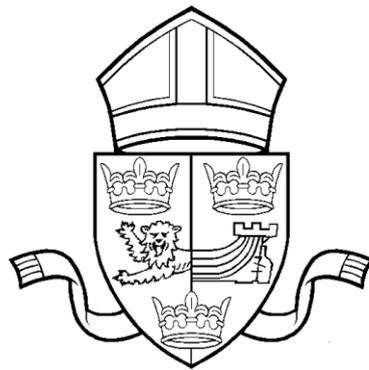


**The
Diocese
of
St Edmundsbury and Ipswich**



Annual Report
and
Financial Statements
of the
Parochial Church Council
of
**The Parish of Trimley St Mary & St Martin
Suffolk**

For the year ended 31 December 2023
Prepared under the Receipts and Payments Accounting Basis

ADMINISTRATION INFORMATION

St Martin and St Mary Parish Church, Trimley is along with St Mary's Church, Walton part of the Walton and Trimley Benefice. The Benefice is at present in interregnum.

St Martin's Church is situated on the High Road in Trimley at the junction with Church Lane. It is part of the Diocese of St Edmundsbury and Ipswich within the Church of England.

The correspondence address is Benefice Office, St Philip's Hall, Wadgate Road, Felixstowe IP11 2LY.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity currently excepted from registration with the Charity Commission.

Church: St Martin
Address: Church Lane
Trimley
FELIXSTOWE
IP11 0SW

Name:	<u>Rector</u> In vacancy	<u>Correspondent</u> Mrs Nina Davis
Address:		174 High Road Trimley St Mary FELIXSTOWE IP11 0SS
Telephone:		01394 670367

Bankers

Name:	Santander Bank	TSB
Address:	Bridle Road BOOTLE Merseyside GIR 0AA	Hamilton Road FELIXSTOWE Suffolk IP11 7BA

CCLA Investment Management Ltd
The CBF Church of England Funds
One Angel Lane
LONDON EC4R 3AB

Examiner

Name: Mr Keith Trevorrow
Address: 53 Foxgrove Lane
FELIXSTOWE
Suffolk IP11 7JU

MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL

Members of the Parochial Church Council (PCC) are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All Church attendees are encouraged to register on the Church Electoral Roll and stand for election to the PCC.

	<u>Name</u>	<u>Term of office ends</u>
Rector:	Rev. Paul Clarke	Until May 2023
Associate priests:	Rev. Wendy Smith	
	Rev. Linda Pepper	
Wardens:	Robert Rushen-Smith	
	Janet Rhea	
Deanery Synod Representatives:		
	Mark Davis	2024
	Robert Rushen-Smith	2024
Elected members:	Rosie Rushen-Smith	2025
	Corinne Day	2026
	Catherine Costello	2026
	Elaine Aston	2026
	Janet McElroy	2026
Co-opted members:	Nina Davis (Secretary)	
	Mark Davis (Treasurer)	
	Joan Wardle (Safeguarding Officer)	
Representative to Churches Together in Felixstowe:		
	Nina Davis	

STRUCTURE, GOVERNANCE AND MANAGEMENT

St Mary Walton with St Martin and St Mary Trimley are now known as Walton and Trimley Benefice since 1 January 2020.

The Parochial Church Council (PCC) meet 6 times a year. Topics raised by Churches Together in Felixstowe and Deanery Synod meetings are reported to Trimley PCC meetings by its elected representatives. These provide the PCC with an important link between the parish and the wider structures of the church.

The PCC has three sub-committees that report back into the full PCC meetings (which take place every two months) as follows:

1. Standing Committee

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. This committee did not have any need to meet during the year.

2. Social & Funding Committee

This committee organises most of the social and fundraising events that take place in the parish and meets typically every two months.

3. Buildings Committee

This committee oversees all matters to do with work on the fabric of St Martin's Church. This committee did not have a need to meet during the year. The Church Quinquennial inspection took place in October with a resulting report being available in December. There are no red flags in it but the building committee will be meeting in the new year to draw up a plan of action.

In addition, there is a Benefice Standing Committee that meets on a needs basis to discuss governance issues that affect both parishes. Trimley parish is represented by Rob Rushen-Smith (Church Warden) and Mark Davis (Treasurer).

Ministry Team

The Ministry team is not a sub-committee of the PCC. It consists of the Rector together with the Churchwardens, Rob Rushen-Smith and Janet Rhea, and the Lay Elders, Joan Wardle and June Stockdale, and Rev. Sam Cowley. Catherine Costello is co-opted to this team in her role as Junior Church leader.

Safeguarding/ Child Protection

In accordance with the current annual practice, the PCC formally re-adopted the House of Bishops "Promoting a Safer Church Safeguarding Policy Statement in September 2023. In addition, it accepted and endorsed the House of Bishops and Diocesan Safeguarding Policies and Practice Guidance while being responsive to local parish requirements. Confirmation of this is displayed in St Martin's Church porch. The named Parish Safeguarding Officer for the parishes of Trimley St Mary and St Martin is Mrs Joan Wardle supported by Mrs June Stockdale.

AIMS AND PURPOSES

Trimley Churches PCC has the responsibility of cooperating with the Rector of the Benefice in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

OBJECTIVES AND ACTIVITIES

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer, scripture, music and sacrament.

PUBLIC BENEFIT

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

1. Worship and prayer; teaching the Gospel and developing the congregation's knowledge of and trust in Jesus
2. Pastoral care for those living in the parish.
3. Support of work amongst young people through Messy Church and Trimley Tots and holding events for local primary school visits to the Church, particularly for the Easter Experience and the Christmas Nativity Trail.
4. Support of outreach and missionary work through events such as the Benefice Alpha Course.

The PCC consider that they are fulfilling the requirements to deliver public benefit.

ACHIEVEMENTS AND PERFORMANCE

Church Attendance

The Church Electoral Roll was completely renewed in 2019. The table below gives key figures; the attendances increased significantly at festivals and the two Christmas Crib services.

Electoral roll – resident:	37
Electoral roll – non-resident:	5
Average weekly adult attendance	35
Average weekly young person's attendance:	5

There is a drop in the electoral roll numbers in 2023. This is due to members who have died, have moved away or have not attended services since signing up for the electoral roll.

REVIEW OF THE YEAR

Services and Mission

Our usual pattern of worship at 10.00am on a Sunday morning following a monthly pattern of Holy Communion Services on the 1st and 4th Sundays, and Family Morning Worship on the 2nd Sunday and a Morning Praise Service on the 3rd Sunday with a Benefice service on the 5th Sunday.

A service of Holy Communion or Morning worship takes place at 9.15am on Wednesday mornings.

Messy Church for families with children takes place at 3.30pm on the 1st Sunday.

A service of prayer takes place at 9.15am on Wednesday mornings.

During the year, St Martin's have acquired the technology to stream Sunday services on YouTube. This is now working efficiently.

At Easter we held the Easter Trail with stations around the churchyard for people to visit when they wished.

Remembrance Sunday was held as usual.

We had the Nativity Trail again around the churchyard from early December until 6 January.

This coincided with a Nativity Festival held in St Martin's from 8-10 December with 77 exhibits.

The crib services were very well attended and it was very encouraging to see a large number of those who are not part of the regular congregation attending the carol service and the Christmas services.

Junior Church are now involved in leading the Family Service which takes place on the second Sunday of the month.

This has been very successful.

Messy Church has continued through the year.

Jeremy Fossett has accompanied our worship on the keyboard.

Chris Shum, Janet Tyler, Alan Thomas, and Lay Elders have the Bishop's permission to administer Holy Communion

Our outreach activities such as Café Ten, Trimley Tots, and the study group have been taking place.

We still floodlight the tower of St Martin's Church to give a higher profile in the village and we leave the gates open from the street to give a welcome to the Church.

We also put Christmas cards with details of Christmas services and regular Church activities through each letterbox in both villages.

Church Organisations

Café Ten takes place on Wednesday mornings, proving to be very popular and attracting many people who do not go to regular church services. Numbers continue to increase, sometimes up to 25. Social meetings and stimulating conversations have proved the value of this important part of the church's work. During the year they held a very successful MacMillan coffee morning, raising £311.75.

The prayer chain continues.

Trimley Tots meet weekly in the Welcome Hall and caters for many families.

A number of activities took place throughout the year organised by the Social & Funding Committee, including two quizzes, the Plant and Cake Stall in May in the churchyard, Desert Islands Discs with Bishop Mike Harrison, a Fellowship Evening, a Barbecue (both in gardens) and a shared Harvest lunch in the Church. Our annual and much-loved Candlelit supper took place in the Church.

We run a Bible Study home group on Thursday evenings.

The Suffolk Historic Churches Cycle Ride took place again this year, with four congregation member cyclists and two striders raising around £1,548 for the Suffolk Historic Churches Trust who have always been very supportive of our Church maintenance projects in the past.

Fabric & other work

The closed churchyards of St Martin's and St Mary's continue to be maintained by East Suffolk Council.

Policy documents and their review

The Health & Safety Policy is reviewed annually and approved by the PCC. The Safeguarding Policy is now a Benefice document which is subject to continuous review and approval. Both Health & Safety and Safeguarding are standing items of every PCC meeting agenda.

Financial review

The majority of our income comes from freewill givers who give through the Parish Giving Scheme and a few through standing orders. During the year, we received an unrestricted legacy of £3,000 whose use has not yet been decided. We have again been able to pay our part of the Benefice Parish Share in full as well as donate £4,778 to Christian Relief, Home Mission Giving and Secular Charities with our General Fund reserves increasing to £14,937 (includes the legacy) from £9,627.

The PCC adopted the Parish Giving Scheme (PGS) in October 2019 and we now have 26 donors using it, whilst 3 donors have remained on bank standing orders. This is supplemented by 2 more who prefer to use weekly envelopes.

During the year there were 25 tax-efficient planned givers and 4 non-tax efficient planned givers.

The GENERAL FUND shows an overall income of £50,501 up from £39,006 in 2022 which included an unrestricted £3,000 legacy and a grant of £2,500 from the Diocese to help cope with the big increase in the cost of electricity for the Church. Total income from voluntary giving was £39,972 up from £30,749 partly due to the legacy and the grant. Gross income from fund raising was an exceptional £7,120 up from £4,950 in 2022. This year saw Gift Aid recovery from HMRC at £5,907 up from £5,400. Income from Church trading activities was £2,766 down from £3,219 in 2022.

The major outgoing in the GENERAL FUND is of course the Parish Share which this year saw a target of £25,248. The Parish Share target for the Benefice is split between the two parishes based on the Electoral Roll numbers in each parish which means that Trimley pay one third of the Benefice figure. Overall outgoings were £45,192, up from £38,008 which is explained by increased giving to worthy causes outside the Church, a 50% uplift in our support for the Benefice Administrator and higher Church running costs, notably increased utility costs.

The DAWSON Churchyard maintenance Endowment Fund has shown an increase in its market valuation at the end of 2023 up from £2,684 to £2,939. The movement in all other funds are not significant or worthy of note.

As per the statement in recent year's annual reports we have continued with the reduced buildings cover of 75% of the rebuild cost to reduce policy premiums. The implication as advised by EIO is that we still have cover for 100% of a claim where the claim value is below the total insured value; where there is a large claim i.e., a major building reconstruction claim, the maximum that EIO would pay out would be the insured value which could leave the PCC having to raise a balance to complete repairs from alternative sources. This situation is endorsed by the Diocesan advisory team. St Martin's Church building plus contents are insured to the value of £6,650,000.

Reserves policy

It is PCC policy to maintain a balance on the unrestricted General Fund of £5,000 at all times to provide a capability of dealing with unforeseen demands that may arise. It is our policy to invest our fund balances in the CCLA's CBF Church of England Deposit Fund.

RISK ASSESSMENT

The PCC are aware of its responsibilities in risk management and have documented a number of Risk Assessments on key risks to which it is exposed. Where appropriate the PCC has established systems and procedures to mitigate identified risks.

The PCC has standing agenda items to discuss issues related to Safeguarding, Health & Safety and Risk Assessments. The following summarises the status in each of the key areas of risk:

1. Financial Risks

Clearly the major risk is the uncertainty over the pattern and extent of giving to meet the Parish Share and the aims and objectives agreed by the PCC. This risk is managed through a budget followed by regular monitoring of actuals against budget and taking appropriate actions where deviations occur. The major outgoings that are at risk are the Diocesan Parish Share commitment and unforeseen major building repairs.

2. Reputational Risk

The PCC members all act in good faith doing God's work in the parish and do not knowingly threaten the reputation of the Church. However, a Risk Assessment on this subject has now been developed although we have still to communicate it to all Church Electoral Roll members.

3. Statutory and Legal Requirements

Health and Safety – We have nominated one of the Church Wardens to be responsible for Health & Safety. An H&S Policy document has been developed in which roles and responsibilities are documented. Alongside this we have developed an annual inspection/maintenance schedule. All H&S documents are reviewed annually after the Annual Parochial Church Meeting.

Employment Law – N/A

Safeguarding – A Safeguarding Policy for the parish has been produced and is continuously updated and reviewed by the PCC. Agreed requirements that need action are fully implemented and followed up.

GDPR (Data Protection) – The PCC of St Martin's with St Mary's, Trimley complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

This Trustees report was approved by the PCC on 20 March 2023 and signed on their behalf by:

Robert Rushen-Smith (Churchwarden)



**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF TRIMLEY
ST MARTIN CHURCH**

I report on the accounts for the year ended 31" December 2023 which are set out on pages 8 to 10.

Respective responsibilities of the PCC and the Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of Independent Examiner's Statement

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

Independent Examiner's Statement

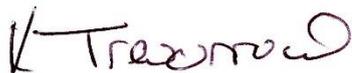
In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:



14 March 24

Mr Keith Trevorrow
53 Foxgrove Lane
Felixstowe
Suffolk IP11

STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Income and endowments from:						
Donations and legacies	39,972.02	874.00	133.00	-	40,979.02	31,110.69
Income from charitable activities	7,120.24	-	-	-	7,120.24	4,950.36
Investments	642.24	226.60	255.08	-	1,123.92	340.36
Church Activities	2,766.49	-	60.00	-	2,826.49	3,319.39
Total income	50,500.99	1,100.60	448.08	-	52,049.67	39,720.80
Expenditure on:						
Raising funds	1,241.21	-	-	-	1,241.21	356.82
Expenditure on charitable activities	4,778.27	100.00	-	-	4,878.27	1,741.21
Other	-	-	-	-	-	-
Church activities	27,929.72	-	-	-	27,929.72	27,908.31
Church expenses	7,038.13	752.76	94.60	-	7,885.49	6,085.97
Other expenditure	4,204.50	-	-	-	4,204.50	2,575.00
Total expenditure	45,191.83	852.76	94.60	-	46,139.19	38,667.31
Net income / (expenditure) resources before transfer	5,309.16	247.84	353.48	-	5,910.48	1,053.49
Transfers:						
Gross transfers between funds - in	3,000.00	-	3,000.00	-	6,000.00	29.23
Gross transfers between funds - out	-3,000.00	-	-3,000.00	-	-6,000.00	-29.23
Other recognised gains / losses						
Gains/losses on investment assets	-	-	-	254.72	254.72	-356.30
Gains on revaluation, fixed assets, charity's own use	-	-	-	-	-	-
Net movement in funds	5,309.16	247.84	353.48	254.72	6,165.20	697.19
Reconciliation of funds						
Total funds brought forward	9,627.93	11,238.15	8,487.58	2,683.97	32,037.63	31,340.44
Total funds carried forward	14,937.09	11,485.99	8,841.06	2,938.69	38,202.83	32,037.63

Represented by

Unrestricted						
General fund	14,937.09	-	-	-	14,937.09	9,627.93
Designated						
General buildings repair fund	-	11,485.99	-	-	11,485.99	11,238.15
Restricted						
Choir and Organ fund	-	-	1,467.65	-	1,467.65	1,378.67
Church Flowers	-	-	194.79	-	194.79	130.53
Churchyard Maintenance	-	-	238.70	-	238.70	177.51
New Hall project	-	-	6,939.92	-	6,939.92	6,800.87
Endowment						
Churchyard Maintenance	-	-	-	2,938.69	2,938.69	2,683.97

BALANCE SHEET

	31/12/2023	31/12/2022
Fixed assets		
DAWSON ENDOWMENT TRUST	2,938.69	2,683.97
Total Fixed assets	2,938.69	2,683.97
Current assets		
SANTANDER ACCOUNT	7,588.21	9,430.48
TSB ACCOUNT	1,201.90	435.02
CCLA ACCOUNT	26,857.89	20,093.98
CASH IN HAND	84.21	41.18
Accounts Receivable	360.01	-
Total Current assets	36,092.22	30,000.66
Liabilities		
Agency collections	-	252
Accounts Payable	828.08	395
Total Liabilities	828.08	647
Net Asset surplus (deficit)	38,202.83	32,037.63
Reserves		
Excess/(deficit) to date	5,910.48	1,053.49
Starting balances	32,037.63	31,340.44
Other gains/(losses)	254.72	-356.3
Gains and losses own use	-	-
Total Reserves	38,202.83	32,037.63
Represented by Funds		
General (Unrestricted)	14,937.09	9,627.93
Designated	11,485.99	11,238.15
Restricted	8,841.06	8,487.58
Endowment	2,938.69	2,683.97
Total	38,202.83	32,037.63

General Fund Receipts and Payments

	01-Jan-23 31-Dec-23	01-Jan-22 31-Dec-22
INCOME AND ENDOWMENTS		
Donations and legacies		
GIFT AID GIVING	21,182.54	19,340.04
OTHER PLANNED GIVING	2,270.00	2,285.00
COLLECTIONS	2,304.92	1,743.52
DONATIONS	2,396.14	1,026.28
RESTRICTED DONATIONS	2,691.82	684.23
ALPHA COURSE 2022 DONATIONS	-	50.00
INCOME TAX RECOVERED	5,906.60	5,400.12
LEGACIES	3,000.00	-
RECURRING GRANTS	220.00	220.00
Total Donations and legacies	39,972.02	30,749.19
Income from charitable activities		
SOCIAL & FUND RAISING	7,120.24	4,950.36
Total Income from charitable activities	7,120.24	4,950.36
Investments		
DIVIDENDS & INTEREST	642.24	86.97
Total Investments	642.24	86.97
Church Activities		
WEDDINGS, FUNERALS & MEMORIAL FEES	2,310.90	2,661.00
WEDDING/FUNERAL MUSICIAN & VERGER FEES	355.00	490.00
BOOKSTALL SALES	100.59	68.39
Total Church Activities	2,766.49	3,219.39
Total Income and endowments	50,500.99	39,005.91
EXPENDITURE		
Raising funds		
FUND RAISING COSTS	1,241.21	356.82
Total Raising funds	1,241.21	356.82
Expenditure on charitable activities		
CHURCH OVERSEAS	100.00	-
CHRISTIAN RELIEF	1,140.80	376.27
HOME MISSION GIVING	1,800.00	-
SECULAR CHARITIES	1,737.47	1,264.94
Total Expenditure on charitable activities	4,778.27	1,641.21
Church activities		
PARISH SHARE	25,248.00	24,192.00
MUSICIAN & VERGER FEES	2,032.40	1,667.50
CLERGY WORKING COSTS	85.25	1,176.39
OUTREACH ACTIVITY COSTS	564.07	334.50
ALPHA COURSE 2022 COSTS	-	537.92
Total Church activities	27,929.72	27,908.31
Church expenses		
ST MARTINS INSURANCE	994.02	940.62
UPKEEP OF SERVICES	972.86	707.53
PARISH PUBLICATIONS	87.46	53.47
OTHER SUPPORT COSTS	498.05	829.21
ST MARTINS CLEANING & MINOR REPAIRS	441.34	436.76
UPKEEP OF CHURCHYARD	135.00	90.00
ST MARTINS UTILITIES	3,276.84	1,928.16
ST MARTINS BROADBAND	632.56	541.21
Total Church expenses	7,038.13	5,526.96
Other expenditure		
ADMINISTRATION COSTS	604.50	75.00
OTHER OUTGOING RESOURCES	3,600.00	2,500.00
Total Other expenditure	4,204.50	2,575.00
Total Expenditure	45,191.83	38,008.30
Excess of Income and endowments over Expenditure	5,309.16	997.61
Brought forward balance	9,627.93	8,601.09
Transfers to/(from)	-	29.23
TOTAL CARRIED FORWARD BALANCE	14,937.09	9,627.93

Approved by the PCC on Wednesday 17th January 2023 and signed on their behalf by



Robert Rushen-Smith (Churchwarden)



Mark Davis (PCC Treasurer)

NOTES TO THE FINANCIAL STATEMENTS For the Year Ended 31 December 2023

Accounting Policies of the Parochial Church Council

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts & Payments basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC.

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members.

Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

Statement of Assets and Liabilities

The PCC have one endowment fund (Dawson Fund) which is managed by the Diocesan office. A quarterly income is received into the Dawson R&P Fund. The report shows the annual revaluation of the endowment.

The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal
- Land and buildings held on behalf of the PCC.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000

The following assets are recognised and a monetary value given as part of the description in the Statement of Assets and Liabilities:

- Amounts owing from HMRC where a formal claim has been made
- Any other amounts owing to the PCC and insurance claims
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC

Agency collections

Agency collections (shown as liabilities) are for funds managed by the Treasurer but for which the PCC has no jurisdiction. Typical examples would be for Diocesan assigned fees for weddings, funerals etc or for a Church Social outing.

Closing bank balances as shown in the Statement of Assets

The following liabilities are recognised in the Statement of Assets and Liabilities

- Any loan or overdraft advanced to the PCC
- Creditors for goods or services where the supply has been received but not invoiced by 31 December