



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day 06	Month 04	Year 2021	To	Day 05	Month 04	Year 2022

Section A Reference and administration details

Charity name Longwell Green Christian Fellowship

Other names charity is known by Mustard Tree Community Church (MTCC)

Registered charity number (if any) 1003295

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	Paul McCarthy	Secretary		The recognised spiritual leaders of the church.
4	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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, articles of association)</small>	A trust deed, established in 1991.
How the charity is constituted <small>(eg. trust, association, company)</small>	A trust governed by a trust deed.
Trustee selection methods <small>(eg. appointed by, elected by)</small>	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.

At the start of the time period for this report, the church was solely meeting on Zoom, with little or no actual face-to-face contact for the congregation. This was beginning to have a noticeable effect on the well-being of some members, and so we decided, within government guidelines, to return to having services in our building from September onwards. The impact of this has been a reconnection for people with each other at a deeper level, with the benefits this brings.

Because some were reluctant, or unable to return to the building, we continued to maintain an online presence which allowed for members to both view the services and interact with others.

The services themselves have been tailored to the needs of the congregation, with gentle themes that promote the Christian faith but also with a sense of coming together and re-establishing things once more.

From January onwards, the teaching programme centred on encouraging members to re-engage with activities and to grow as disciples of Jesus. We had several outside speakers who came and shared their testimonies, as well as bible-based teaching aimed at developing an understanding of what it means to follow Christ.

As a result of returning to the church building, we were able to start running CoffeeTots again, which had been limited to informal gatherings in a local park throughout the pandemic. CoffeeTots is a toddler group for families with children aged between 0 and 4 which meets every Tuesday morning in the church hall. This provides an opportunity for parents and carers to meet in a safe space with a welcoming team that provides play activities for the children. The group has

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)

grown to full capacity since returning in September and has a waiting list. We try to create and develop links with this group and the main church. The carers receive regular invites to relevant church events, such as the Christmas Carol service, as well as having their own special times at Harvest and Easter where the gospel is promoted (for example, the children are each given an Easter egg with a little booklet inside). Six of the CoffeeTots families also hosted placards for the Easter Trail which ran again this year.

Since September, a team of three have been going into Longwell Green Primary School to deliver bible-based assemblies. Malc (full-time paid leader) has led this team and used his experience as a former teacher to develop a very positive, working relationship with the school and create materials that fitted around the school ethos and values. The team visit roughly three times per term, and work with small groups of children in delivering a bible-story to the rest of the school. The story is made relevant to modern times and the children leave with a sense of how this applies to them today. The assemblies have been well received and are popular amongst the students.

The church has created a link with the group Encounter, who deliver Christian based RE lessons in the school and who asked if we would like to be involved. One of our members has joined the team that regularly visits.

At the start of the academic year, Malc became the chair of the Footprints pre-school, who meet in the church building three times per-week. Malc visits the pre-school every Wednesday afternoon and meets with the children, bringing a Christian story and games that fit around a theme. Malc also supports the staff and line-manages the leader of the organisation, providing oversight and supervision.

On two occasions, the church was contacted directly by South Gloucestershire Council to see if we could help with cases where people were in desperate need of help. On both occasions, the church was able to provide resources that alleviated the hardship these people were facing. This was in addition to the regular, monthly support the church provides to people who are homeless via our connection with the Bristol Soup Run Trust preparing soup and sandwiches and delivering these to the homeless in Bristol.

We continue to actively support other local charities in Bristol in accordance with our charitable purposes, notably:

- Bristol International Student Centre – financial support and help with welcome meals for international students.
- Beloved – financial support for the charity, as well as hampers, cakes and Easter gifts for the women who the charity is supporting.

In addition to which, we continue to provide financial support for SaltMalawi, a registered charity working to relieve poverty and suffering, to enhance education and to advance the Christian faith in Malawi and Mozambique.

We continue to develop and strengthen our relationship with the other churches in the area. In November, three churches collaborated on a climate-action Sunday which involved contacting a local commercial business, South Gloucestershire Council and our MP, to elicit a response to concerns we have over the use of packaging. Their respective views were presented at the service, along with ideas of what we can further do to promote the well-being of the planet in line with a biblical view of our responsibility to care for the natural world.

In November, the leaders and trustees attended a successful vision day where it was decided to focus on three, core strands going forward: growing as disciples, prayer and outreach to young families. Each strand has been developed to include different phases that span several years, so that each activity we undertake fits within our vision. This has been communicated to the wider church and members have had an opportunity to feedback and contribute to the development plan.

The church has also held social events aimed at supporting other charities and engaging with the local community. This includes a 'Beetle-Drive' women's evening and a Tear-Fund Quiz night.

Every month, the church holds a 'Wombling' session where local people are invited to join members of the church in litter picking around the area. This

activity resulted in the church receiving an award from South Gloucestershire Council.

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

Return to the church building after COVID pandemic and lock-down.
Transition of leadership team to a permanent core team of five, with a new, full-time paid leader.
Re-organised worship teams and brought in new tech-worship to compensate for limited worship team numbers.
Teaching team planned programmes to encourage and support members returning from lockdown, including outside speakers and events like Harvest and Climate Sunday.
Improved communication within the church with weekly newsletter (Tree Life) and clear Sunday schedule for all those taking part.
Re-established CoffeeTots toddler group and increased the size of the group to full capacity.
Held a successful vision day which led to the creation of a development plan along three core-strands.
Established an office at UCLG, the Anglican/Methodist church in Longwell Green. This has led to a stronger, working relationship with the other church leaders.
Developed these links with UCLG; supported their vision day, co-led climate Sunday and planned HOPE (weekend of social action) together.
Raised profile of the church in the area: advertising on Facebook, article in local newspaper, links with outside agencies.
Planned and organised a carol service at Longwell Green School.
Established a new assembly team and structure with the support of the local headteacher.
Maintained link with Footprints pre-school, with members of the church on the committee (including the chair role) and regular supervision of the main leader.
Pastoral Care provision as necessary.
Worked with JUICE (local Community Interest Company), Bromford Group (social housing) and Probation Service in South Gloucestershire on several projects.
Held several social events, including regular litter-picking activity.

Section E

Financial review

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 £1,500.

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 £4,000.

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 it has been identified that the flat roof needs to be replaced and reserves should be £7,000 to cover the cost.

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 is to keep reserves to cover the larger of these two items and hence £7,000 will be 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	28.12.22	

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Longwell Green Christian Fellowship

On accounts for the year
ended

05 April 2022

Charity no
(if any)

1003295

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 5 April 2022.

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:

22/11/22

Name:

Joanna Tett

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

ACA

Address:

34 Cherington Road

Bristol

BS10 5BJ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Not applicable.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Longwell Green Christian Fellowship (Mustard Tree Community Church)	No (if any) 11003296
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CC16a

Receipts and payments accounts

For the period from	6.4.21	To	5.4.22
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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 £
A1 Receipts					
coffeetots	364		-	364	34
tax efficient giving (Restricted funds; Bristol Hospitality Network)	40,110	50	-	40,160	39,103
tax reclaims	9,745		-	9,745	10,930
Gift Aid Small Donations Scheme (Restricted funds; BHN)	14	124	-	138	-
Golden blend	-		-	-	48
bank interest	2		-	2	6
other giving (Restricted funds; BHN)	7,483	70	-	7,553	8,650
bank transfer in error from a church attendee	-		-	-	620
other income	140		-	140	-
Adjustment on petty cash	-		-	-	1
Youth	-		-	-	-
rent from Footprints (for property not owned by the charity)	950		-	950	1,760
Sub total (Gross income for AR)	58,808	244	-	59,052	61,152
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	58,808	244	-	59,052	61,152

A3 Payments

bank charges	84	-	-	84	81
carol service	331	-	-	331	-
Literature & printing / books	29	-	-	29	-
Literature & printing; advertising	66	-	-	66	305
Internet & Zoom	300	-	-	300	120
catering (general)	594	-	-	594	423
child protection / legal	129	-	-	129	129
childrens' work	105	-	-	105	92
Footprints / outreach	175	-	-	175	73
City Fellowship	-	-	-	-	780
coffeetots	415	-	-	415	68
Juice Foodbank	-	-	-	-	420
Refund of bank transfer made in error by a church attendee	-	-	-	-	620
external giving (restricted; £244 BHN £300 YWAM)	7,986	544	-	8,530	7,686
soup run	215	-	-	215	259
gifts	-	-	-	-	259
golden blend	-	-	-	-	38
health & safety (service fire extinguishers)	195	-	-	195	67
insurance	1,028	-	-	1,028	995
music	2,621	-	-	2,621	567
Parent buddies	-	-	-	-	100
repairs	2,403	-	-	2,403	1,204
speakers / worship leaders	615	-	-	615	150
stationery / office	1,899	-	-	1,899	423
subscription to Bristol Evangelical Alliance (direct debit to be set up for 2022 / 23)	-	-	-	-	60
training	923	-	-	923	468
utilities (electric £4328 water £105)	4,433	-	-	4,433	3,074
pension	1,868	-	-	1,868	2,027
wages	34,078	-	-	34,078	33,850
Refund of rent to Footprints	-	-	-	-	190
Sub total	60,492	544	-	61,036	54,528

A4 Asset and investment purchases, (see table)

	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-

Total payments	60,492	544	-	61,036	54,528
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Net of receipts/(payments)	- 1,684	- 300	-	- 1,984	6,624
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	28,785	5,478	-	34,263	27,639
Cash funds this year end	27,101	5,178	-	32,279	34,263

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
of assets and**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	petty cash £11 + CoffeeTots £31	42	-	-
	current	3,350	-	-
	savings (£)	23,709	5,178	-
	Total cash funds	27,101	5,178	-
(agree balances with receipts and payments account(s))				

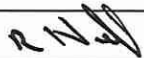
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Gift aid claim		-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	fixtures & fittings, P.A. equipment and office equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	tax & NI (Jan - Mch 2022)	unrestricted		April
	pension (Mch 2022)	unrestricted		April
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Richard Hull	28.12.22
Signed off by email	Stephen Seymour	28.12.22