| Church hall upkeep | 1394 | | 1394 | 1378 |
| Major repairs Structure | 940 | | 940 | 145 |
| Major repairs installations | 2582 | 3036 | 5618 | 2629 |
| Interior & Exterior decoration | | | | 200 |
| Parish training and mission | 324 | | 324 | 67 |
| Education | 110 | | 110 | 48 |
| Saxon Club expenditure | | | | 319 |
| | 100569 | 3036 | 103605 | 97,207 |

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets, and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

The PCC has no *endowment funds*, therefore no provision is made in the accounts.

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance on that fund. The PCC does not invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for PCC ordinary purposes. In practice most funds fall into this category as donations are seldom made with reservation. In the case of special church collections it is always made clear that The Church will deduct a certain proportion of each collection for essential expenses such as printing costs and heating. Funds designated for a particular purpose by the PCC are also unrestricted.

Incoming Resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received as an accrual. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

Resources Expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted when due. Amounts received specifically for mission are dealt with as unrestricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed Assets

Consecrated and benefited property of any kind is not included in these accounts in accordance with s.96(2)(a) of the Charities Act 1993

Moveable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are accounted as inalienable property. They are listed in the Church's Inventory, which can be inspected on request at any reasonable time. For anything acquired prior to 2000 there is insufficient cost information available, therefore such assets are not valued in the accounts. Items acquired subsequently, if at a cost of over £1,000 have been capitalised and depreciated in the accounts over their currently useful economic life (initially over 10 yrs) on a basis determined by the PCC; otherwise the expenditure has been written off when incurred.

Other fixtures, fittings and office equipment used within church premises is depreciated on a variable basis over a period determined by the PCC. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Investments are valued at market value at 31 December.

Current Assets

Stock mainly consists of devotional cards and booklets, other stationery items and descriptive books of Holy Trinity church.

Amounts owing to the PCC at 31 December in respect of fees, rents, or other income are shown as debtors. No provision is made for Utilities' credits and debits as these are paid by variable direct debit to ensure that at any time accounts are near neutral.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

2. Reserves Policy

The reserves policy of the PCC is based on anticipated forthcoming demand and external constraints. The single largest demand is the annual share contribution, therefore we have set a reserve of two month share demand as a general reserve. We are also holders of a Trust Fund, the expenditure of which requires approval of the Diocesan Board of Finance and is primarily for fabric purposes. Therefore, we include this as a special reserve.

3. Prioritising Expenditure Policy

The policy of the PCC for prioritising expenditure in case expenses are greater than income in any particular year is as follows.

1. Expenses for which we have made a contractual agreement.
2. Local expenses without which the church worship could not continue.
3. Legally required expenses.
4. Share 90%
5. Expense on projects for which specific funding has been given up to the total of the given funding.
6. Mission in education and charity.
7. Administration..
8. Expense on what makes life comfortable and enjoyable.
9. Other development to meet the changing demands for worship and mission.
10. Share 10%
11. Other expenses.

4. Employees

The PCC employ two people, a vergers and a parish secretary. All other services, unless carried out by volunteers or attracting fees, are covered by inter-organisational contracts with service providers.

5. Description of Funds

The funds operated by the PCC are:

Unrestricted Funds

1. General Fund: to hold cash resources for the work of the Church.

Restricted Funds

2. 126 Trowbridge Rd. Sale Trust Fund: for works of capital expenditure on the church building proposed by the PCC and approved by the Salisbury Diocesan Board of Finance.
3. Bell restoration Fund: for the tuning, maintenance, repair, recasting, renewal

etc. of the bells and associated equipment for the maintenance of bell-ringing.

4. Ladies Choir Fund: to hold income generated by the Ladies Choir for any such purposes as they may decide.
5. Special Collections Fund: a fund for the collection and disbursement of monies for specified purposes.

Software System

During 2009 Church Accounts were managed using Data Developments CashCall software system. The system is set up and operated using a cost code system, and hence account headings, that is standard throughout the Church of England.

Internet Banking

In common with most large organisations the Standing Committee took the decision (later confirmed by the PCC) to allow the use of Online Internet Banking for all bill payments where appropriate.

The protocol set out for the use of this facility is as follows:

Only the Treasurer is allowed to make payments from the account

Only one account is set up to allow online payments.

The Churchwardens can access and monitor all payments made.

The facility for any two church officers to make cheque payments remains the same.

The Treasurer has confirmed that adequate facilities are in place to meet the requirements of the PCCs bankers with regard to the security of the facility

This facility speeds up the payment process, allows and improved audit trail of payments made on bank statements, saves the cost of posting cheques and allows authorised officers improved facilities to monitor payments made.

Accounts agreed at a meeting of the Parochial Church Council on Sunday 21st March 2010 and signed by the Chairman.

(Signed) AHG Haffenden

Chairman Holy Trinity PCC

Independent examiner's report to the PCC of Holy Trinity Church, Bradford-on-Avon

This report on the financial statements of the PCC for the year ended 31 December 2009, which are set out on pages B1 to B8 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 1993 ('the Act')

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the regulations and s.43(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.43(7)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination 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 financial statements 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 account.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with section 41 of the Act: and
 - To prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr James R Smith FCCA

**JSH Accountancy Solutions Limited
16 Coombend
Radstock**

8 March 2010

