

Holy Trinity Church, Melrose

Annual Report and Accounts
for the year ended
30 September 2021

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Report of the Vestry (Trustees) for year ended 30 September 2021

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

Objectives

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

Structure, governance and management

Holy Trinity Church Melrose is an unincorporated association governed by a Constitution dated 4 November 1845 and last amended in 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.

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 from amongst their number:

- a) up to six ordinary members of the Vestry, of whom three shall retire annually and not be eligible for re-election.
- b) i. Lay Representative; ii Alternate Lay Representative
- c) Area Council Member
- d) People's Warden
- e) A Treasurer, a Secretary, a Fabric Convenor and a Pastoral Care Co-ordinator (elected if the completion of their three-year term of office requires so requires)

The Rector's Warden is appointed annually by the Rector.

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 the current members are shown below.

Composition of the Vestry, December 2020 to November 2021

		Elected	Length of term
Rector	Rev. Philip Blackledge	-	-
Rector's Warden	Giles Cuthbert	Rector appoints	1 year
People's Warden*	John Williams	AGM 2020	3 years
Treasurer	John Wood	AGM 2020	3 years
Secretary	Jan Howarth	AGM 2019	3 years
Fabric Convenor	Vaughan Walker	AGM 2017	resigned
Pastoral Care Co-ordinator	Ed Creaney	AGM 2019	3 years
Lay Representative*	Mervyn Anthony	AGM 2020	3 years
Alternate Lay Representative*	Vacant		
Borders Area Council Representative*	Mervyn Anthony	AGM 2020	3 years
Members (10; 6 from 9 June 2021)	Liz Williams, Lay Reader	AGM 2019	3 years
	Ian Skinner	AGM 2020	3 years
	Pamela Gordon	AGM 2020	6 months
	Caroline Green	AGM 2020	6 months
	Margaret Jackson	AGM 2020	6 months
(*roles elected annually)	Mary Cuthbert	AGM 2020	6 months

With the changes brought about by covid and its regulations, along with terms of service ending, a number of people also served briefly at the end of 2020: thanks to Carey Coombs, Tricia Hodgson and Miranda Smyly.

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.

Vestry duties and objectives

The management of the financial and temporal affairs of the Church is conducted by the Vestry, which has met nine times this year between November 2020 and September 2021. Additionally, Vestry met with the congregation in January 2020 for the AGM, and in April and May as part of the process to discuss and agree a new Constitution for the Church.

The Vestry met via Zoom during lockdown and continues to do so at present. To assist the Vestry during lockdown, a number of members of the congregation kindly agreed to serve for six months to ensure quoracy. They are thanked for their invaluable support during this time.

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 - especially with regard to covid regulations, 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.

Activities and achievements in 2020-21

This year, as last, has seen considerable curtailment of services and the activities of the various church groups due to Covid and its legislative requirements.

Church 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, his wife, the organist and choir – 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 continues to be greatly appreciated and is seen by former church members who have moved away, along with new viewers who have not previously attended Holy Trinity Church. The Church was opened for private prayer, and Wednesday Holy Communion service held in Church for limited numbers. All contact has been strictly managed and in line with lockdown health and safety requirements.

Group and Committee reports

PVG Annual Safeguarding Report 2021

Question	Response
Are the SEC Policies for Children and Vulnerable Adults displayed prominently in the Church?	Yes
Is the 'Childline & Silverline' Posters displayed in the and 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 Sschool 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. Planned future safeguarding training sessions would be open to members of other congregations but none held since start of pandemic
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 November 2020

Holy Trinity Melrose SC000966

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Lay Representative report

Greetings to everyone both present in church and online and I will try to ensure that this report is short factual and hopefully informative.

Firstly, I have not been able to meet with many of you due to the Covid situation but hopefully that will change with time and if re-appointed as Lay Representative I will be happy to listen to anyone's concerns that they wish to be fed to the Diocese as that is part of my role.

So, what happened at Diocesan Synod this past year?

Having just been appointed in the early part of the year I was only able to listen in to the proceedings for the March meeting and a major part of the Bishop's Address focussed on the way the church had dealt with the Covid-19 Pandemic and he was extremely grateful for the way clergy and congregations had responded and coped. Mention was also made of the churches need to ensure that "Safeguarding" was maintaining a high priority and that each congregation should have a fully trained "Safeguarding Officer".

The October meeting of Synod was mainly about finances for the Diocese. It was good to see that the Diocese had provided funds to help vestries, congregations and indeed clergy to survive in this difficult time and whilst that had impacted on the overall funding for the diocese they were not yet in dire straits. Indeed, funds are available from the Diocese to help vestries meet the costs of continuing operating. Holy Trinity has applied to the fund for assistance towards our new live streaming camera which has been very successful in reaching out to many, not only locally but worldwide.

Bishop John in part of his address to Synod stated:

"I know that many of us are weary. Deeply fatigued. Unable, as yet, to discern our destination. It's not so much the long hours of work but the living with uncertainty, the dealing with constant change, the need to navigate in unexplored waters, surrounded by people whose own fears and insecurities either reinforce ours or are, in some perverse way, blamed on us. I hear this, I see this, I experience this for myself and, therefore, I repeat my thanks to our clergy, our vestries and all our people for their resolve. This remains a time for patience and kindness, a time to weather the storm, to see where the wind takes us; it is not yet a time to throw our cargo overboard."

Whilst it may not be part of Synod, so perhaps outwith, the terms of this report I feel I must mention the fact that Bishop John took the opportunity to say during his visit to Holy Trinity recently that he was delighted with the way we had responded during the pandemic and that the choir and the services, both recorded and online, had enabled many people to feel supported.

Thank you and it is now time to wake up again!

Hopefully see you all soon.

Mervyn Anthony

Financial Review

Financial position at 30 September 2021

The Church's income continues to derive predominantly from congregational giving (receipts 2020-21 £67036, 2019-20 £66,001). It continues albeit restricted by Covid to undertake fundraising for general church purposes (2020-21 £987, 2019-20 £1,878). The major item of expenditure remains that of paying for a full-time stipendiary priest (2020-21 £36033, 2019-20 £35563). The Church showed a deficit of -£2097 in 2019-20 on a receipts and payments basis. For 2020-21 the accounts show a small surplus of £1,242.13 remarkable considering the covid situation. With an increased emphasis on stewardship added to the level of reserves currently held the Vestry hopes the Church can continue 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 Sept 2021 the Church held £110,429 in reserves. The Trustees consider it prudent to hold more than this for the delayed but still expected replacement of the Church heating system which will be costly and subject to an appeal. When the covid situation is further resolved the Trustees intend to return to this issue.

At the year end the Church held unrestricted funds of £103,301. A proportion of this will contribute to the costs of the new heating system.

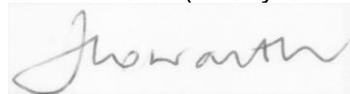
The Church relies on the contributions of many unpaid volunteers to meet certain pastoral, community and stewardship needs. The Vestry particularly thanks those individuals who have organised fund raising events this year.

Conclusion and 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 fundraising 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)



Holy Trinity Church, Melrose
Receipts and Payments Account
For the year ended 30th September 2021

RECEIPTS (see attached schedule)	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total 2021</i>	<i>Total 2020</i>
Donations and grants				
Congregational Giving	44,604		44,604	44,403
Gift aid on congregational giving/donations	11,265		11,265	12,224
Donations & Legacies	10,375	792	11,167	9,374
Grants & Trusts	250		250	1,584
	<u>66,494</u>	<u>792</u>	<u>67,286</u>	<u>67,585</u>
Charitable Activities for Generating Funds				
Use of Church and grounds	925		925	100
Concerts	0		0	294
Fayres, coffee mornings etc.	987		987	1,878
Sundry			0	0
	<u>1,912</u>	<u>0</u>	<u>1,912</u>	<u>2,272</u>
Investment Income				
Investment Income	1,166		1,166	1,052
Interest	101	51	151	361
	<u>1,267</u>	<u>51</u>	<u>1,317</u>	<u>1,414</u>
Other income				
Miscellaneous	2,004	0	2,004	87
Other Incoming Resources				
			0	0
			0	0
	<u>0</u>		<u>0</u>	<u>0</u>
	<u>71,677</u>	<u>843</u>	<u>72,519</u>	<u>71,357</u>
PAYMENTS (see attached schedule)				
Charitable Activities				
Clergy and Ministry Costs	39,725		39,725	39,532
Worship Costs	9,559		9,559	4,992
Fabric Costs	9,245	7,509	16,754	18,719
Quota (diocesan dues)	7,396		7,396	7,576
Donations to other charities	700		700	2,637
	<u>66,625</u>	<u>7,509</u>	<u>74,134</u>	<u>73,455</u>
Difference Between Receipts and Payments	5,052	-6,666	-1,614	-2,097
Opening Fund Balances	28,983	24,614	53,597	55,694
Transfers between Unrestricted and Restricted	10,821	-10,821		
Fund Balances carried forward	<u>44,855</u>	<u>7,128</u>	<u>51,982</u>	<u>53,597</u>

Holy Trinity Church, Melrose
Receipts for the year ended 30th September 2021

	2021		2020	
Receipts	£	£	£	£
Congregational Giving				
Regular giving	42262		36789	
Tax Reclaimed	11265		12224	
Free Will Offering (FWO)	1552		3920	
Ordinary Collections	790		3695	
Donations	11167		9374	
		67036		66001
Grants Investments & Trusts				
Diocesan Grants	0		234	
Investment Income	1166		1052	
Trusts	250		1350	
Interest	151		361	
		1567		2998
Fund Raising Activities				
Fayres	987		1878	
Concerts	0		294	
Other				
		987		2172
Sundry Income				
Use of Church	925		100	
Church Yard	1034		0	
Miscellaneous	970		87	
		2929		187
		<u>72519</u>		<u>71357</u>

Holy Trinity Church, Melrose
Payments for the year ended 30th September 2021

	<i>Note</i>	2021		2020	
		£	£	£	£
Stipend (Including National Insurance)		27339		26912	
Pension Contributions		8694		8651	
			36033		35563
Council Tax		2693		2649	
Travel		0		234	
Telephone					
Office Costs		639		1085	
Conferences & Travel		360		0	
			3692		3968
Quota		7396	7396	7576	7576
Premises costs					
- Heat & Light		3551		6647	
- Insurance		4504		4579	
- Premises				0	
			8055		11226
Repairs and Maintenance					
Church and churchyard		4928		4492	
Church Hall		3666		2808	
Rectory		0		108	
Sundry					
			8594		7408
Sundry Expenses					
Altar		48		394	
Church Yard / Grounds		105		85	
Youth support		81		8	
Music & Choir		4886		4480	
Locum Fees		0		0	
Pilgrimages and labyrinth					
Communications		3450			
Service sheets					
Miscellaneous		1094		110	
			9664		5077
Charitable Donations		700	700	2637	2637
			74134		78831

Holy Trinity Church, Melrose
Statement of Balances at 30th September 2021

	Unrestricted	Restricted	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Bank balances at start of year	28983	24614	53597	55694
Difference Between Receipts and Payments	5052	-6666	-1614	-2097
Transfer between Unrestricted and Restricted	10821	-10821	0	0
Bank balances at year end	<u>44855</u>	<u>7128</u>	<u>51982</u>	<u>53597</u>
Unit Trust Pool Investments (cost £20,097)	<u>58447</u>		<u>58447</u>	<u>50392</u>
Value at the End of September 2021				
Assets				
Gift aid				
Due by Trinity Centre to Church	0			11276
Sundry	<u>0</u>	<u>0</u>	<u>0</u>	<u>11276</u>
Liabilities				
Accrued charges and provisions				
Due to Church by Trinity Centre	<u>0</u>	0	<u>0</u>	11276
	<u>0</u>	<u>0</u>	<u>0</u>	<u>11276</u>

Movement in Restricted Funds	Fabric	Trinity	Total
	Fund	Centre	
Opening balances	9509	15105	24614
Receipts	34	809	843
Transfer		-10821	-10821
Payments	3843	3666	7509
Balances at 30th September 2021	<u>5700</u>	<u>1428</u>	<u>7128</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 2021, which are set out on pages 5 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: 8 November 2021