



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Longwell Green Christian Fellowship

On accounts for the year  
ended

05 April 2021

Charity no  
(if any)

1003295

Set out on pages

1 to 3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

*J Tett*

Date:

24/11/21

Name:

Joanna Tett

Relevant professional  
qualification(s) or body  
(if any):

Institute of Chartered Accountants in England and Wales

Address:

34 Cherington Road

Bristol BS10 5BJ



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Longwell Green Christian Fellowship  
(Mustard Tree Community Church)

No (if any)  
1003295

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	6.4.20		5.4.21

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
coffeetots	34			34	565
tax efficient giving	39,103		-	39,103	46,950
tax reclaims	10,930		-	10,930	12,265
Gift Aid Small Donations Scheme (GASDS)	-		-	-	211
Golden blend	48		-	48	297
HOPE	-		-	-	167
bank interest	6		-	6	9
other giving (Restricted funds; Juice Foodbank)	8,230	420	-	8,650	6,227
bank transfer in error from a church attendee	-	620	-	620	-
other income	-		-	-	985
Adjustment on petty cash	1		-	1	1
Youth	-		-	-	23
rent from Footprints (for property not owned by the charity)	1,760		-	1,760	2,185
<b>Sub total (Gross income for AR)</b>	<b>60,112</b>	<b>1,040</b>	<b>-</b>	<b>61,152</b>	<b>69,885</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>60,112</b>	<b>1,040</b>	<b>-</b>	<b>61,152</b>	<b>69,885</b>

**A3 Payments**

bank charges	81	-	-	81	82
books - It's your move	-	-	-	-	460
Literature & printing; advertising	305	-	-	305	1,204
Internet & Zoom	120	-	-	120	280
catering (general)	423	-	-	423	1,395
child protection / legal	129	-	-	129	144
childrens' work	92	-	-	92	66
Footprints / outreach	73	-	-	73	-
City Fellowship	780	-	-	780	720
coffeetots	68	-	-	68	236
Juice Foodbank		420	-	420	-
Refund of bank transfer made in error by a church attendee		620	-	620	-
external giving	7,686	-	-	7,686	8,745
in Hope Bristol	-	-	-	-	230
soup run	259	-	-	259	620
gifts	259	-	-	259	171
golden blend	38	-	-	38	73
health & safety (service fire extinguishers)	67	-	-	67	43
HOPE	-	-	-	-	285
insurance	995	-	-	995	944
messy church	-	-	-	-	200
music	567	-	-	567	925
Parent buddies	100	-	-	100	-
rent	-	-	-	-	3,963
repairs	1,204	-	-	1,204	10,160
speakers expenses	150	-	-	150	906
stationery / office	423	-	-	423	811
subscription to Bristol Evangelical Alliance	60	-	-	60	60
training	468	-	-	468	700
utilities (electric £2976 water £98.03)	3,074	-	-	3,074	4,931
pension	2,027	-	-	2,027	1,919
wages	33,850	-	-	33,850	33,123
Refund of rent to Footprints	190	-	-	190	-
<b>Sub total</b>	<b>53,488</b>	<b>1,040</b>	<b>-</b>	<b>54,528</b>	<b>73,396</b>

**A4 Asset and investment purchases, (see table)**

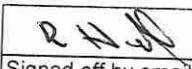
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>53,488</b>	<b>1,040</b>	<b>-</b>	<b>54,528</b>	<b>73,396</b>
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<b>Net of receipts/(payments)</b>	<b>6,624</b>	<b>-</b>	<b>-</b>	<b>6,624</b>	<b>3,511</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>22,161</b>	<b>5,478</b>	<b>-</b>	<b>27,639</b>	<b>31,150</b>
<b>Cash funds this year end</b>	<b>28,785</b>	<b>5,478</b>	<b>-</b>	<b>34,263</b>	<b>27,639</b>

The trustees have not received any expenses. Expenses do not include purchases made on behalf of the charity for which a trustee is then reimbursed.

# Section B Statement

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	petty cash	11	-	-
	current	3,350	-	-
	savings (£)	25,424	5,478	-
	<b>Total cash funds</b>	<b>28,785</b>	<b>5,478</b>	-
	(agree balances with receipts and payments account(s))			
		OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
B2 Other monetary assets	Details			
	Gift aid claim	9,405	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details		Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	fixtures & fittings, P.A. equipment and office equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	tax & NI (Jan - Mch 2021)	unrestricted		April
	pension (Mch 2021)	unrestricted		April
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
	Signature	Print Name	Date of approval	
		Richard Hull	08/07/2021	
	Signed off by email.	Stephen Seymour	05/07/2021	



# Trustees' Annual Report for the period

Period start date			Period end date				
<b>From</b>	Day 06	Month 04	Year 2020	<b>To</b>	Day 05	Month 04	Year 2021

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

The Mustard Tree	
Watsons Road	
Longwell Green, Bristol	
Postcode	BS30 9DW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Stephen William Seymour	Chair		The recognised spiritual leaders of the church.
2	Jacqueline Schachner			The recognised spiritual leaders of the church.
3	Richard Hull	Secretary	6.4.20 – 12.7.20	The recognised spiritual leaders of the church.
4	Paul McCarthy	Secretary	13.7.20 – 5.4.21	The recognised spiritual leaders of the church.
5	Paul McCarthy			The recognised spiritual leaders of the church.
6	Richard Hull	Treasurer		The recognised spiritual leaders of the church.

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	A trust deed, established in 1991.
How the charity is constituted	A trust governed by a trust deed.

(eg. trust, association, company)

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed by the recognised spiritual leaders of the church.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

- (a) The advancement of the Christian faith and the worship of God by preaching, proclamation of the gospel and teaching of Christian doctrine. The printing and distribution of the Bible and other Christian literature.
- (b) The relief of persons who are in conditions of need, hardship or distress or who are aged or sick.
- (c) The advancement of education on the basis of Christian principles for persons of all ages.

In planning activities for the year, the trustees have had regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

All our charitable activities continue to focus on the advancement of the Christian faith and are undertaken to further our charitable purposes for the public benefit. As we would express it in terms of the Christian faith, we are seeking to connect with God, grow together, and change our world.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Regular church activities have continued throughout the year as follows:

#### **(a) Worship and the advancement of faith**

Sunday morning meetings are the times when we provide the opportunity to go deeper with God through teaching, corporate prayer & worship. We have received sound Bible teaching from a wide variety of outside speakers as well as those from within the Mustard Tree Community Church. We have explored different ways of leading singing through Zoom: using online resources, using an app (Trackd) which allowed us to record voices and instruments from our own homes, to finally leading live worship from our building in COVID secure means. This year we have not been able to 'worship' with other churches, either through our HOPE community initiative, or through a joint Harvest service etc. We are in close communication with the leaders of the local churches, and we are working towards a combined service of some sort as restrictions lift.

The small groups (mid-week), have struggled throughout the pandemic. The Bible study has kept meeting fortnightly, through zoom, and that's been very helpful to those who attend, but numbers have halved. Another mid-week group continued to meet through zoom, and other groups keep in touch regularly through WhatsApp by way of support.

Twice this year we have set up a 'COVID care team' - which consisted of a small group of us, committing to contacting members of the church to hear how they are and support them during this time. There have also been various craft ideas that have been given out to every member of the church as a way of encouraging them and helping them not to feel isolated or forgotten. This happened in April, November, at Christmas, and in February. Despite not being able to hold the annual 'carol service' for the community, we were able to hold one on Zoom. At Christmas we hand-painted 24 signs which tell the nativity story, and put these in front gardens around the community. Then we uploaded a map and encouraged the community to search for the signs, and watch the videos that were accessed from a QR code on each sign. We did this again for Easter with 15 signs making an Easter Trail.

**(b) Relief of need**

Our activities in this area can be grouped into two categories:

1. Good News Action - local activities to support the community in Longwell Green.
2. Mission – support for organisations in the wider Bristol area, nationally, or overseas, who share our objectives and values. We continue to review the support that we provide to other external organisations.

This year the main activities have largely been curtailed by the pandemic. However, some work has been able to go ahead:

- The Soup Run: in July somebody who had volunteered with the Soup Run, stepped up to lead it, following COVID guidelines, and that monthly service has been greatly needed as there are still large numbers of homeless people in Bristol.
- Toddler group: In June we contacted the large numbers of parents and toddlers who'd enjoyed our weekly group, and decided to launch an online CoffeeTots. This was well received, was supported by starting a WhatsApp group, and children have enjoyed the songs and stories. We also 'met' online as adults at times to enjoy a quiz and time together.
- Working with other churches, we re-started the primary school assembly work that we were doing pre-COVID. It had been a fortnightly assembly in one primary school. Now we meet on zoom, record it, edit it with the help of a video editor who lives in Madagascar, and send that assembly out to 10 primary schools, fortnightly. The feedback we have had from head teachers, children and teachers has been very positive.

**Additional details of objectives and activities (Optional information)**

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

**Covid-19 Response**

The outbreak of Covid-19 and associated guidance from the government for social distancing and the suspension of public meetings has had a considerable impact on the activities that we can carry out and the way that church operates. Our normal community activities have been greatly affected: our coffee morning for the over 50s has been stopped, as has our monthly Christian service in sheltered accommodation, Tea@3 and our free cafe on a Sunday morning. However, our parent toddler club, Coffee Tots, started up online (Zoom) in June and has been successfully running weekly if with reduced numbers. In July we started up school assemblies online, recording through Zoom, editing and sending out fortnightly assemblies to 10 local primary schools. The monthly Soup Run initially was cancelled, but it too started up again in the summer and

has been running under government guidelines.

Sunday morning services and Sunday evening prayer meetings have been replaced with online meetings hosted via Zoom, with the main Sunday service also streamed live on Facebook. In addition we have established 2 further Zoom prayer meetings during the week which have served as a lifeline for some who have felt isolated.

Within the community of the church we have strengthened the pastoral care that we offer, with a team dedicated to keeping in contact with all regular attendees during the lockdown. A similar initiative was used again in November, and in the January/February lockdowns.

As the government roadmap for emerging from COVID restrictions allows, we are beginning to explore hybrid formats whereby in-person gatherings are possible under strict adherence to guidelines, but an online service is maintained. We continue to develop and improve the ways in which we can support one another and our local community in faith and hope.

#### Main Achievements

1. The core leadership team (CLT) remained a team of 3 until quite recently when some significant changes have been made. The changes were precipitated by the main leader John Mark Molyneux, employed full-time by this charity, announcing his decision to conclude his work here and move into a different career. He gave 3 months notice, starting March 1st, and therefore the church has entered a period where they are exploring and discussing the priorities for the best way forward. The other significant change has been that the group, who supported the core leadership, has joined with the core leadership to form one team for this time period. Hence the leadership team is now 6, and will be 5 when John Mark steps down.
2. Because of restrictions due to the pandemic, we have worked to maintain a 'live gathering' feel to our online meetings. Hence our Sunday services have not been pre-recorded, but rather 'live' on zoom, broadcast out through Facebook live. While this carries real challenges from a technological point of view, it has maintained that feeling of genuinely 'meeting' and being 'together'. Hence our numbers have not reduced much, and our services are accessible and enjoyed by a far wider audience through Facebook.
3. A significant contribution to the well-being of members who attend, has been the twice weekly Zoom prayer meetings hosted by a couple within the church. These have served as a place where people can share, feel heard and supported, and actively deal with anxieties we are naturally experiencing, through praying about things. For the 6-10 people who attend, this has been a lifeline.

#### Conclusion

We thank God that He is at work in us, and through us. The church is active in many areas, which is only possible because of the continuing commitment of many volunteers from the church, and often their friends and family as well. In March, when our employed leader announced his decision to step down, and when Lockdown came to an end, we found real encouragement from the Bible's account of how the Israelites re-built their city walls, temple and life together. We anticipated the importance of this by initiating 21 days of prayer at the start of Lent. This prayer initiative meant each day we were praying for between 2 and 4 church members. That initiative concluded with an evening of prayer (on Zoom), and there was a real sense that God sees us, is with us, and is encouraging us to step up into new things.

#### Brief statement of the charity's policy on reserves

##### Stability of Income/Expenditure and its effect on reserves

MTCC's income is derived mainly from its attendees. The attendees are diverse enough that it is unlikely that income would cease completely without a reasonable period of decline in which to manage the loss of income.

MTCC's expenditure is made up of four main elements; costs of activities, staff costs, support for external organisations, and building costs. The costs of activities are closely linked to the number of attendees so they are not considered by the reserves policy. Staff costs and the support for external

organisations are also linked to the number of attendees but less dynamically and therefore must be considered by the reserves policy. Building costs are mainly a fixed cost and reserves are required to cover major projects and unexpected bills.

#### Reserves

Definition: For MTCC purposes reserves refer to the amount of working capital available in the bank account and related investments. This reserves policy will be reviewed annually by the trustees.

#### Staff

To allow for notice periods and redundancy the required amount is less than £19,000.

#### External Organisations

MTCC has medium/long term commitments to external organisations. Reserves should be adequate to ensure that in the event of a loss of income 6 months notice can be given before support is withdrawn. This is estimated to be £4,400 [£4,000 + soup run £400].

#### Building

MTCC is responsible for maintaining the Mustard Tree building in a good state of repair in order to accommodate the activities that take place there. Routine maintenance costs are covered out of income but reserves should be £5,000 to cover emergency work.

#### Conclusion

Reserves are held to cover;

1. A significant loss of income.
2. Emergency building work.

The likelihood that both events occur at the same time is remote. Therefore the agreed policy of the trustees has been to keep reserves to cover the larger of these two items and hence £23,400 has been maintained.

No funds are in deficit.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.


## Section F

## Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		Signed off by email
Full name(s)	Richard Hull	Stephen Seymour
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	5/7/2021	