

Holy Trinity Church, Melrose

Annual Report and Accounts
for the year ended
30 September 2023

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Introduction

Holy Trinity Church Melrose is an unincorporated association governed by a constitution dated 9 June 2021. The Church is a member congregation of the Diocese of Edinburgh under the pastoral oversight of the Bishop of Edinburgh and is subject to the Canon Law of the Scottish Episcopal Church.

Holy Trinity Church Melrose is established for the advancement of religion and to provide public benefit. It is registered as a Scottish charity: charity number SC000966.

In accordance with the terms of the Constitution and its requirements as a charity, an annual general meeting (AGM) of the constituent members of the congregation is held each year at which the Vestry, as its charitable trustees, submits an annual report and accounts for the preceding year.

The Vestry

Vestry duties and objectives

The management of the financial and temporal affairs of the Church is conducted by the Vestry, which met four times between October 2022 and September 2023. Additionally, Vestry met with the congregation in November 2022 for the 2021/22 AGM.

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.

In addition to the duties 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 the wider community, having particular regard to the current arrangements of the Protection of Vulnerable Groups (Scotland) Act 2007 and its recently updated amendments.

Through its representatives, the Vestry 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.

The Constitution outlines the membership of the Vestry and its election and appointment process, and the terms of office.

Composition of the Vestry, October 2022 to September 2023

Rector	Rev. Philip Blackledge
Rector's Warden (Rector appoints)	Robert Marshall (from Sept 2023)
People's Warden (elected annually)	John Williams
Treasurer	John Wood
Secretary	Jan Howarth
Fabric Convenor	Carl Hodgson
Pastoral Care Co-ordinator	Ed Creaney
Lay Representative (elected annually)	Mervyn Anthony (to Sept 2023)
Alternate Lay Representative	Malcolm McVittie
Borders Area Council Rep (elected annually)	Mervyn Anthony (to Sept 2023)
Members	Liz Williams
	Ian Skinner
	Pamela Gordon
	Marion Clayton
	Nancy Muir
	Malcolm McVittie
	Chris Anthony (to Sept 23)

PVG Annual Safeguarding Report 2023

Question	Response
Are the SEC Policies for Children and Vulnerable Adults displayed prominently in the Church?	Yes
Is the 'Childline & Silverline' Posters displayed in church and in other church premises?	Yes
Is the name and contact details of the PVG Coordinator displayed within the Church and Church buildings?	Yes, church and church hall
Does the PVG Coordinator have a copy of the Child Protection Training Booklet?	Yes
Do they have a copy of the Protecting Vulnerable Adults Booklet?	Yes
Are the contact details of the Diocesan Protection Officer and the Provincial Officer for the Protection of Children and Vulnerable Adults displayed within the Church?	Yes, Provincial Officer only
Does the Vestry have safeguarding on its agenda at each meeting?	Yes
Is an Annual Safeguarding Report presented to the Church AGM?	Yes
Has the Vestry identified a 'Regulated Work Employer'?	Yes, Philip Blackledge, Rector
Has the Vestry compiled a register of 'Regulated Work Positions' and 'Positions of Trust' within the Church?	Yes, Sunday School and Pastoral Group

Safe recruitment and Management of Volunteers/Staff

Who asks a person if they are willing to carry out regulated work or a position of trust within the Church on behalf of the Vestry?	Philip Blackledge, Rector
How is this publicised?	Personal invitation/church notices
Are job descriptions provided for the work required? How are they given eg verbally, in writing?	Yes JDs available for Sunday School helpers and pastoral care group which are both volunteer positions
Is the person interviewed, or the work discussed with the person before they take it on? Who does this?	Yes, volunteers informally assessed; work entailed discussed with Rector
Are references obtained for each person taking on regulated work or a position of trust, whether voluntary or paid?	References normally only taken up for paid positions
Is a PVG application made and the approval of the Provincial Officer received BEFORE anyone starts regulated work?	No. This is the case wherever possible; individuals awaiting PVG membership might occasionally work under supervision
Does each volunteer and any paid staff have an identified supervisor to whom they report? Please provide names.	Yes. Pastoral care reports to Rector; Sunday School to Sunday School Supervisor
Has each regulated work volunteer and paid staff been issued the appropriate pocket card of good practice?	Yes. Cards also on church/hall noticeboards
Please detail any training provided within your Church	Last formal training was in 2019. Any future safeguarding training sessions will be open to members of other congregations
Do you keep records of safeguarding training?	Yes
Have the Rector, Vestry Chair and Secretary been informed of the contents of this return?	Yes

Return completed by Marjorie Keys, PVG Co-ordinator, 30 October 2023

Diocesan Synod Report for 2023

Following the resignation of the Lay Representative, I shall report briefly on the two Diocesan Synod meetings which have taken place this year.

In brief the main news from Synod from this year was:

- 1) The establishment of a Diocesan Environment Group, whose purpose is to enable all churches to achieve the resolution to become net zero by 2030.
- 2) A desire to ensure that the SEC recognises the safeguarding training by SEC clergy, so that SEC clergy may be able to take services such as baptisms and weddings over the border.
- 3) A revision to the canon (the church rules) about the appointment of bishops.
- 4) A reviving of the training for clergy in post via the clergy conference and day conferences.
- 5) A project called “investing for the future” where diocesan money is spent in areas of special need or mission.

The two that have received the most attention are (1) and (5), ie the aim to be net zero by 2030, and the investment in mission in various areas of the diocese.

It was felt by many churches that laudable aims such as net zero do not take into account the cost of achieving it – which is all but impossible in many churches with Victorian rectories. The new diocesan group is aiming to enable more useful tools such as a carbon calculator, and better and more accessible advice concerning such matters as grant funding, cheap insulation and heating “hacks” etc. However, there remains concern among both small and large churches alike that given the current financial situation net zero is a hope rather than a realistic goal.

“Investing for the future” is a desire to release some diocesan funds which have built up over the years in order to provide mission in much needed areas of the diocese. The Borders is in receipt of some of these funds, which has enabled appointments of ministry provision in Hawick, Jedburgh, Gala and Selkirk to be made. Additional investment has gone into Stenhouse, where there is now a full-time curate, and perhaps the most significant report of the Synod was the effect of the Franciscan community moving back into Pilton after many decades of absence there. A very moving report from the lay rep of St David’s Pilton has shown a revived confidence in the church, a feeling of holiness in the space which is being prayed in several times a day, and a new sense of hope for the future.

Pip Blackledge
Rector

Financial Review

Financial Position at 30 September 2023

The church's income continues to derive predominantly from congregational giving (receipts 2022-23 £77,357, 2021-22 £69,005). This was also enhanced for the second year by the online Just Giving system (£2162) and an additional source of income was the renting out of the rectory to a second tenant from May at a rent of £800 per month. The church continues to undertake fund raising for general church purposes (2022-23 £2058, 2021-22 £952). The major item of expenditure remains that of paying stipend and pension for a full-time stipendiary priest (2022-23 £39,347, 2021-22 £36,376). As predicted other major items of expenditure were church maintenance in the wake of the quinquennial (2022-23 £19,959, 2021-22 £17,892) and energy costs (2022-23 £16,591, 2021-22 £11,081). This has resulted in a considerable albeit budgeted deficit of -£18,913 as opposed to last year's -£4,842. To tackle this financial situation a stewardship campaign has been planned for the first quarter of 2024.

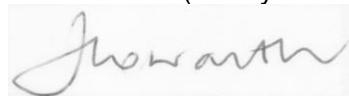
Reserves

According to our reserves policy at least six months running costs based on average expenditure over the past five years has to be held in reserve to guard against any unexpected shortfalls or cost of living increases. This year that amounts to £42,543. Given total net assets of £76,439 this allows for a total spend of £33,896. As this is clearly inadequate to cover basic costs the fund-raising effort mentioned above and grant money for building maintenance projects will be essential.

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.

In conclusion, Vestry wishes to thank the various individuals and the 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)



Holy Trinity Church, Melrose

Receipts and Payments Account

For the year ended 30th September 2023

RECEIPTS (see attached schedule)	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2023</i>	<i>Total 2022</i>
Donations and grants				
Congregational Giving	50,235.80		50,235.80	50,855.78
Gift aid on congregational giving/donations	12,735.60		12,735.60	11,309.25
Donations & Legacies	15,429.24	0.00	15,429.24	9,996.03
Grants & Trusts	2,429.44		2,429.44	3,326.00
	<u>80,830.08</u>	<u>0.00</u>	<u>80,830.08</u>	<u>75,487.06</u>
Charitable Activities for Generating Funds				
Use of Church and grounds	11,168.74		11,168.74	3,565.25
Concerts	0.00	0.00	0.00	0.00
Fayres, coffee mornings etc.	707.85		707.85	951.73
Sundry			0.00	0.00
	<u>11,876.59</u>	<u>0.00</u>	<u>11,876.59</u>	<u>4,516.98</u>
Investment Income				
Investment Income	786.84		786.84	1,298.76
Interest	316.67	105.55	422.22	39.95
	<u>1,103.51</u>	<u>105.55</u>	<u>1,209.06</u>	<u>1,338.71</u>
Other income				
Miscellaneous	0.00	0.00	0.00	0.00
Other Incoming Resources				
			0.00	0.00
			0.00	0.00
	<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
	<u>93,810.18</u>	<u>105.55</u>	<u>93,915.73</u>	<u>81,342.75</u>
PAYMENTS (see attached schedule)				
Charitable Activities				
Clergy and Ministry Costs	44,742.01		44,742.01	40,693.65
Worship Costs	7,730.94		7,730.94	6,869.78
Fabric Costs	51,661.66	0.00	51,661.66	29,741.85
Quota (diocesan dues)	7,400.20		7,400.20	7,204.70
Donations to other charities	1,294.00		1,294.00	1,675.00
	<u>112,828.81</u>	<u>0.00</u>	<u>112,828.81</u>	<u>86,184.98</u>
Difference Between Receipts and Payments	-19,018.64	105.55	-18,913.08	-4,842.23
Opening Fund Balances	40,430.55	6,709.64	47,140.19	47,140.19
Transfers between Unrestricted and Restricted	0.00	0.00		
Fund Balances carried forward	<u>21,411.92</u>	<u>6,815.19</u>	<u>28,227.11</u>	<u>42,297.96</u>

Holy Trinity Church, Melrose

Receipts for the year ended 30th September 2023

	2023		2022	
Receipts	£	£	£	£
Congregational Giving				
Regular giving	41420.00		44178.00	
Tax Reclaimed	12735.60		11309.25	
Free Will Offering (FWO)	3199.25		1353.00	
Ordinary Collections	5616.55		5324.78	
Donations	15429.24		9996.03	
		78400.64		72161.06
 Grants Investments & Trusts				
Diocesan Grants	0.00		0.00	
Investment Income	786.84		1298.76	
Trusts	2429.44		3326.00	
Interest	422.22		39.95	
		3638.50		4664.71
 Fund Raising Activities				
Fayres	707.85		951.73	
Concerts	0.00		0.00	
Other				
		707.85		951.73
 Sundry Income				
Use of Church	11168.74		3565.25	
Church Yard	0.00		0.00	
Miscellaneous	0.00		0.00	
		11168.74		3565.25
		<u>93915.73</u>		<u>81342.75</u>

Holy Trinity Church, Melrose

Payments for the year ended 30th September 2023

	<i>Note</i>	2023		2022	
		£	£	£	£
Stipend (Including National Insurance)		31382.54		28290.45	
Pension Contributions		7964.70		8085.50	
			39347.24		36375.95
Council Tax		4193.46		2753.82	
Travel		0.00		0.00	
Telephone					
Office Costs		601.31		723.01	
Conferences & Travel		600.00		840.87	
			5394.77		4317.70
Quota		7400.20	7400.20	7204.70	7204.70
Premises costs					
- Heat & Light		16591.68		6291.92	
- Insurance		5137.58		4789.40	
- Premises					
			21729.26		11081.32
Repairs and Maintenance					
Church and churchyard		14661.10		14625.77	
Church Hall		0.00		3267.16	
Rectory		5298.55		0.00	
Sundry					
			19959.65		17892.93
Sundry Expenses					
Altar		447.63		1224.30	
Church Yard / Grounds		9972.75		767.60	
Youth support		0.00		0.00	
Music & Choir		6247.67		4904.58	
Locum Fees		0.00		0.00	
Pilgrimages and labyrinth					
Communications		586.26		460.08	
Service sheets					
Miscellaneous		449.38		280.82	
			17703.69		7637.38
Charitable Donations		1294.00	1294.00	1675.00	1675.00
			<u>112828.81</u>		<u>86184.98</u>

Holy Trinity Church, Melrose
Statement of Balances at 30th September 2023

	Unrestricted	Restricted	Total	Total
	2023	2023	2023	2022
	£	£	£	£
Bank balances at start of year	40430.55	6709.64	47140.19	51982.42
Difference Between Receipts and Payments	-19018.64	105.55	-18913.08	-4842.23
Transfer between Unrestricted and Restricted	0.00	0.00	0.00	0.00
Bank balances at year end	<u>21411.92</u>	<u>6815.19</u>	<u>28227.11</u>	<u>47140.19</u>
Unit Trust Pool Investments (cost £20,097)	<u>50191.29</u>		<u>50191.29</u>	<u>47599.27</u>
Value at the End of September 2022				
Assets				
Gift aid				
Due by Trinity Centre to Church	0.00			
Sundry				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Liabilities				
Accrued charges and provisions				
Due to Church by Trinity Centre		0.00		
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Movement in Restricted Funds	Fabric	Trinity	Total
	Fund	Centre	
Opening balances	4723.40	1986.23	6709.63
Receipts	105.55	0.00	105.55
Transfer		0.00	0.00
Payments	0.00	0.00	0.00
Balances at 30th September 2022	<u>4828.96</u>	<u>1986.23</u>	<u>6815.19</u>

Signed on behalf of the Vestry



John Wood (Hon. Treasurer)

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 30 September 2023, which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of 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 in 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: 26 October 2023