

Scottish Charity No: SC000966

Holy Trinity Church, Melrose

RECEIPTS AND PAYMENTS ACCOUNTS

For the year ended
30th September 2020

Holy Trinity Church, Melrose

Annual Report and Accounts for the year ended 30th September 2020

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COMPOSITION OF VESTRY
for the year December 2019 to November 2020

		Elected Nov. ...	Yrs. served as at Nov.'19
Rector	Rev. Philip Blackledge	-	-
Rector's Warden	Giles Cuthbert	2018	ex officio (annually)
Peoples' Warden*	John Wood	2018	ex officio (annually)
Treasurer	John Barley	2016	4 ex/o
Secretary	Jan Howarth	2019	Co-opted June
Fabric Convenor	Vaughan Walker	2017	3 ex/o
Pastoral Care Co-ordinator	Ed Creaney	2019	6 ex/o
Lay Representative*	Vaughan Walker	2018	ex officio (annually)
Alternative LR *+			Vacant
Borders Area Council Rep. *+			Vacant
Members (10)	Carey Coombs	2017	3
	Helen Legge	2018	Resigned June
	Miranda Smyly	2018	2
	Tricia Hodgson	2019	
	Liz Williams	2019	

5 Vacancies

+ These two offices are normally filled by the same person.

* All those marked with an asterisk are required to be elected annually.

The Rector's Warden is appointed annually.

The Treasurer and Secretary, when elected, would normally serve a term of up to three years and may then be eligible for re-election to serve no more than one further such term after which they should retire.

The Pastoral Co-ordinator and Fabric Convenor would normally serve a term of up to three years and may then be eligible for re-election to serve no more than one further such term after which they should retire.

Ordinary members are elected for three years and will retire when their term of office is complete. They will not be eligible for re-election that year. If there are not three members who have served three years then the three longest serving should retire unless there are others wishing to resign.

HOLY TRINITY CHURCH - MELROSE (Scottish Charity number SC000966)

Report of the Vestry for year ended 30th September 2020 (Trustees' Report)

The Vestry of Holy Trinity Church, whose members, for the purposes of charities law, act as Trustees of the Church, submits its report and accounts for the above period.

Objectives

Holy Trinity Church is established for the advancement of religion and to provide public benefit.

Structure, governance & management:

Holy Trinity Church is an unincorporated association governed by a Constitution dated 4th November 1845 and last amended in July 2012. The Church is a member congregation of the Diocese of Edinburgh under the pastoral oversight of the Bishop of Edinburgh and is subject to Canon Law of the Scottish Episcopal Church.

In accordance with the terms of the Constitution, an annual General Meeting of the constituent members of the congregation is held each year at which, inter alia, it is the duty of such members to elect annually from amongst their number -

- (a) up to ten ordinary members of the Vestry, of whom three shall retire annually and not be eligible for re-election;
- (b) i. Lay Representative; ii. Alternative Lay Representative.
- (c) Area Council Member (may be the same as (b) ii above)
- (d) a People's Warden;
- (e) a Treasurer and a Secretary and a fabric convenor and pastoral co-ordinator (if, in each case, the completion of their normal three-year term of office so requires).

In addition, the Rector's Warden is appointed by the Rector.

All of the foregoing, together with the Rector, comprise the Vestry, those in (b) to (e) being *ex officio* but all being entitled to vote. The names of current members are shown in the accompanying page 'Composition of Vestry'.

The management of the financial and temporal affairs of the Church is conducted by the Vestry which has met six times this year and the AGM is being held in November.

Duties and objectives:

In addition to discharging its financial and temporal duties as defined in the Constitution, the Vestry assists the Rector in all matters affecting the spiritual welfare of the congregation. It also oversees a number of committees and working groups set up to ensure the smooth running of the Church and the pastoral care of all age groups within the congregation and within the wider community, having particular regard to the current requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 and its recently updated amendments.

Activities & achievements in 2019-20

Pre-Covid church services

Holy Communion was held each Sunday at 8:30am and 11 am, each Wednesday morning at 10:30am and on the first Tuesday of each month at 2:30pm. The first Sunday of month communion is a more informal service with themed content.

Choral Evensong was held at 6:30pm on the first and third Sundays of the month. The service on the first Sunday is augmented by a choir of people from the Borders area, with the third Sunday service being a prayer-book evensong, including traditional hymns and Anglican chants for the Magnificat and Nunc Dimittis.

Other services a Taizé service was held on the last Wednesday evening of the month. Morning prayer was said in the side chapel each Friday morning. A joint services with other churches in Melrose was held on Remembrance Sunday but those during Holy Week and for the Kirkin' of the Melrosian were not possible due to lockdown.

Post-Covid services

In conjunction with legal requirements, and advice and direction from the Diocese, Holy Trinity has adapted to continue its services, mission and work wherever possible.

Members of the church - particularly the Rector and his wife - have worked hard to deliver and broadcast an online service each Sunday at 11am. This has been supplemented by CDs and DVDs for those without online access. This service has been greatly appreciated and has also been viewed by former church members who have moved away, and by some who have never before attended Holy Trinity. The church was opened for private prayer, and a Wednesday Holy Communion service held in church for limited numbers once lockdown regulations allowed. All contact has been strictly managed in line with lockdown health and safety requirements. **Mission** the Vestry continues to lead and assist the church to engage in mission to the local community. Melrose Churches Together Christmas cards inviting people to join us for our services were delivered to every house in Melrose and the surrounding area. This was not possible for Easter services due to lockdown and may not be possible this Christmas.

The Music Festival due to be held in May had to be cancelled.

Soup lunches to help raise money for John Khonje to train as an occupational therapist at Zomba Mental Hospital in Malawi continue until February 2020 and were generously supported. It is hoped to continue these in the future once restrictions are lifted. The church continues to support the Bishop's Lent Appeal.

There are a number of visitors to our services throughout the year and newcomers and visitors often remark on the friendly welcome they receive at Holy Trinity. Many members of the congregation are engaged through group activity with the spiritual and pastoral work of the Church as evidenced by the large number of reports from these groups received at the AGM. During Advent lunches and suppers were held which are attended by members from all three Melrose churches and the talks are also given by people from each of the three churches. Lent talks were planned and started but due to the coronavirus the last ones had to be cancelled.

Sunday School continues to meet during the main service on Sunday mornings. Ecumenical Messy Church in Melrose has been running since December 2017. These are fun times when families together listen to a story based on the theme for that day, enjoy a number of crafts and other activities based on the theme, have a short time of worship together and then enjoy afternoon tea before going home. Some of the families that attend Holy Trinity go to this and thoroughly enjoy it. Unfortunately due to the coronavirus these too had to be cancelled after February and will start again once all the restrictions are lifted.

Pastoral Care Group we have an active pastoral care group which attends to the needs of individual members of the congregation. Contact this past six months has been by phone and digital communication. Until March we had our communion service on the first Tuesday afternoon of the month followed by tea and cake and a chance to chat for those who find it difficult to access a morning service. This has proved very popular and is well attended. Welcomers met people at the church door for the Sunday morning 11am service to welcome newcomers and visitors and to help those who find the doors heavy to open.

We continue to support the food bank in Galashiels and we play an active role in this and Fresh Start in Selkirk. Thanks are due to members of the congregation for their contributions to these projects. Until March we also help out at the service at the BGH chaplaincy on the last Sunday of every other month escorting patients to and from the service and joining with them at the service. Filled shoe boxes for sending overseas for Christmas were collected in October. Until March there was a Traidcraft stall once a month after the 11am service in the Trinity Centre. Fairly traded products can be bought which makes a difference to producers in the many countries in which Traidcraft works.

The responsibility of safeguarding children and vulnerable adults lies with the Vestry and a reporting mechanism is in place. A PVG (Protecting Vulnerable Groups) co-ordinator oversees this on Holy Trinity's behalf. All those who work with children or vulnerable adults are members of the PVG scheme.

Margaret Pedersen continues to work with us as a non-stipendiary.

The Eco-congregation committee continues to take responsibility for the lower grassed area to the north of the church and are developing it as a wildlife area. There are also bird nesting boxes and bat boxes situated round the church grounds.

Vestry and sub-committees

The Vestry met in October, November was the AGM and December 2019, and February, April, June, July, August (twice) and September 2020.

The Vestry met via Zoom during lockdown and it continues to do so as a Standing Committee. Work continues on improving the mission and fabric of the church for children, families and visitors, however, this is slower than hoped due to the Covid restrictions.

The Vestry has continued using sub-committees to make progress on regular tasks and any actions agreed. Each of the sub-committees has its own terms of reference and remit, along with a convenor, secretary and

members. A representative of the Vestry sits on sub-committees where appropriate. The Vestry receives reports and minutes from sub-committees at its meetings.

The Vestry, through its representatives, continues to play an active part in the work of the Churches' Borders Area Council, the Diocesan Synod and the eco-congregation churches network. The Vestry is grateful to the great many people who give freely of their time to keep the church clean and tidy, provide floral decorations, work in the church grounds, participate in services in many different ways, cater and provide refreshments, do pastoral work, reach out to the community, and welcome and support one another. Without them the church could not continue to function and meet its aims and objectives.

Financial Review

Financial position at 30 September 2019. The Church's income continues to derive predominantly from congregational giving (receipts in 2019-20 £66,564, 2018-19 £75,770). It continues to undertake fundraising for general church purposes (2019-20 £2,172, 2018-19 £6,123). The major item of expenditure remains that of paying for a full-time stipendiary priest (2019-20 £35,555, 2018-19 £34,941). The Church showed a surplus of £7,751, in 2018-19, on a receipts and payments basis. For 2019-20 the accounts show a small deficit for the year of -£2097 but given both receipts and payments are down due to Covid-19 the year is not as bad as first feared. The Vestry is confident that the level of reserves currently held, together with a continued concentration on stewardship will continue to allow the Church to flourish.

Reserves. It is the policy of this church to hold in reserves the amounts for general running costs required to cover likely needs, should there be unexpected falls in congregational income at any time. The amounts required differ from item to item, and depend upon the nature of the expenditure, its legal or contractual status, and the nature of alternative provision. It is also our policy to hold additional amounts for large unexpected building repairs (£5,000), shortfalls in appeals for necessary projects (£5,000), and start-up costs for core outreach ventures (£2,000). At 30 September 2020 the Church held £103,989 in reserves. The Trustees consider it prudent to hold more than this for the expected replacement of the Church's heating system which will be costly and subject to an appeal; this is currently being considered by the trustees.

At the year end the Church held unrestricted funds of £90,650. Of this £59,000 represents about nine months' expenditure, a figure the trustees have agreed as reasonable in the circumstances of the Church and the nature of its expenditure. The remainder is held to contribute to the costs of the new heating system.

The Church relies on the contributions of many unpaid volunteers to meet certain pastoral, community and stewardship needs. The Vestry particularly thanks those individuals who have organised fund raising events this year.

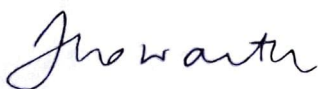
Conclusion & plans for the future:

Vestry will continue to play its part in all of its spiritual and pastoral work. Also, whilst being mindful of the current and foreseeable pressures upon personal budgets, every effort will be made to increase income through fund-raising and by encouraging members of the Congregation to review their personal stewardship.

In conclusion Vestry wishes to thank the various groups and guilds who contribute to the smooth running of the church, its appearance and services and to all members of the Congregation who help in so many different ways in carrying out the work of the Church and without whom nothing would be possible

BY ORDER OF THE VESTRY

Jan Howarth (Vestry Secretary)



**INDEPENDENT EXAMINER'S REPORT
TO THE VESTRY OF HOLY TRINITY CHURCH, MELROSE**

I report on the accounts of Holy Trinity Church, Melrose for the year ended 30th September 2020, which are set out on pages 8 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 seeks 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, I do not express an opinion on the view given by the accounts.

Independent examiner's statement

In the course of 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 44 (1) (a) of the 2005 Act and Regulation 4 of the Accounts Regulations (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended) 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.

Name: Alexander Storie AIB Scot

Address: Gordon, Berwickshire, TD3 6LR



Date: 6th October 2020

Holy Trinity Church, Melrose

Receipts and Payments Account

For the year ended 30th September 2020

RECEIPTS (see attached schedule)	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2020</i>	<i>Total 2019</i>
Donations and grants				
Congregational Giving	44,403		44,403	50,584
Gift aid on congregational giving/donations	12,224		12,224	13,546
Donations & Legacies	8,353	1,021	9,374	12,543
Grants & Trusts	1,584		1,584	2,091
	<u>66,564</u>	<u>1,021</u>	<u>67,585</u>	<u>78,764</u>
Charitable Activities for Generating Funds				
Use of Church and grounds	100		100	500
Concerts	294		294	4,368
Fayres, coffee mornings etc.	1,878		1,878	1,756
Sundry			0	0
	<u>2,272</u>	<u>0</u>	<u>2,272</u>	<u>6,623</u>
Investment Income				
Investment Income	1,052		1,052	1,052
Interest	214	147	361	91
	<u>1,267</u>	<u>147</u>	<u>1,414</u>	<u>1,143</u>
Other income				
Miscellaneous	87	0	87	52
Other Incoming Resources				
			0	0
			0	0
	<u>0</u>		<u>0</u>	<u>0</u>
	<u>70,189</u>	<u>1,168</u>	<u>71,357</u>	<u>86,582</u>
PAYMENTS (see attached schedule)				
Charitable Activities				
Clergy and Ministry Costs	39,532		39,532	40,140
Worship Costs	4,992		4,992	9,530
Fabric Costs	15,911	2,808	18,719	19,426
Quota (diocesan dues)	7,576		7,576	7,319
Donations to other charities	2,637		2,637	2,417
	<u>70,647</u>	<u>2,808</u>	<u>73,455</u>	<u>78,831</u>
Difference Between Receipts and Payments	-458	-1,640	-2,097	7,751
Opening Fund Balances	30,440	25,254	55,694	47,943
Transfers between Unrestricted and Restricted	-1,000	1,000		
Fund Balances carried forward	<u>28,983</u>	<u>24,614</u>	<u>53,597</u>	<u>55,694</u>

Holy Trinity Church, Melrose

Receipts for the year ended 30th September 2020

	2020		2019	
Receipts	£	£	£	£
Congregational Giving				
Regular giving	36,789		35,346	
Tax Reclaimed	12,224		13,546	
Free Will Offering (FWO)	3,920		7,522	
Ordinary Collections	3,695		7,716	
Donations	9,374		12,543	
		66,001		76,673
Grants Investments & Trusts				
Diocesan Grants	234		841	
Investment Income	1,052		1,052	
Trusts	1,350		1,250	
Interest	361		91	
		2,998		3,234
Fund Raising Activities				
Fayres	1,878		1,756	
Concerts	294		4,368	
Other				
		2,172		6,123
Sundry Income				
Use of Church	100		500	
Church Yard	0		0	
Miscellaneous	87		52	
		187		552
		<u>71,357</u>		<u>86,582</u>

Holy Trinity Church, Melrose

Payments for the year ended 30th September 2020

	<i>Note</i>	2020		2019	
		£	£	£	£
Stipend (Including National Insurance)		26,912		27,170	
Pension Contributions		8,651		7,771	
			35,563		34,941
Council Tax		2,649		2,549	
Travel		234			
Telephone					
Office Costs		1,085		1,439	
Conferences & Travel		0		1,211	
			3,968		5,199
Quota		7,576	7,576	7,319	7,319
Premises costs					
- Heat & Light		6,647		5,969	
- Insurance		4,579		4,089	
- Premises		0		1,000	
			11,226		11,058
Special Collections/Donations					
Bishop's Lent Appeal					
Repairs and Maintenance					
Church and churchyard		4,492		2,374	
Church Hall		2,808		1,362	
Rectory		108		4,437	
Sundry					
			7,408		8,173
Sundry Expenses					
Altar		394		649	
Church Yard / Grounds		85		194	
Youth support		8		6	
Music & Choir		4,480		8,479	
Locum Fees		0			
Pilgrimages and labyrinth					
Communications				246	
Service sheets					
Miscellaneous		110		150	
			5,077		9,725
Charitable Donations		2,637	2,637	2,417	2,417

73,455

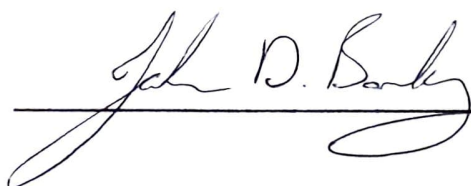
78,831

Holy Trinity Church, Melrose
Statement of Balances at 30th September 2020

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Bank balances at start of year	30,440	25,254	55,694	47,943
Difference Between Receipts and Payments	-458	-1,640	-2,097	7,751
Transfer between Unrestricted and Restricted	-1,000	1,000	0	
Bank balances at year end	<u>28,983</u>	<u>24,614</u>	<u>53,597</u>	<u>55,694</u>
Investments (at market value) (cost £20,097)	<u>50,392</u>		<u>50,392</u>	<u>38,727</u>
Value at the End of September 2020				
Assets				
Gift aid				
Due by Trinity Centre to Church	11,276			
Sundry				
	<u>11,276</u>	<u>0</u>	<u>11,276</u>	<u>9,522</u>
Liabilities				
Accrued charges and provisions				
Due to Church by Trinity Centre		11,276		
	<u>0</u>	<u>11,276</u>	<u>11,276</u>	<u>9,522</u>

Movement in Restricted Funds	Fabric Fund	Trinity Centre	Total
Opening balances	9,438	15,816	25,254
Receipts	71	1,097	1,168
Transfer		1,000	1,000
Payments	0	2,808	2,808
Balances at 30th September 2020	<u>9,509</u>	<u>15,105</u>	<u>24,614</u>

Signed on behalf of the Vestry



John Barley (Hon. Treasurer)

Holy Trinity Church, Melrose Notes to the Accounts for the year ended 30th September 2020

1. Trustee Remuneration, benefits and expenses

The Rector is an ex-officio member of the Vestry and a trustee, and receives remuneration, benefits and reimbursement of expenses in respect of services as a stipendiary cleric in line with scales determined by the general synod of the Scottish Episcopal Church. The stipend and pension contributions relate solely to the Rector. The Rector was the only trustee to be remunerated during the year.

During the year one trustee received reimbursement of expenses incurred totalling £919. The reimbursements were for stationery, fuel and New Machinery plus repairs.

2. Funds

Unrestricted Funds General Fund – Funds held for general work of the church.

Restricted Funds Fabric Fund – for the non-routine improvement and maintenance of the fabric, fittings and monuments of the church. Regular repairs and maintenance of the fabric etc. are defrayed out of the General Fund.

The Trinity Centre – for the maintenance and upkeep of the Centre for the use of the community of Melrose and District. Payments are made from the General Fund for The Trinity Centre on occasion for convenience. Where such amounts have not been repaid, they are shown as debtors and creditors.