

# Holy Trinity Church Hepworth

**Annual Report and Financial Statements  
of the Parochial Church Council  
for the year ended 31 December 2020**

# **2020 Report and Accounts for the Parochial Church Council (PCC) of Holy Trinity Church, Hepworth**

## **Aims and Purposes**

Holy Trinity Church is situated in the village of Hepworth in the Diocese of Leeds and is a member of the Upper Holme Valley Team. Hepworth PCC has the responsibility of working with the Team Vicar, the Reverend Keith Griffin, in promoting in the ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church building.

## **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at Holy Trinity and to be part of the parish community. The PCC maintains an overview of worship, with an intention that the services put faith into practice through prayer and scripture, music and sacrament. In particular, the hope is to enable ordinary people to live out their faith as part of the parish community through:

- Worship and prayer; enquiry into matters of faith; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Activities, which take the life of the church into the local parish and community.

## **Achievements and Performance**

### **2020 – The Year We Will Never Forget**

2020 began with the production of a diary leaflet which listed over 75 events and services due to take place over the next twelve months – everything from Books & Butties to PCC and Mothers' Union meetings, Hepworth Get-togethers, Soup for the Souls, weddings, a ceilidh, Big Breakfasts, the Garden Party, and the Market, Exhibition and Carol Service, all lined up for Christmas.

However, only fifteen of these were ticked off before the Coronavirus began to change everything. On the afternoon of Sunday 15<sup>th</sup> March a group was in church for the Hepworth Get-together, and over coffee at the end, while the children ran

around full of laughter and excitement, there was a conversation about the developing situation, including with a couple of parents working in the health sector. At the end, everyone left church and no one returned back inside until the first Sunday of September.

Suddenly, the world stopped and life was put on hold. Across the country, the doors of places of worship were locked shut. However, within days, clergy were going online and finding new ways to continue worship and contact with parishioners, while being mindful of the need to look out for many who were forced to shield and stay indoors completely, a lot of them on their own. In Hepworth, worshippers accessed online services at Christchurch, New Mill and St David's, Holmbridge. A weekly parish newsletter was produced and distributed far and wide, with news, reflections on Sunday readings, and comment on the ongoing crisis. Throughout the parish, through phone calls, emails, WhatsApp messages, and the occasional wave across the street, people kept in touch with one another.

Looking back at 2020, it can be seen that this extraordinary time of disruption, anxiety and uncertainty gradually gave way to signs of flourishing throughout the churches, including Hepworth. The challenge of the times encouraged new thinking. By midsummer, when Covid restrictions were relaxed, limited gatherings in churches were permitted. At Hepworth work needed to be carried out on a risk assessment before everything would be ready, but what was clearly possible was worship outdoors. Only six could meet initially, but that was enough for a brief, intimate, relaxed gathering in Hilary and Chris Fletcher's back garden one Monday evening. The following Saturday afternoon, another small group was welcomed into the garden of the Old Vicarage, courtesy of Louise and Jim Vigor.

Before long, meeting up in gardens was outlawed so similar small groups gathered outside the front of church, which was allowed. A service of Holy Communion was held one Sunday afternoon, with an age range from two to over eighty among the small congregation, the only problem being that the sun was so strong the chairs had to be moved into the shade. Preparation of the risk assessment continued throughout the summer, presenting no shortage of new challenges for Hepworth Church. In addition, the Church Council was occupied trying to manage a possible roof repair project (see below) while at the same time a young couple was desperately trying to re-arrange the date of their forthcoming wedding.

Come the first Sunday of September, Hepworth Church was ready to re-open. However, the churches at Holmfirth and Upperthong were not yet ready, so it was decided to make the services occasions for joint worship. The following month, when St John's Upperthong had opened, the congregation of Hepworth, along with Holmfirth, were invited to attend there. From October, services were shared between the two churches, until a new national lockdown came into force at the beginning of November.

As the pandemic continued to take its toll on the nation and the world, businesses, organisations, community groups, and – yes – churches responded with innovation,

imagination and creativity. In the autumn, Hepworth joined with Holmfirth and Upperthong for the start of online Friday Conversations. A series of four interviews took place, with Bishop John Pritchard; Zahida Mallard; and Amanda Bronkhorst of the Just One Tree Charity (see below) – each of them sharing something about the story of their lives, with a particular focus on 2020.

Finally, came Christmas. With singing not permitted since March, and numbers still very much restricted, new ideas were required. They say that in every crisis there is an opportunity, and the run-up to Christmas 2020 seemed to open the door to placing more emphasis on Advent. Plans were put into place to open the church to the public, not for a service, not for the usual exhibition, but with an invitation to come in to pray, sit quietly, and reflect on all that we had been living through. The building was decorated with some well-chosen art work to reflect the title of *A Light in the Darkness*.

In the week before Christmas Eve, over 120 parishioners called in, many of them in the early evening when the building was candlelit. A message had also arrived from Hepworth School, with a request that the whole school wanted to have a taste of a normal Christmas. So with due safety, one weekday before the end of term, class by class walked through the village to the church, bringing with them their own items to add to the decorations.

The year which had come to a sharp halt back in March, with the families and all the helpers gathering for that final Get-together, was ending with children back in church, hearing about Christmas, asking questions and contributing to the display. Then on the afternoon of Christmas Eve, some of the same children and their parents who usually attend the Christingle met up at the Butchers Arms (the inn) for a small, socially-distanced walk down to the church to view the outdoor Christmas Tree and then come inside to see baby Jesus in the crib (before being presented with a Christmas gift bag).

Everyone will have their own story of 2020. The shockwaves will reverberate for generations to come. Indeed, at the beginning of 2021 it's clear that this is an ongoing story of more than just that one year. Like everyone, in our tiny corner of God's kingdom in Hepworth, there will be more reflection to come. Yet, the initial learning points seem to be that people can change, adapt, develop new skills, and embrace new opportunities.

Celebrating the incarnation of Jesus at the year's end, all were reminded once again that 'God is with us'. Times of disruption, change and uncertainty are a large part of the story of the scriptures, where one of the promises is that God will do a new thing among his people. If there is learning to be gained from the experience of 2020 may it bear fruit for the whole of Christ's Church, including Holy Trinity, Hepworth.

*Reverend Keith Griffin*

## **Worship at Holy Trinity**

Hepworth PCC oversees worship and activities at different times in the week, month and calendar year. This includes opportunities for discussion, Bible study, conversation and reflection together in groups. At the beginning of 2020, weekly Sunday worship continued with the Parish Eucharist serving as the focal point of the liturgical life of the church community. However, this came to an abrupt end with the forced closure of churches across the country at the beginning of the March lockdown. Similarly, the monthly midweek service of Holy Communion and Hepworth Get-together for families with young children were both suspended too.

When services were able to resume, the Reverend Keith Griffin continued to officiate. At times, clergy from other parts of the Team play an important part, according to the Team rota of services, and especially when Keith takes annual leave. The Reverend Canon Christine Bullimore and John Bullimore (Reader) continue to offer valued assistance and support. Information about services and other church activities are usually available in the church magazine, but publication was suspended at the beginning of the Covid-19 pandemic. The Holy Trinity website is kept up-to-date at [www.hepworthchurch.org.uk](http://www.hepworthchurch.org.uk).

As well as services of baptism, marriage and funerals, Hepworth Church aims to keep its building open on every day of the year during daylight hours for passing visitors, but again, this has not been possible in the time of Covid-19. The grounds of the church continue to be maintained to a high standard, providing a welcome area for individuals visiting graves and for passing walkers, with or without their dogs.

## **The Building & Churchyard**

In July 2020 Atlantic Geomatics digitally mapped the churchyard, showing all the headstones, trees, bushes and seats. This is when work began for the church community. The burial registers were photographed and uploaded on to the Hepworth Church burial site. Then a team of people got busy transcribing the wording from the register into the programme. At the same time, the headstones were photographed. The next stage involves linking the photograph of each headstone with the person in the burial register.

I would like to thank all the volunteers for their enthusiasm and hard work during the year.

*Hilary Fletcher*

The 2018 Quinquennial Report on the fabric of the church identified a number of areas where repair work was necessary. Amongst the most urgent was work on the roof, where there are two areas of particular concern. A number of the ridges require attention and will need to have all their ridge-tiles removed and re-bedded in lime-mortar. The coping-stones (the large, heavy stone blocks which run down the

pitched roof at the gable-ends) also need remedial work. The mortar fillets which seal them to the roof slates have become defective and many will have to be replaced.

In 2019-20, the PCC obtained estimates and in 2020 a builder was appointed to carry out the work. After a number of delays, the work was scheduled to go ahead in October but the scaffolding-contractor pulled out at the last minute, due to illness, and it was agreed between the PCC and the builder that the work should be rescheduled for spring 2021. Lime-mortar work is more sensitive than cement-mortar to the weather conditions and is best done when it is not too wet, not too dry, not too hot and not too cold! We are, therefore, having to be patient and wait a little longer for the work to be carried out. The cost of the work is likely to be around £10,000; the good news is that an anonymous donor has generously given the church £2,500 towards the cost of the work.

*Richard Southam*

## **Hepworth & the Wider World**

### **Just One Tree**

In the autumn of 2019, the church linked with Hepworth School to support the work of Just One Tree, an organisation supporting projects that plant trees around the world in areas of deforestation. The collaboration with the school led to a display in church and a good sum of money raised.

This has now become an ongoing project, and in 2020 a target was set of planting 1,000 trees from Hepworth. Then Covid-19 happened and the planned Just One Tree coffee morning had to be cancelled, along with many other activities. However, as mentioned above, one morning, later in the year, at the Friday Conversation on Zoom, we were lucky enough to meet Amanda Bronkhorst, the instigator and force behind Just One Tree. She talked about how she had set up the organisation working from her living room. She spoke passionately about the wider impact on the environment and communities that their selected projects are having. We learnt about the amazing impact of kelp forests in the oceans and mangrove swamps on coastlines. Every £1 for one tree makes a difference. Later that day, Amanda emailed to say that, following generous donations, Hepworth had passed its target of 1,000 trees. Hopefully, we will be able to reschedule the coffee morning and continue tackling climate change one tree at a time.

*Anne Swain*

## **A Vigil for the Planet**

Just One Tree is one initiative among thousands across the world working proactively to address the threat to our global environment. Hard work, research, and efforts from governments and big business to individual households are essential, in every country and community. However, sometimes there is value in taking a moment to pause, reflect, and simply sit with others who share the concern.

That was the impetus behind A Vigil for the Planet, which took place one weekday evening in February 2020. Nothing like this had ever happened before in Hepworth Church, but somehow it felt important to spend time in silence and sharing as a small group considered this planet we all call home.

*Keith Griffin*

## **Listening & Learning**

Listening & Learning was a project which came to birth in the summer of 2020. Amidst the worldwide reaction to the killing of George Floyd at the hands of a police officer in the U.S.A., an opportunity was taken to explore the issue of racial justice in our own context. Were there voices and stories which needed to be listened to? What could we learn – as individuals, and together?

For a couple of months, across the parishes of Hepworth, Holmfirth and Uppertong, a series of emails were sent out which offered insights, reflections, articles to read, or videos to watch. The feedback soon showed that this was a subject long overdue for some serious reflection. In a world of inequality and injustice, how do we reflect on our privilege and the many ways in which our story is not one which we share with others?

Listening & Learning was only ever intended as a conversation starter. As it came to an end, the question which couldn't be avoided was: what next? In many ways, this is a question still to be answered. The project started with the words of Martin Luther King Jr: 'The silence of the good people is worse than the brutality of the bad people.' So, questions remain, including: what sort of church, what sort of community, what sort of people do we want to be?

*Keith Griffin*

## **Mothers' Union**

Apart from holding the annual Wave of Prayer in January and the AGM in February, no meetings have been able to take place due to the pandemic. All speakers were cancelled, but have agreed to come again in 2021.

In February, Hepworth Mothers' Union members led the Midday prayers at Holmfirth Church and towards the end of the year we did take part in the monthly Midday prayers on Zoom. During the year, Branch Leader Gloria Styring has sent out regular MU Updates either by email or by post. One of our members, Margaret Overend, has kept us entertained with her Lockdown Rambles. These have kept our spirits up and we could not have managed without them.

We sent flowers to Janet Martin, who is being looked after in a care home, to celebrate her 60 years in MU. Another of our members, Gwen Holmes, is also now in a care home. We keep in touch with her family, who are finding it difficult not being able to visit her. Some of our members have been busy knitting squares for cot blankets for Mothersshare and we have been able to send them three blankets.

Looking ahead, we are now using Zoom for 2021, and have already had the Wave of Prayer and scheduled the AGM and our first speaker. As always, everyone is welcome to Zoom into these meetings – just ask me for the details.

Finally, my thanks to Deputy Leader, Sheila Scholefield; Secretary, Sheena Blunden; Treasurer, Cheryl Roberts; Prayer Representative, Louise Vigor; and for overseeing the sale of MU cards, Maureen Buckley.

*Gloria Styring*

## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Councils (Powers) Measure 1956 as amended. As a charity, with annual income of less than £100,000, it is currently exempted from registration with the Charity Commission.

The method of appointment of PCC members is set out in the Church Representation Rules. At Holy Trinity, the membership of the PCC consists of the team vicar, churchwardens, and members elected by those members of the congregation who are on the Electoral Roll of the church. All those who are in the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent. New members receive initial induction into the workings of the PCC. From November 2020, the following were members of the PCC:

**Team Vicar:** Reverend Keith Griffin (Chair)  
**Churchwardens:** Hilary Fletcher  
Samantha Wilson  
**Elected Members:** Jenny Ashby, John Bullimore, Gail Dooley,  
Lorraine Pollitt (Secretary), Richard Southam, Anne Swain  
Ian Woodward (Treasurer).

## Treasurer's Report

Considering that 2020 was dominated by Covid-19, from a financial perspective, Hepworth Church had quite a positive year. The church managed to pay the same amount of Parish Share that it did in 2019 (£24,720) and the accounts show a not too serious deficit on the year's Receipts and Payments of £1,519.

A point worthy of note is that the accounts include a restricted donation of £2,500, which can only be spent on the church building. The donation has been assigned to cover part of the roof repairs, now due to take place in 2021. Excluding this restricted donation from the 2020 accounts would produce a perhaps more pragmatic deficit of just over £4,000. However, £1,519 is the figure on which we must report. For comparison, 2019 produced a surplus of £12,079, which was initially assigned to work due to take place in 2020 (the roof repair, the tower window replacement and the new seating for the vestibule). All these activities are still to be completed.

## Receipts

Compared to 2019, giving to Hepworth Church (*Tax Efficient Planned Giving plus Other Planned Giving plus Collections at Services plus All Other Giving and Voluntary Receipts*) was down by £2,762 (10%). However, 2019 saw an exceptional number of one-off donations, which the PCC didn't consider would be repeated in 2020. Each year, the PCC sets a budget for its Receipts and Payments. In 2020, giving to Hepworth Church actually exceeded the PCC's budget by £245 (1%). Unfortunately, removing the restricted donation (mentioned above) would see a drop in donated income of £5,262 (16%) compared with last year and a shortfall against the church's budget of £2,254 (10%).

Continuing the analysis of Receipts, *Gift Aid Recovered* was up by £478 (9%). The church also received a grant from Leeds Diocese of £350 for a project "To set up the facility to receive electronic donations and payments in church and at external fundraising events, using both contactless and chip and pin technology." Finally, on the positive side, although *Statutory Fees Retained by PCC* (the money that the church received for weddings and funerals) was £229 (7%) less than last year, it exceeded the church's budget by almost £600 (26%).

On a less positive note was the church's fundraising income. In 2019, the church's net fundraising income *Gross Receipts from Fundraising minus Fund Raising Activities (Costs and Payments)* totalled £10,363. In 2020, due to the cancellation of the majority of the church's fundraising events and the refund of almost all the 2020 Art Fest deposits, this figure fell to £1,206 (down by 88%). Although 2019 benefited from two very successful one-off fundraising events, the net amount received in 2020 was still £6,750 (85%) below the church's budget.

Continuing on a less positive note, *Gross Receipts from Trading* was £1,791 (64%) down on last year but only £663 (40%) below the church's budget. The reduced budget acknowledged that *Hepworth Community Singers* would be separating from Hepworth Church during 2020. After the separation, the church would only receive

a weekly booking fee, as opposed to all the *Singers'* income, 25% of which came to the church, towards its operating costs and the remaining 75% was put into a designated fund with the intention of passing this to the *Singers* when they became independent.

The shortfall in the figure against the church's budget is due to the lack of any income from the church magazine, which hasn't been published since the start of the first lockdown, and the cancelling of the *Singers'* use of the church due to the pandemic. Finally, the troubled financial times saw *Gross Receipts from Investments*, the interest on the church's deposits, decrease by £92 (43%).

## Payments

*Mission Giving and Donations* remained at £1,030. In keeping with many other churches, Hepworth donates part of its Receipts to worthwhile causes. In 2020, the following donations were made: *Christian Aid* (£250); *The Bishop's Sudan Appeal* (£250); *Mind* (£200); *Café 100* (£150); *The Welcome Centre* (£150); and *The Royal British Legion* (£30).

As previously mentioned, in this challenging year, Hepworth Church maintained its payments in *Diocesan Parish Share Contribution* and sent £24,720 to the diocese.

Holding fewer church services and restrictions on movement in 2020 saw a reduction in some items of church expenditure. *Salaries, Wages & Honoraria* was down by £780 (58%); *Clergy & Staff Expenses* was down by £186 (19%) and *Mission & Evangelism* was down by £194 (72%). On the other hand, *Church Running Expenses* at £6,941 was £1,180 (20%) higher than last year, but £3,018 (30%) less than the church's budget. Much of this expenditure is routine. For instance, insurance accounts for 43% of this heading. However, there were some significant items of one-off expenditure in 2020 including: £903 returned to *Hepworth Community Singers* when they became independent; £798 for digital mapping of the graves in the churchyard; £276 for electronic payments equipment (covered by the grant mentioned above); £225 for a new strimmer and £120 for a professional Covid-19 Risk Assessment of the church.

Strangely, despite the church being closed for a significant part of the year, *Church Utility Bills* were £374 higher than last year (16%). However, both bills for the last quarter were estimated and so hopefully this should lead to a smaller bill when the meters are next read.

## Looking Ahead

In 2021, Hepworth Church will aim to complete the work that was planned to take place in 2020. The roof needs repairing to keep it watertight, a plain leaded window in the tower needs to be replaced and, due to an instruction from the diocese, the sofa in the vestibule needs to be changed. This has to be done at a time when the church's income is under considerable pressure. At the time of writing this report, we have no idea when we will be able to hold normal fundraising events and steps

will no doubt need to be taken to try to increase routine giving.

On behalf of the PCC, I would like to thank everyone who has contributed towards the running and upkeep of Hepworth Church throughout 2020. The church just can't function without those who donate their time, their expertise and their energy.

*Ian Woodward - Treasurer*

## Notes to the Accounts

1. For simplicity, the above figures have been rounded to the nearest whole number.
2. Following the rules of *The Charity Commission*, some transactions do not appear in the accounts. This is where money is collected by Hepworth Church on behalf of a third party and the money is passed directly to that third party, without it ever becoming the church's property. It is therefore neither a receipt for the church nor a payment. These transactions are called Agency Transactions because the church acts as an agent for someone else. In 2020, the following amounts were collected and passed on as Agency Transactions:

▪ Organists and vergers for wedding and funeral services	£	510.00
▪ Leeds Diocesan Board of Finance for wedding fees	£	422.00
▪ Officiant's expenses at funerals	£	52.20
▪ Just One Tree CIC	£	16.00
<b>Total</b>	£	<u>1,000.20</u>

At the year-end, there was £557 in the Agency Account. This shows on the *Statement of Funds, Fund Movements, Assets and Liabilities* as a *Current Liability*. £422 will be due to the diocese once one wedding has taken place and an invoice has been received for another. The remaining money is due to be paid to the organist and verger once a wedding has been held later in the year.

3. Some Church of England Accounts show Endowment Funds on the Receipts and Payments Accounts. These do not appear on the 2020 accounts for Hepworth Church because the church did not have any receipts or payments in 2020 against this heading.

## Reserves Policy

It is good practice for any church to have a Reserves Policy. This provides clear reasons why the PCC keeps some money in the bank at the end of each year. In 2017, the PCC adopted the following policy:

It is the policy of this church to hold in reserves in unrestricted funds, the equivalent of three months' general running costs, currently just under £10,000. It is also our policy to hold a further £30,000 in unrestricted funds to cover any likely repair / maintenance / improvement work, which may well exceed that which is identified at the next quinquennial inspection. The PCC will review this amount annually.

HOLY TRINITY CHURCH HEPWORTH

RECEIPTS & PAYMENTS ACCOUNT FOR YEAR ENDED 31st DECEMBER 2020

Receipts	2020			2019
	Unrestricted	Designated	Restricted	
Donations and Legacies				
Tax Efficient Planned Giving	16,731.00			17,742.20
Other Planned Giving	1,246.00			2,383.00
Collections at Services	208.00			1,859.11
All Other Giving & Voluntary Receipts	2,678.08		3,100.00	4,741.00
Gift Aid Recovered	5,851.80			5,373.78
Grants	0.00		350.00	0.00
<i>Total Donations and Legacies</i>	<u>26,714.88</u>	<u>0.00</u>	<u>3,450.00</u>	<u>32,099.09</u>
Receipts from Charitable activities				
Gross Receipts from Fundraising	1,814.40			12,962.11
<i>Total Receipts from Charitable Activities</i>	<u>1,814.40</u>	<u>0.00</u>	<u>0.00</u>	<u>12,962.11</u>
Investments				
Gross Receipts from Investments	122.62			215.45
<i>Total Investments</i>	<u>122.62</u>	<u>0.00</u>	<u>0.00</u>	<u>215.45</u>
Other Trading Activities				
Statutory Fees Retained by PCC	2,864.00			3,093.00
Gross Receipts from Trading	805.27	210.83		2,807.66
<i>Total Other Trading Activities</i>	<u>3,669.27</u>	<u>210.83</u>	<u>0.00</u>	<u>5,900.66</u>
Other Receipts				
Other	0.00			0.00
<i>Total Other Receipts</i>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Totals</i>	<u>32,321.17</u>	<u>210.83</u>	<u>3,450.00</u>	<u>51,177.31</u>
<b>Total Receipts and Endowments</b>			<u>35,982.00</u>	<u>51,177.31</u>
<b>Payments</b>				
Raising Funds				
Fund Raising Activities (Costs & Payments)	607.51			2,598.59
<i>Total Raising Funds</i>	<u>607.51</u>	<u>0.00</u>	<u>0.00</u>	<u>2,598.59</u>
Payments on Charitable Activities				
Mission Giving & Donations	1,030.00			1,030.00
Diocesan Parish Share Contribution	24,720.00			24,720.00
Salaries, Wages & Honoraria	570.00			1,350.00
Clergy & Staff Expenses	786.86			973.13
Mission and Evangelism	76.20			270.55
Church Running Expenses	5,164.48	935.94	840.78	5,760.58
Church Utility Bills	2,769.50			2,395.31
Cost of Trading	0.00			0.00
Major Repairs to Church Building	0.00			0.00
New Building Work	0.00			0.00
Other Outgoing Resources / Payments	0.00			0.00
<i>Total Payments on Charitable Activities</i>	<u>35,117.04</u>	<u>935.94</u>	<u>840.78</u>	<u>36,499.57</u>
<i>Totals</i>	<u>35,724.55</u>	<u>935.94</u>	<u>840.78</u>	<u>39,098.16</u>
<b>Total Payments</b>			<u>37,501.27</u>	<u>39,098.16</u>
<b>Surplus / Deficit</b>			<u>-1,519.27</u>	<u>12,079.15</u>

## HOLY TRINITY CHURCH HEPWORTH

### STATEMENT OF FUNDS, FUND MOVEMENTS, ASSETS AND LIABILITIES AS AT 31st DECEMBER 2020

	2020	2019
<b>Current Funds</b>		
General Fund	44,720.51	48,123.89
Churchyard Fund (Restricted)	398.40	363.18
Clock Fund (Restricted)	2,199.61	2,199.61
Electronic Receipts Fund (Restricted)	74.00	0.00
Fabric Fund (Restricted)	2,500.00	0.00
Organ Fund (Restricted)	301.02	301.02
Community Singers Fund (Designated)	0.00	725.11
	<u>50,193.54</u>	<u>51,712.81</u>
Represented by:		
<b>Current Assets</b>		
Cash On Hand	815.02	1,757.20
HSBC Bank	17,407.62	10,283.33
Yorkshire Bank	3,529.00	10,796.00
CCLA Deposit	28,998.90	28,876.28
	<u>50,750.54</u>	<u>51,712.81</u>
<b>Current Liabilities</b>	557.00	0.00
<b>Total Assets less Total Liabilities:</b>	<u>50,193.54</u>	<u>51,712.81</u>
Opening Balance - 1st January	51,712.81	39,633.66
Closing Balance - 31st December	50,750.54	51,712.81
<b>Current Liabilities</b>	557.00	0.00
<b>Surplus / Deficit for the Year</b>	<u>-1,519.27</u>	<u>12,079.15</u>

<b>Fund Movement by Type</b>	<b>Opening</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Transfers</b>	<b>Gains/Losses</b>	<b>Closing</b>
General Fund	48,123.89	32,321.17	35,724.55			44,720.51
Churchyard Fund (Restricted)	363.18	600.00	564.78			398.40
Clock Fund (Restricted)	2,199.61	0.00	0.00			2,199.61
Electronic Receipts Fund (Restricted)	0.00	350.00	276.00			74.00
Fabric Fund (Restricted)	0.00	2,500.00	0.00			2,500.00
Organ Fund (Restricted)	301.02	0.00	0.00			301.02
Hepworth Community Singers (Designated)	725.11	210.83	935.94			0.00
<b>Grand Total</b>	<u>51,712.81</u>	<u>35,982.00</u>	<u>37,501.27</u>	<u>0.00</u>	<u>0.00</u>	<u>50,193.54</u>

## **Independent Examiner's Report to the Members/Trustees of Holy Trinity Church, Hepworth Parochial Church Council.**

I report on the accounts for the year ended 31st December 2020.

### **Respective responsibilities of the Trustees and Independent Examiner.**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- State whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the 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 management committee 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 matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; or
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

Mrs M Biggins  
27 Uppergate  
Hepworth  
Holmfirth  
HD9 1TG

25<sup>th</sup> January 2021

**ANNUAL MEETING OF PARISHIONERS  
FOR THE ELECTION OF CHURCHWARDENS**

**10th March 2021**

**Agenda**

1. Welcome & Apologies (for both meetings)
2. Minutes of Previous Meeting – 3<sup>rd</sup> November 2020
3. Election of two Churchwardens for 2021-22

**ANNUAL PAROCHIAL CHURCH MEETING**

**10th March 2021**

**Agenda**

1. Minutes of Previous Meeting – 3<sup>rd</sup> November 2020
2. Presentation of Electoral Roll
3. Annual Report of Fabric, Goods, and Ornaments of the Church, Proceedings of the PCC and Church Organisations
4. Annual Report of Parish Finances and Presentation of Independently Examined Accounts for the year ended 31st December 2020
5. Motion to Receive and Adopt Accounts
6. Appointment of Independent Examiner
7. Election of PCC members
8. Any other business (please notify Keith before the meeting)

**Minutes of the Annual Meeting of Parishioners  
for the Election of Churchwardens  
3rd November 2020**

**On Zoom**

Present: Rev Keith Griffin (chair), Jenny Ashby, John Blunden, Sheena Blunden, John Bullimore, Chris Bullimore, Gail Dooley, Hilary Fletcher, Lorraine Pollitt, Richard Southam, Stella Southam, Gloria Styring, Anne Swain, Louise Vigor, Sam Wilson, Ian Woodward and Shanette Woodward.

1. Welcome and Apologies: Keith welcomed everyone to the meeting. Apologies were received from Jill Baxter. John Bullimore opened the meeting with prayer. Due to the Coronavirus pandemic, this meeting was postponed from April and held on Zoom.
2. Lorraine Pollitt proposed and John Bullimore seconded the proposal that the minutes of the previous meeting on 10 April 2019 be accepted. All were in favour.
3. Election of two Churchwardens for 2020-21. There were two nominations – Hilary Fletcher and Sam Wilson. Hilary has served more than a full term of office as churchwarden. In order that Hilary can serve a further year, it is necessary to revoke the Churchwarden Measure. John Bullimore proposed the motion to revoke and Sheena Blunden seconded the motion. All were in favour and Hilary and Sam were duly elected.

The meeting of Parishioners was then concluded.

**Minutes of the Annual Parochial Church Meeting  
3rd November 2020**

**On Zoom**

1. Those present and apologies were as for the Annual Meeting of Parishioners for the Election of Churchwardens. Hilary Fletcher proposed and John Blunden seconded the proposal that the minutes of the previous meeting on 10 April 2019 be accepted. All were in favour.
2. Presentation of the Electoral Roll: Louise Vigor reported that there were now 68 people on the Electoral Roll. Thanks were conveyed to Louise by Keith for the work put into this.
3. Annual Report of Fabric, Goods, and Ornaments of the Church, Proceedings of the PCC and Church Organisations: Keith reported that 2019 had been a positive year. Looking over the year, there had been a range of work. Going forward, how are we to develop the different gifts and worship activities? He thanked everyone for all the hard work put into the events and fundraising.
4. Annual Report of Parish Finances and Presentation of Independently Examined Accounts for the year ended 31<sup>st</sup> December 2019: The accounts and treasurer's report had previously been circulated. Ian reported a surplus balance of £12000 at the end of the year. This is being earmarked for the impending repairs to the roof, the repair of a window and a new sofa in the vestibule. By the end of 2021, with the pandemic of 2020, this surplus will

have gone. John Blunden asked why we had to have a new sofa – Ian said that this is what the Diocese requested and that our sofa was not fitting for a church vestibule. Lorraine questioned why we were not paying more Parish Share. Ian said that it had been agreed by PCC on his proposal. 2020 is certainly going to be a different story. Ian was thanked for all his hard work with the accounts. He keeps everyone clearly in the picture each month.

5. The motion to receive and adopt the accounts was proposed by Sam Wilson and seconded by Sheena Blunden. All were in favour.
6. Appointment of Independent Examiner: Mo Biggins was happy to continue and Ian reported that she had looked at the accounts very thoroughly. Mo Biggins was proposed by Gail Dooley and seconded by John Bullimore that she continue as Independent Examiner. All were in favour.
7. Election of PCC members: Lorraine was nominated and accepted on to the PCC. PCC members now are Rev Keith Griffin, Jenny Ashby, John Bullimore, Gail Dooley, Hilary Fletcher, Lorraine Pollitt, Richard Southam, Anne Swain, Sam Wilson and Ian Woodward. Thanks were given to Gloria for her time on PCC and for her hard work as Secretary.
8. Any other business: Keith reported that this year the church has to elect two members to serve on the Deanery Synod. This is going to be dealt with at the next PCC meeting.

In closing Keith asked the meeting about their reflections on the busy year of 2019 in relation to the very different twelve months of 2020 and how we're looking ahead to 2021. Times are challenging for us all. After reopening the church for services in September, no services are being allowed in the lockdown, although the Bishops are writing to the Prime Minister to see if this can be changed. Remembrance Sunday is going to be the last service and is to be outside.

Keith then asked us all to consider Christmas, suggesting a theme along the lines of 'Light in the Darkness'. He would like the church to be open for prayer and peace and to give the community some hope for the future. All would be socially distanced and safe. These ideas are just in the early stages yet, and Keith is testing the water with one or two of the usual exhibitors. Suggestions from the meeting included a candlelit service, an outdoor Carol Service, messages of Christmas wishes on the outside Christmas Tree and floodlighting the church building.

Keith then thanked everyone for attending and closed the meeting with a prayer and a poem.