

Parochial Church Council of the Parish of Holy Trinity, Headington Quarry, Oxford

Registered Charity No. 1138600

Trustees' Annual Report for the year ended 31 December 2019

LRB L. BurnScott

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## Introduction

The Parochial Church Council (PCC) presents its Annual Report for the year ended 31 December 2019.

## Reference and administrative information

The address of the church is Trinity Road, Headington Quarry, Oxford OX3 8LH. The address of the Parish Office is 46 Quarry Road, Headington, Oxford OX3 8NU.

From 27 October 2010 the organization has been entered in the Register of Charities of the Charity Commission; the registration number is 1138600.

The trustees, members of the PCC, at the time of this report, were as follows:

### Basis of appointment

The Rev. Laura Biron-Scott, Vicar	Ex officio
The Rev. Robert Gilbert, Associate Priest	Ex officio
Canon David Knight, Retired Clergy Representative	Ex officio
Dr Peter Garside, Churchwarden	Ex officio
Mr David Smith, Churchwarden	Ex officio
Mrs Joan Walding, Licensed Lay Minister	Ex officio
Mrs Flora Alexander	Deanery Synod rep., Ex officio
Mrs Sheila Allcock	Deanery Synod rep., Ex officio
Mrs Felicity Wallendszus	Deanery Synod rep., Ex officio
Mrs Margaret Woodcock	Deanery Synod rep., Ex officio
Mrs Monika Blackwell	Elected
Mrs Helen Day	Elected
Mrs Linda Davies	Elected
Mrs Philippa Logan	Elected
Mrs Jan McLeod	Elected
Mr Nicholas Rollin	Elected
Mrs Sue Saville	Elected

LRB L Biron-Scott

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PCC OF THE PARISH OF HOLY TRINITY, HEADINGTON QUARRY

Dr Anne Tarassenko, Secretary	Elected
Mr Derek Taylor	Elected
Mr Dominic Vickers	Elected
Mr Michael Wooldridge	Elected
Mr Richard Stoneman, Treasurer	Co-opted

During the year the following resigned:

Mrs Janet Masters (10.04.19)	Ex officio
Mr Andrew Colleran (10.04.19)	Elected
Mrs Janet Foot (05.03.19 )	Elected
Mrs Hilary Rollin (05.03.19)	Elected
Dr Andrew Wilson (05.03.19)	Elected

### **Structure, governance and management**

The PCC is a corporate body established by the Church of England. Its governing documents are the Parochial Church Council (Powers) Measure 1956 as amended and the Church Representation Rules.

The PCC is a registered charity; our registered number is 1138600.

PCC members are recruited in a number of ways. The clergy and churchwardens are members by virtue of their office. Deanery synod representatives and members of the PCC are elected by the annual parochial church meeting (APCM) and hold office for three years with the option to continue for a second term of three years. Other members of the PCC are co-opted.

The PCC makes all decisions corporately except that the Standing Committee has delegated powers to make decisions between PCC meetings subject to keeping the PCC informed as fully as necessary.

The PCC is responsible for all parish finance, its management and control, including the appointment of a treasurer. Members of the PCC are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the PCC and which enable them to ascertain the financial position of the PCC and to ensure that the financial statements comply with the Charities Act 1993 and the Statement of Recommended Practice 2015. The PCC is also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The PCC is also required to ensure that the financial statements are examined by an independent examiner or auditor prior to presentation to the APCM.

In preparing the financial statements, the PCC is required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
  - Follow applicable accounting standards and statements of recommended practice, 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 remain in operation.

The Standing Committee consists of the Vicar, the Associate Priest, the two Churchwardens, the Licensed Lay Minister, the Treasurer, the Secretary and one representative from the members of the PCC. It has power to transact the business of the PCC between PCC meetings, reporting to the full PCC as appropriate.

The parish is part of the Cowley Deanery, which belongs to the Diocese of Oxford.

### **Objective and activities**

The objectives of the PCC are defined by the Parochial Church Council (Powers) Measure 1956 as 'to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.'



The PCC is committed to enabling as many people as possible to worship at our church and to become part of the parish community at Holy Trinity. The PCC discusses the worship throughout the parish and considers how services can involve the many groups that live within the parish.

When planning our activities for the year, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit, and in particular, the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our parish community through:

- The provision of public worship that is open to all
- The provision of sacred space for personal prayer and contemplation
  - The provision of pastoral work including the visiting of the sick, the elderly and the bereaved
  - The teaching of the Christian faith through sermons, children's meetings and links with local schools
  - The promotion of Christian faith through various events for the elderly, parents, children, and toddlers and others
  - The support of other charities involved in Christian outreach and development.
  - The provision of services for funerals, weddings and baptisms and support for the families involved.

As a church family and as individuals, Holy Trinity Church aims to be an open door between heaven and earth, showing God's love to all.

The parish aims to give to other organisations involved in mission in the UK and overseas or involved in humanitarian relief and development work 5% of voluntary income each year.

The parish relies on the voluntary work of many people and the PCC very much appreciates their service to the churches and the local community.

## Achievements and performance

### WORSHIP, EDUCATION AND SPIRITUALITY

We run three services on a Sunday, mixing contemporary and traditional forms of worship. Average Sunday attendance at our three services is about 120 people, including children; attendance is considerably higher for festivals and other special events. Our electoral roll numbers are 158 adults. During 2019, 19 children and 1 adult were welcomed into the Christian faith through baptism. There were 3 weddings, 13 funerals and 7 burials of ashes.

We also ran:

- two mid-week services: one for retired people and others and one for pre-school children and their carers. Both offer refreshments afterwards.
- a family service (HT4U) once a month in the Coach House church hall
- a Whole Church Family Eucharist once a month in church
- children's groups on other Sundays
- five home groups for prayer, friendship and discussion
- an Advent quiet day in the village hall
- creative worship services, including an animal blessing service, a gospel blues service and a pop-up nativity service
- an informal singing group, which usually contributes to our worship one Sunday a month
- a traditional choir accompanying Sunday morning services and feast day services and Choral Evensong one Sunday evening a month.

All the above events and groups are open to anyone in the community.

### COMMUNITY ACTIVITIES AND PASTORAL CARE

We run a Christmas and a summer fair each year, which attract many people from the local community.

Our eco-congregation group looks at how we can become more ecologically friendly as a community.

Our pastoral visiting team now numbers ten people who carry out visits to the elderly or take communion to those who are sick. The group instigated 'Gravetalk', an opportunity to meet together to talk about end of life issues, which occurred four times this year.

We have regular parish meals, social events and outings to which all are welcome.

### OUTREACH ACTIVITIES

We actively engage with our local community.

We have formed a partnership with Age UK, Oxford, focused in the Wood Farm area of our parish. We benefitted through our connection with the Wood Farm school and community through our Children and Families Coordinator who left his role in April 2019. We intend to reengage with the school and community in the future.

Gravetalk takes place in the Risinghurst area of the parish.

We take regular communion services to two local residential homes.

We have four parish charities which we support both financially and with practical support, two in the UK and two overseas.

In Lent and at other times, we have poverty lunches which are open to all and raise money for various charities.

**Future plans:**

In June 2019, we were delighted to welcome our new incumbent, Rev. Laura Biron-Scott, having had a vacancy since April 2018. A Vision Day is planned in early 2020 for January 18th to explore ideas for the future. We look forward to exploring together what new plans God has for the parish.

We are preparing to extend and adapt our church building, which will create greater flexibility and allow a wider range of activities to take place. At the end of 2019, £200,000 had been pledged towards the project, which is about one-third of the estimated cost.

We continue to engage in a process known as "eco-congregation", which audits every aspect of our church life in the light of how "ecologically friendly" it is. There will then be action to improve all areas which are identified as needing improvement.

We continue to look at how accessible our activities are for families and children and to what extent their pastoral and spiritual needs are being met.

## Financial Review

The pattern of giving continues to change. The total of unrestricted donations this year, excluding tax recovered from HMRC, was £72,959 compared to £76,943 last year, extending the slow decline of recent years. The tax we estimate we will recover for these donations under the Gift Aid scheme is £16,334, compared to £17,358 in 2018. Towards the end of the year, we joined the Parish Giving Scheme, which provides a new and easier-to-manage alternative to donations by Standing Order. We also acquired a Goodbox contactless card reader. With these two initiatives bringing the church into line with the most up-to-date forms of giving, we hope that the recent decline in giving can be stemmed.

A major fundraising campaign for a building project for an extension to the church was initiated during the year. £79,059 was collected in restricted donations and we estimate that an additional £14,200 will be recovered in tax through the Gift Aid scheme. Approximately a further £120,000 in restricted donations has been pledged to be collected in 2020. In late-2019, a fundraiser was also appointed to seek additional funding towards our overall target from bodies providing grants for such purposes. Most of these efforts will take place in 2020. Subject to planning permission being renewed on schedule during 2020, we hope that construction will commence in 2021.

The income from sales of C.S.Lewis merchandise dropped by £300 to £1,602.

The PCC paid the 2019 parish share allocation of £66,548 (compared to £66,265 in 2018) in full and on time. Parish share largely pays for clergy stipends, housing and training, and central C of E and diocesan mission activities.

Charitable donations totalling £4,000 were agreed in the year to the four church charities.

## Reserves Policy

It is PCC policy to maintain a balance of at least 3 months reserves cover. We are fortunate to have the support of the Friends of Holy Trinity, Headington Quarry.

It is the PCC policy to invest fund balances with the CBF Church of England Deposit Fund.

The general fund reserve total balance on 31st December 2019 was £54,662, a decrease of £4,068 in the year. Three months general fund expenditure is estimated to be £30,000 and therefore the current level of reserves is sufficient.

The financial statements were adopted by the PCC and signed on its behalf by:

The Rev. Laura Biron-Scott,  
Chair

L. Biron-Scott

Laura Biron-Scott

LRB L. Biron-Scott

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**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE PARISH OF HOLY TRINITY, HEADINGTON QUARRY  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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I report on the accounts of the Charity for the year ended 31 December 2019, which are set out in pages 10-17 below.

**Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 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.

**Independent examiner's statement**


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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 accounts to be reached.

Svetlana Duncalf,  
Examiner

Date: 10th March 2020



S. Duncalf

PCC OF THE PARISH OF HOLY TRINITY, HEADINGTON QUARRY

STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Unrestricted Funds £	Restricted Funds £	Total 2018 £
<b>Income from:</b>							
Donations and legacies	3	90,292	93,259	183,551	95,351	-	95,351
Charitable activities	4	11,352	-	11,352	11,389	-	11,389
Investments		203		203	99		99
Other trading activities	5	1,602		1,602	1,923	-	1,923
Other income	6	11,692	-	11,692	10,946	-	10,946
<b>Total income</b>		<b>115,142</b>	<b>93,259</b>	<b>208,401</b>	<b>119,709</b>	<b>-</b>	<b>119,709</b>
<b>Expenditure on:</b>							
Raising funds	7	1,179	-	1,179	822	7,434	8,256
Charitable activities	8	105,992	-	105,992	116,178	-	116,178
Other	9	2,683	-	2,683	2,132	4,123	6,255
<b>Total expenditure</b>		<b>109,854</b>	<b>-</b>	<b>109,854</b>	<b>119,132</b>	<b>11,557</b>	<b>130,688</b>
<b>Net income / -expenditure</b>		<b>5,288</b>	<b>93,259</b>	<b>98,547</b>	<b>577</b>	<b>- 11,557</b>	<b>- 10,980</b>
<b>Transfers between funds</b>		<b>379</b>	<b>- 379</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>5,667</b>	<b>92,880</b>	<b>98,547</b>	<b>577</b>	<b>- 11,557</b>	<b>- 10,980</b>
<b>Reconciliation of funds:</b>							
Total funds brought forwards		141,452	- 10,572	130,880	140,874	983	69,741
<b>Total funds carried forward</b>		<b>147,119</b>	<b>82,308</b>	<b>229,427</b>	<b>141,452</b>	<b>- 10,572</b>	<b>130,880</b>

PCC OF THE PARISH OF HOLY TRINITY, HEADINGTON QUARRY

**BALANCE SHEET  
FOR THE YEAR ENDED 31 DECEMBER 2019**

		2019	2018
		£	£
	Notes		
<b>FIXED ASSETS</b>			
Tangible Assets	10	85,000	85,000
<b>CURRENT ASSETS</b>			
Stock		618	1,095
Debtors	11	25,500	19,734
Cash at bank		125,757	29,987
		<u>151,875</u>	<u>50,816</u>
<b>CREDITORS:</b> Amounts falling due within one year	12	<u>7,447</u>	<u>4,937</u>
<b>NET CURRENT ASSETS</b>		144,427	45,879
<b>NET ASSETS</b>		<u><u>229,427</u></u>	<u><u>130,879</u></u>
<b>FUNDS</b>			
<b>INCOME FUNDS</b>			
Unrestricted Income funds	13	141,119	135,451
Restricted Income funds	14	88,308	- 4,572
<b>TOTAL INCOME FUNDS</b>		<u><u>229,427</u></u>	<u><u>130,879</u></u>

These financial statements were approved by the members of the committee and authorised for issue on 4<sup>th</sup> March and are signed on their behalf by: 2020

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Trustee

**RICHARD SIDDEMAN**  
**TREASURER**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**1. ORGANISATION STATUS**

The PCC of the Parish of Holy Trinity, Headington Quarry is a charity, registered with the Charity Commission in England and Wales. Holy Trinity is part of the Church of England

**2. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the charities SORP 2015.

The financial statements have been prepared under the historical cost convention and 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**

*Endowment funds* are funds in which the capital must be maintained. Holy Trinity PCC does not have any such funds.

*Designated funds* are unrestricted funds that have been set aside by the PCC for a particular purpose, and include the Binswood repairs and maintenance fund

*Restricted funds* may only be expended on the specific object for which they were given; this includes the Building fund.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes. These include the Binswood fixed asset fund and the General fund.

**Incoming resources**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognized when it is receivable. All incoming resources are accounted for gross and included in the SOFA. Income from the rental of 20 Binswood Ave is recognised when the rental is due.

**Resources expended**

Grants and donations are accounted for when paid over or when awarded. The diocesan parish share is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross and is included in the SOFA. Expenditure is included on an accruals basis.



**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**Fixed assets**

Consecrated and benefice property is not included in the accounts. For anything acquired prior to 2002 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £1000 or less are written off when the asset is acquired. Freehold property, 20 Binswood Avenue, is recorded at historic cost in the accounts.

**3. DONATIONS AND LEGACIES**

	Unrestricted	Restricted	Total Funds	Total Funds
	£	£	2019 £	2018 £
Donations	72,959	79,059	152,018	76,943
Gift Aid	16,334	14,200	30,534	17,358
Grants	1,000	-	1,000	1,050
	<u>90,292</u>	<u>93,259</u>	<u>183,551</u>	<u>95,351</u>

**4. CHARITABLE ACTIVITIES**

	Unrestricted	Restricted	Total Funds	Total Funds
	£	£	2019 £	2018 £
Fees for weddings and funerals	5,726	-	5,726	6,535
Fetes/Events	4,482	-	4,482	4,130
Other income from charitable activities	-	-	-	40
Parish magazine sales	364	-	364	438
Payments for visiting Holy Trinity	780	-	780	246
	<u>11,352</u>	<u>-</u>	<u>11,352</u>	<u>11,389</u>

**5. OTHER TRADING ACTIVITIES**

	Unrestricted	Restricted	Total Funds	Total Funds
	£	£	2019 £	2018 £
CS Lewis corner	<u>1,602</u>	<u>-</u>	<u>1,602</u>	<u>1,923</u>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**6. OTHER INCOME**

	Unrestricted	Restricted	Total Funds	Total Funds
			2019	2018
	£	£	£	£
Rent received	10,160	-	10,160	9,167
Energy Feed in Tariff	1,196	-	1,196	1,143
Other	337	-	337	637
	<u>11,692</u>	<u>-</u>	<u>11,692</u>	<u>10,946</u>

**7. RAISING FUNDS**

	Unrestricted	Restricted	Total Funds	Total Funds
			2019	2018
C S Lewis purchases for resale	1,179	-	1,179	822
Fundraising costs	-	-	-	7,434
	<u>1,179</u>	<u>-</u>	<u>1,179</u>	<u>8,256</u>

**8. EXPENDITURE ON CHARITABLE ACTIVITIES**

	Unrestricted	Restricted	Total Funds	Total Funds
			2019	2018
	£	£	£	£
Parish share	66,548	-	66,548	66,266
Charities Supported	4,000	-	4,000	4,000
Children and young people	734	-	734	1,690
Churchyard	3,523	-	3,523	3,915
Costs of church services	8,845	-	8,845	8,834
Fetes and other events	125	-	125	2,082
Governance costs	240	-	240	216
Office costs	2,842	-	2,842	4,628
Parish Administrator	6,088	-	6,088	5,928
Outreach	1,259	-	1,259	10,905
Accountancy costs	2,588	-	2,588	-
Running costs	6,697	-	6,697	5,399
Utilities	2,503	-	2,503	2,315
	<u>105,992</u>	<u>-</u>	<u>105,992</u>	<u>116,178</u>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**8b. GOVERNANCE COSTS**

	Unrestricted	Restricted	Total Funds	Total Funds
	2019	2018	2019	2018
	£	£	£	£
Independent Examination fee	240	-	240	-
	240	-	240	-

The independent Examination fee in 2019 relates to the examination of the 2018 accounts

**8c. STAFF COSTS AND EMOLLUMENTS**

	2019	2018
	£	£
Wages	7,102	16,883
	7,102	16,883

At the end of 2019, the PCC employed one member of staff, the parish administrator. During 2018, and until February 2019, the church also employed a youth worker. The costs of the youth worker are shown under 'Outreach' in note 8 above. There were no social security or pension costs. The organist and churchyard assistant are remunerated for services provided.

**9. OTHER EXPENDITURE**

	Unrestricted	Restricted	Total Funds	Total Funds
	2019	2018	2019	2018
	£	£	£	£
Binswood upkeep	425	-	425	800
Faculty and other fees	-	-	-	4,123
Repairs and maintenance	2,258	-	2,258	1,332
	2,683	-	2,683	6,255

**10. TANGIBLE ASSETS**

	2019	2018
	£	£
Freehold property at Binswood Avenue	85,000	85,000
	85,000	85,000

The Binswood property is included at its historic cost.

PCC OF THE PARISH OF HOLY TRINITY, HEADINGTON QUARRY

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

**11. DEBTORS**

	2019 £	2018 £
Gift Aid owing	25,500	19,734
	<u>25,500</u>	<u>19,734</u>

**12. CREDITORS**

	2019 £	2018 £
Other creditors	7,447	4,937
	<u>7,447</u>	<u>4,937</u>

**13. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Jan 2019 £	Income £	Expenditure £	Transfers £	Balance as at 31 Dec 2019 £
General funds	58,729	104,982	- 109,429	379	54,662
Binswood Property	85,000				85,000
Binswood repairs and maintenance - designated	- 8,278	10,160	- 425		1,457
	<u>135,451</u>	<u>115,142</u>	<u>- 109,854</u>	<u>379</u>	<u>141,119</u>

**14. RESTRICTED INCOME FUNDS**

	Balance at 1 Jan 2019 £	Income £	Expenditure £	Transfers £	Balance as at 31 Dec 2019 £
Gladiator Trust Fund	325			- 325	-
Piano Fund	54			- 54	-
Solar Panels for Binswood	200				200
Project Fund	6,000				6,000
Restricted building fund	- 11,151	93,259			82,108
					-
					-
<b>Total funds</b>	<u>- 4,572</u>	<u>93,259</u>	<u>-</u>	<u>- 379</u>	<u>88,308</u>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2019**

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**15. Transactions with members of the PCC and other related parties**

The accounts include an accrual of £186 in respect of expenses that will be paid to Rev. Laura Biron-Scott, Vicar and chair of the PCC.

Helen Day, a member of the PCC, received salary payments totalling £6,088 for her work as parish administrator. Her appointment as parish administrator preceded her appointment to the PCC.

This report dated: 10<sup>th</sup> March 2020