

**THE SCOTTISH EPISCOPAL CHURCH
DIOCESE OF GLASGOW AND GALLOWAY**

**HOLY TRINITY EPISCOPAL CHURCH
MOTHERWELL**

**ANNUAL ACCOUNTS AND REPORTS
FOR THE YEAR 1st OCTOBER 2017 – 30th SEPTEMBER 2018
Scottish Charity Registration SC023273**

**WITH AGENDA FOR THE ANNUAL MEETING
2nd DECEMBER 2018**

THE ANNUAL MEETING
Holy Trinity Episcopal Church, Motherwell
Charity Registered in Scotland SC023273
Sunday 2nd December 2018
After Divine Service.

AGENDA

1. Welcome – The Convenor
2. Apologies for Absence. Note of attendance.
3. Minutes of the Annual Meeting 17th.December 2017 (attached)
4. Elections
 - (a) to elect a Vestry member from amongst the Constituent Members.
 - (b) the election of Lay Representative and Alternate Lay Representative
 - (c) the election of a People's Warden from the Constituent Members
5. To appoint an Independent Examiner
6. To receive the Accounts (attached)
7. To receive the Report of the Vestry (attached)
 - (a) and the report of the Lay Representative;
8. To deal with any other competent business.
9. Close. The Grace.

**Holy Trinity Church, Motherwell in the United Diocese of Glasgow and Galloway of the
Scottish Episcopal Church
(Scottish Charity Number: SC023273)**

Minutes of the Annual General Meeting held on 17th December 2017 at 11:30 hrs

Present: The Very Rev. Ian Barcroft (Chair)

Ernie Holloway

Hazel O'Hara (Secretary)

Olga Harding

Terry Lynch

Robert Sanders

Betty Sargent

Grace Craig

Margaret Craig

Chrissie Wilson

Phyllis Hands

Eddie Cowan

Ken Kennedy (Treasurer)

Jim O'Hara

John Wolseley

May Sanders

Charlie Sargent

Anne Johnston

Danny Craig

Janet Wolseley

Margaret Lynch

Iris Holloway

Lesley Gilgunn

Apologies:

The meeting started with a prayer.

Minutes: These were proposed by Ernie and seconded by Jim O'Hara

Elections: Election of Vestry Members. Hazel has stepped down as Vestry Secretary. Her position is to be filled at the next Vestry meeting. The position of Lay Representative now needs to be filled. Jim has also stepped down, which leaves the positions of Property Convenor and Hall Convenor to be filled. Danny will be the Property Convenor. Robert has indicated that he is willing to continue as People's Warden. Chrissie Wilson was welcomed to the Vestry. Grace will be the new Secretary and Charlie will be the Alternate Lay Representative. The Regional Council Representative will be Grace? There will be a review at the next Vestry meeting.

Accounts: Ken presented the Accounts. There were no questions.

Auditor: Jean Black has agreed to continue in this post. A donation to her of £150 was agreed. The Accounts were proposed by Betty and seconded by Danny.

PVG Report: Phyllis had nothing to report this year in her capacity as PVG representative.

Institution: The new Rector, Richard Kilgour, will be instituted on Wednesday 7 February 2018.

Convenor: The Very Reverend Ian Barcroft

Secretary: Hazel O'Hara

The Vestry of Holy Trinity met on several occasions in the year October 2017-September 2018 to discharge their duties together with regard to the temporal affairs, general management and control of the charge. The Vestry committee included elected members, and ex officio members. The officers appointed by the Vestry included the Treasurer Mr Ken Kennedy and Secretary Mrs Grace Craig who succeeded Mrs Hazel O'Hara after the Annual Meeting 2017. The convenor is the Rector.

Two serving members of the Vestry have died in the last year. Mrs Anne Johnstone who had served for many years on the Vestry and also as Secretary. Also Mr Robert Sanders People's Warden who had provided a great deal of support and service across all areas of congregational life and activities.

The period of the vacancy was maintained by extra input from volunteers in the congregation, diocesan deputising support from the Dean with other input from clergy and lay readers for leading acts of public worship and provision of pastoral care. The process of appointment of a Rector for the linked Charges of Holy Trinity Motherwell and St. Andrew's Wishaw culminated in presentation to the Bishop of a suitable candidate and the appointment of the Reverend Richard Kilgour MA BD by Bishop Gregor with the Institution held at Holy Trinity on Weds 7th February 2018.

The objects of the charity for the advancement of religion are met by the continued provision of acts of public worship at Holy Trinity on Wednesdays and Sundays, and pastoral offices with sacramental ministry to those at home, in hospital or in care. Our primary congregational activities are organised around the gathering for liturgical worship in word and sacrament. Hospitality and generosity are core values expressed in the broadest sense in all our activities in offering a welcome and being accessible to all. The leading of worship and sharing in aspects of the liturgy are well ordered and supported by able volunteers. The music and choir with leadership from the organist Mrs Betty Sargent provide for good sung services enhancing congregational life. The Church and Church Hall were used by community groups during the year. Retired priest Fr. Andrew Duff has joined us during the year in support of our services. Joint services between the linked charges have been well supported. Activities under the control of the Vestry involved fund raising, matters regarding the property and buildings of the charge, finances, mission, Protection of Vulnerable Groups and stewardship. In 2018 the Vestry have been updated on the new regulatory requirements for coming into force of General Data Protection Regulations GDPR.

Finances The Vestry receive regular updates at their meetings from the Treasurer Mr Ken Kennedy on the cash flow situation for managing income and expenditure and investments. In this way the Vestry monitor the use of funds and make decisions about the best value for money and application of resources. Voluntary offerings and planned giving are made by members of the congregation to contribute to the church funds. The Treasurer has prepared full year accounts which have been approved by the Independent Examiner and adopted by the Vestry and will be presented at the Annual meeting.

Fund Raising. The fund raising group appointed by the Vestry included Grace Craig, Chrissy Wilson and Terry Lynch. With a lot of enthusiastic volunteer assistance they planned and delivered several well supported activities and social events to provide for voluntary contributions to the appeal for funds to deliver the 'Community Access Project'. A Thanksgiving band concert with the local Salvation Army band brought the appeal to an end in October. Fund raising activities were also organised for the Bishop's Lent Appeal 2018, and the Mission to Seafarers. Grant funding was also secured along with combined successful public appeal, private donations and fund raising events to raise in the region of £50,000 by the end of the year to fund the access works. Regular 50/50 Club donations are received throughout the year and in 2018 were allocated to the access fund.

Property and Buildings During the year the works to extensively refurbish the Rectory facilities were completed for the arrival of the Rector. This was funded by the Vestry and overseen by the property Convener Mr Danny Craig. During the Vestry progressed the design, planning, approval and consents for the access facilities to the church and church halls. The Vestry made successful Canon 35 applications for approvals to the church authorities for these changes which included ramp access, and internal lifts and disabled toilet facilities. Work was planned to commence in October 2018 and is expected to complete in the new year of 2019.

Mission and Growth Involvement in the community is expressed in practical ways in which our religious faith and practice are lived out in service to others. Collaboration and partnerships have been developed particularly in responding to the priorities for action and outreach and growth; as identified in the Diocesan Mission Action Planning process (MAP). During the year the small group involved in the MAP process met with Ian Milne the diocesan Facilitator allocated to us. Being a presence in the community, being good neighbours and seeking positive partnerships for improving life in community are part of our mission. We have increased our public profile, extended welcome to local people and developed activities to include others. Publicity and information are promoted on notice boards, the new weekly service sheet and notices, and with web and media channels. We continue to build on regular reporting to the local press.

Mothers' Union Within the congregation we recognise the collaboration with the Mothers' Union as a group that has been re-launched in 2018 after a period of abeyance. From the start the endeavour has been inclusive of both congregations in the linked charges. Katharine Kilgour was commissioned as Branch Leader in 2018. **All support and involvement by the congregation as a whole for the programme of work of the Mothers' Union is fully aligned with our priority to increase involvement with the wider church and the life of the community.** The group has increased in numbers, and enrolment of new members from both congregations at Holy Trinity and St. Andrew's have taken place. In this way the Mothers Union has taken the initiative also to lead proactively on engaging with services of North Lanarkshire Council, Voluntary Action North Lanarkshire, the Community Sports Hub at Dalziel High School, Friends of the Duchess of Hamilton Park, St. Andrew's First Aid, the Joe Wilson Table Tennis Club, and Alzheimer's Scotland. The ongoing programme of activities is both inclusive and informative. In 2018 a successful community activity for an all age 5K and 1K run, walk jog attracted involvement from across the area.

Digital Mission In 2018 the Diocese appointed an officer to support and promote the use of digital media to promote mission in the Church. With this support the congregation was able to adopt the diocesan website template and provide an up to date and comprehensive website for news, information about church life and activities. The Facebook profile of the congregation was established and has gained regular following as a tool for mission.

Community Audit During July 2018 a comprehensive community survey was organised to canvas 234 homes in the immediate area of the church. The exercise built upon original audit work with the MAP process going back to 2013. This provided data for assessing the needs of the community and informing our plans for future activity and use of the facilities when the access work is completed. We have shared our findings widely with a community meeting, local councillors, the regional group of Episcopal Churches and the results are posted on the church website. The Vestry has also become a member of the Voluntary Action North Lanarkshire network providing access to services and support to charity groups.

Ecumenism The local churches provide opportunities for involvement on an ecumenical basis. We have been involved directly with activities at Dalziel St. Andrew's, The Salvation Army Citadel, and St. Mary's Avon Street. This involves time for mutual support and discussion for clergy in the 'ministers' group' that meets monthly in the town. The long established Pilgrim group that meets for prayer and study involves members from Holy Trinity. These provide a healthy basis on which to continue to build shared Christian life and practice together in the area.

Other activities over the last year have included establishing a Knit and Natter Group. The initiative has already provided regular social activity and has sought to meet needs of charitable organisations seeking knitted items for their work.

In summary the Vestry undertakes important responsibilities for aspects of the life and mission of the church and the Episcopal cause in this locality. The work provides a sound basis on which to plan for the future and continue to extend the work of the Kingdom.

Rev. Richard E. Kilgour. MA BD. Convenor of the Vestry.

CHARITY REFERENCE NUMBER — SC 023273

HOLY TRINITY SCOTTISH EPISCOPAL CHURCH. MOTHERWELL

ACCOUNTS FOR THE YEAR ENDED 30TH SEPTEMBER 2018

HOLY TRINITY SCOTTISH EPISCOPAL CHURCH**CHARITY REFERENCE NUMBER SC023273****CHARITY TRUSTEES — Members of the Vestry**

Rev. Richard E Kilgour – Rector ex officio	Convener
Mr K Kennedy – ex officio	Treasurer
Mrs Grace Craig – ex officio	Secretary
VACANCY AT ANNUAL MEETING 2018	People's Warden
Mrs O Harding – ex officio	Lay Representative
VACANCY AT ANNUAL MEETING 2018	Vestry Member
Mr C Sargent	Vestry Member – Alternate Lay Representative
Mrs Betty Sargent	Vestry Member
Mr E Holloway	Vestry Member
Mr E Lynch	Vestry Member
Mr J Wolesley	Vestry Member
Mrs M Sanders	Vestry Member
Mrs C. Wilson	Vestry Member
Mr Daniel Craig – Property Convenor	Vestry Member

INDEPENDENT EXAMINER

Ms Jean Black
11 Springhall Court
Rutherglen
Glasgow G73 SNN

BANKERS

1. Bank of Scotland
32 Brandon Parade South
Motherwell ML1 1UW

2. North Lanarkshire Municipal Bank
Merry Street
Motherwell

CHURCH ADDRESS

Crawford Street
Motherwell ML1 3AD

PRINCIPAL OFFICE

HOLY TRINITY SCOTTISH EPISCOPAL CHURCH

REPORT OF THE VESTRY

YEAR ENDED 30 SEPTEMBER 2018

The members of the Vestry present their annual report together with the financial statements for the year ended 30th September 2018 at the General Meeting held on 2nd December 2018.

Structure and governance

In terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities (Scotland) Regulations 2006, the Vestry reports to the congregation as follows:

1. Holy Trinity Episcopal Church, Motherwell is a registered Scottish Charity (SC023273)
2. It is a member of the Diocese of Glasgow and Galloway of the Scottish Episcopal Church and is in full communion with the Anglican Church
3. The superior authority is the Bishop of Glasgow and Galloway
4. All of its affairs are governed by the Vestry

Appointment of Vestry Members

Vestry Members are elected or appointed by Annual General Meeting established by constitution and under the Canon Law of the Scottish Episcopal Church. There is no formal induction programme but ongoing guidance is given to ensure that Vestry members are familiar with the Church's values, aims and responsibilities as the designated trustees of a charity.

Administrative Structure

It is the duty of the Vestry to manage the temporal affairs of the congregation with responsibility to keep the fabric and property of the church and other buildings in good working order and to look after the finances of the church.

Statement of Risk

The Vestry keeps under review the major risks to which the Church is exposed and has established procedures to mitigate any risks identified.

Charitable Objectives and Activities

The Church's principal activities include public worship in sacrament and prayer, Christian education, charitable work and fund raising for local, national and international needs, social meetings of diverse groups.

Volunteers

The Vestry is grateful for the time freely given by a large number of volunteers, without whom many of the activities would be unable to operate.

Achievements and performance

The Church continues to make limited facilities available for us and provide worship for the whole community

Reserves

The Vestry has adopted a policy of trying to maintain a level of unrestricted reserves such that, in the event of a significant drop in income, the church would be able to maintain its current level of activities for a reasonable period until replacement funding is obtained.

Statement of the Vestry Member's Responsibilities

The members of the Vestry must prepare financial statements, which give sufficient detail to enable an appreciation of the transactions of the Church during the financial year. The members of the Vestry are responsible for keeping proper accounting records, which, on request, must reflect the current financial position of the Church at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Church and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDING 30 SEPTEMBER 2018

5

Payments		£	£
Payments for charitable activities			
Stipend	4	13,694.14	0.00
Deputising Fees		485.50	1,279.00
Travel Expenses		823.95	532.80
PAYE/NICs		2,732.63	415.80
Pension Fund contributions		5,377.89	0.00
Council Tax	5	1,794.93	0.00
Telephone/Postage		295.50	424.49
Diocesan Quota		4,674.80	4,933.00
Insurances			
Church, Vestry & Hall		1,947.93	1,924.63
Rectorry		926.56	884.74
Security system		190.49	230.00
Fire extinguishers		97.50	172.20
Maintenance	5		
Church		2,338.32	6,004.93
Rectorry		29,736.99	860.00
Heating/Light/Water	5		
Church		11,479.00	9,492.00
Rectorry		766.00	1,775.00
Administrative expenses			
Altar Requisites		298.61	171.53
Literature		0.00	17.37
Stationery		116.23	0.00
Photocopier		49.58	0.00
Pledge envelopes		111.71	112.83
Other expenses			
Presentations & gratuities	8	150.00	100.00
Lent Appeal		438.40	100.00
PoppyScotland box		0.00	45.78
Miscellaneous items	6	73.35	20.00
Church Times advertising		0.00	717.60
Rector's removal expenses		1,410.00	0.00
Rector's Institution		38.00	0.00
Access Project	10	1,182.00	0.00
Grants paid	8	392.75	50.00
St Andrew's (overpayment refund)	7	1,230.19	1,513.84
Governance costs			
Independent Examiner's fee		0.00	0.00
Total payments		<u>82,852.95</u>	<u>31,777.54</u>
Deficit/Surplus for year		<u>(25,447.77)</u>	<u>2,760.62</u>

**HOLY TRINITY SCOTTISH EPISCOPAL CHURCH
MOTHERWELL**

**STATEMENT OF BALANCES
AS AT 30 SEPTEMBER 2018**

	2018 £	2017 £
GENERAL FUND		
Bank and cash in hand		
Opening balances		
N L Municipal Bank	84,847.93	84,463.11
Bank of Scotland	<u>7,413.36</u>	<u>5,037.56</u>
	92,261.29	89,500.67
Deficit/Surplus for year	<u>(25,447.77)</u>	<u>2,760.62</u>
Closing balances		
N L Municipal Bank	56,053.47	84,847.93
Bank of Scotland	<u>10,760.05</u>	<u>7,413.36</u>
	<u>66,813.52</u>	<u>92,261.29</u>
INVESTMENTS		
Scottish Episcopal Church Unit Trust Pool (3,639 units)		
Market value at start of year	63,844.44	57,486.74
Unrealised gain/loss	<u>7,233.60</u>	<u>6,357.70</u>
Market value at end of year	<u>71,078.04</u>	<u>63,844.44</u>
TOTAL FUNDS	<u>137,891.56</u>	<u>156,105.73</u>

All funds are unrestricted

Approved by the Vestry on 22 November 2018 and signed on their behalf:



**K D Kennedy
Treasurer**



**Revd R E Kilgour
Rector/Chairman**

HOLY TRINITY SCOTTISH EPISCOPAL CHURCH, MOTHERWELL
NOTES TO ACCOUNTS
YEAR ENDED 30 SEPTEMBER 2018

1. Accounting Policies

The preparation of the accounts has been on a receipts and payments basis. They consist of a summary of money received and paid via the bank and in cash by the Church during the financial year, along with a statement of balances. No allowance has been made for any expenses incurred but not yet paid at the year end.

2. Funds

There are no restricted funds. The General Fund supports the work of the Church as well as funding property repair and maintenance.

3. Special Collection

During the year, the church held one special collection, the Lent Appeal which amounted to £148.66 and was augmented to £438.40 from congregational funds.

The Festival Collections amount of £532.75 refers to the Harvest, Christmas and Easter collections of which £390.00 was allocated to Church funds and £142.75 to the Leprosy Mission.

4. Trustee Expenses

None of the elected Vestry members received any remuneration or expenses relating to their position as Vestry members. Our new Rector who receives a stipend plus expenses was instituted in February 2018, the vacancy in the charge having continued from the start of the previous financial year in October 2016 until then. Deputising fees for visiting clergy taking services during the vacancy are also included among the items of expenditure. Their travelling expenses form part of the total figure for that item.

5. Property

a) The church, vestry and rectory are not shown in the Statement of Balances as the Vestry believes it is not possible to put a material value on them. The total valuation of the buildings for insurance purposes is £5,992,273, consisting of £5,200,000 for the church & communicating vestry hall plus contents, and £792,273 for the rectory plus contents.

b) Expenses incurred in the operation, repair and maintenance of the properties are as indicated below:

Church Heat & Light	£11,479.00
Church Maintenance	2,338.32
Rectory Maintenance	29,736.99
Rectory Heat & Light	<u>766.00</u>
Total	<u>£44,320.31</u>

The main expenditure figure of £29,736.69 related to the refurbishment of the rectory kitchen, bathrooms, utility room and bedroom *en suite*. As the rectory was unoccupied during the vacancy, exemption from payment of Council Tax was received for that period. The rectory Heat & Light figure refers to the vacancy period of the current financial year.

c) There were no grants received during the current year from the Diocesan funds of the Scottish Episcopal Church towards the maintenance costs of these properties.

6. Miscellaneous Expenditure

The item of miscellaneous expenditure was as follows:

NL Council Lottery Licence	£20.00
Interview expenses	<u>53.35</u>
	<u>£73.35</u>

7. Linked Charge

Holy Trinity is a linked charge with St Andrew's, Wishaw, and the normal arrangement is that our congregation is responsible for two thirds of clergy, rectory and certain other associated administration costs. To meet their share of the costs, St Andrew's during the financial year 2016/17 year made reduced monthly payments of £300 during the vacancy, amounting to a total of £3,600.00. A calculation was made of that year's costs against their total payment of £3,600.00 and a balancing payment of £1,230.19 was refunded to St Andrew's in this year's accounts in respect of the overpaid amount against their one third share for last year. An assessment of their contributions against expenditure during 2017/18 will be made and any adjustment will be reflected in the 2018/19 accounts.

8. Grants Paid

A charitable donation of £50.00 was made to Poppy Scotland, two donations of £100.00 each to Missions to Seafarers (Scotland), a donation of £142.75 to the Leprosy Mission and a presentation of a Christmas box valued at £150.00 was donated.

9. Investments

In addition to the income of £1,910.48 generated by them this financial year, the funds originally invested during 2015 in the Scottish Episcopal Church Unit Trust Pool have shown an unrealised gain of £7,233.60 during the current financial year and their market value at 30 September 2018 stood at £71,078.04.

10. Access Project

We have been involved in a project to provide access ramps to the external entrances of the church and vestry hall as well as for the installation of lifts to provide better access between church and hall and within the hall area in order to improve the facilities both for our own members and also for the wider community. Fund raising both from external sources as well as by events and contributions within the congregational membership had realised £17,757.53 by the close of the financial year. Monies contributed to the 50/50 club were also allocated to the project which is the reason for a nil amount against this item. Preliminary expenditure in architect's fees, building control and planning consents amounted to 1,182.00. The main expenditure on construction and installation works will occur during the 2018/19 financial year.

11. Refunds from utilities

This item of £3,132.26 consists of a refund of £2,640 from Dual Energy and £491.62 from Extra Energy plus £0.74 from BT.

12. Bishop's retirement presentation

Although this money had been received and a cheque forwarded to the Diocesan Office the cheque had not been presented by the year end date and the payment does not appear in this year's accounts.

**INDEPENDENT EXAMINER'S REPORT
TO THE VESTRY OF HOLY TRINITY SCOTTISH EPISCOPAL CHURCH, MOTHERWELL
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

I report on the accounts of the charity for the year ended 30 September 2018 which are set out on pages 5 to 9.

Respective responsibilities of Vestry Members and Examiner

The Church's Vestry members, who are the Trustees, are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The Church's members of the vestry consider that the audit requirement of Regulation 10 (1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the 2005 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 2006 Regulations. 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 such matters. The procedures undertaken do not provide all the evidence that would be required in such an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

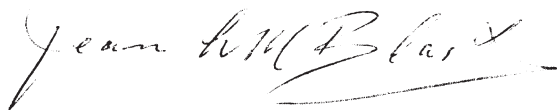
Independent Examiner's statement

In connection with 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 2006 Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations 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.



**Ms Jean M Black
11 Springhall Court
Rutherglen
Glasgow G73 5NN**

15 November 2018