

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

Longwell Green Christian Fellowship (Mustard Tree Community Church)

On accounts for the year ended

05 April 2023

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

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

J Tett

Date:

12/12/23

Name:

Joanna Tett ACA

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

Chartered Accountant (ICAEW)

Address:

34 Cherington Road, Bristol BS10 5BJ

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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

Trustees' Annual Report for the period

Period start date: From Day 05 Month 04 Year 2022 To Day 05 Month 04 Year 2023

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		6.4.22 – 6.11.22	The recognised spiritual leaders of the church.
3 Paul McCarthy	Secretary	6.4.22 – 6.11.22	The recognised spiritual leaders of the church.
4 Richard Hull	Treasurer		The recognised spiritual leaders of the church.
5 Peter Miles		6.11.22 – 5.4.23	The recognised spiritual leaders of the church.
6 Peter Miles	Secretary	26.1.23 – 5.4.23	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	A trust deed, established in 1991.
How the charity is constituted	A trust governed by a trust deed.

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.

- (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.

During this year we have continued to rebuild the sense of church community as more people return to Sunday morning services rather than watching online. This has helped to reconnect people with each other at a deeper level, with the benefits this brings. Services are still streamed via YouTube for those unable to attend on Sunday mornings.

The teaching programme itself has been designed to help develop people in their faith and discipleship, looking at topics such as resilience, lament, being equipped, poverty, why do we pray and sharing our faith. The programme has included outside speakers such as from Christians against Poverty, as well as notable calendar events like Harvest and the Platinum Jubilee.

Corporate Prayer

There continues to be a weekly day-time prayer meeting on Zoom which has a regular attendance. In addition to this we hold an evening prayer meeting once a month and have tried moving the time of this to make it easier for more people to attend.

Pastoral Care

As part of our mission to Connect with God/Grow Together, we encourage people to meet mid-week in small groups for Bible study and prayer. During the Covid lockdown periods, participation in these groups dropped off due to the restriction of meeting online, and due to key people no longer being able to run groups. During this last year we merged and restarted some of the groups and made sure that everyone who wants to participate can do, in a group they are comfortable with.

The leadership team continues to offer individual pastoral care provision as necessary. Across the church there is a strong caring ethos with people continuously looking out for one another.

CoffeeTots

Our CoffeeTots toddler group continues to run at full capacity and has a waiting list of about 12. The group is for families with children aged between 0 and 4 and 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. 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). Several of the families joined us on the coach for our away day to St Fagan's and a few have been out with the "Wombles" litter picking. We have been introducing special themed events during the year such as Christmas buffet, pancake day and a Hawaiian Day during last summer's heatwave.

Church Events

The church has held social events aimed at supporting other charities and engaging with the local community. This included the away day to St Fagan's and the Tearfund Big Quiz.

In the run up to Christmas we were invited by one of the local pubs to provide some carol singing one evening, which our brassy musicians accompanied merrily. Our main carol service was held again at Longwell Green School, with some last-minute rescheduling to avoid the World Cup final. In support of local NHS staff, we held an outdoor carol singing event in the car park of the local surgery. This was well-received by staff and patients.

- (b) The relief of persons who are in conditions of need, hardship or distress, or who are aged or sick.

Community

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, with an opportunity to socialise afterwards. This has grown through the year with more people from the community helping out, including some of the CoffeeTots families. A few members of other local churches have been starting to join us.

Between December and January we ran a new winter support project to provide a warm space, free cooked meal, boardgames and puzzles, homework and reading support for families from Longwell Green Primary School. This was organised in consultation with the Headteacher at the school, who put us in contact with possible families to invite. The homework and reading support activities were provided by Malc (our full-time paid leader) who is a former primary-school teacher. Although uptake for this project was limited it was well-received by those who did come, and we intend to run something similar next winter.

We continue to provide short-term help in the form of pre-prepared meals ("Signature Dishes") for those in times of crisis e.g. bereavement, serious illness.

A number of members of the church are regularly involved at JUICE, a local Community Interest Company. Highlights of this during the year have included providing them with a harvest collection for their foodbank and delivering

Christmas meals donated by a local farmer.

Wider Charitable Support

For many years we have provided Christmas Shoeboxes in support of different projects for distribution to those less fortunate than ourselves. In September we reinstated this, sending filled shoeboxes to Eastern Europe through the Link to Hope charity.

This is 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.
- InHope – financial support and practical involvement from individual church members.
- One25 – financial support.

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.

Working with other churches

We continue to develop and strengthen our relationship with the other churches in the area. Having an office at United Church Longwell Green (UCLG) means we have forged good working relationships with Steve Brittan (associate vicar) and Mark Nam (recent curate).

In conjunction with UCLG and St Annes we have organised two HOPE weekends (social action events) and we held joint services at intervals throughout the year, such as for the Platinum Jubilee.

The first HOPE event was held in May, where joint-church teams carried out gardening and decorating projects at various homes identified by one of the local housing associations, Bromford Group.

Following this success, we held a "Harvest HOPE" in the Autumn which included further gardening projects for Bromford residents. For Harvest, CoffeeTots, Footprints and Krash (UCLG) painted plant pots for Little Heath care home and the children at Longwell Green school made booklets and collected food hampers to be distributed to families via JUICE.

Working with the Aged

In May we were contacted by Little Heath Care Home in Cadbury Heath, inviting us to come in and do a 30-minute session that would involve the singing of hymns, the reading of some scripture and the leading of prayers. This really took off, as a collaborative effort between us, UCLG and St Annes, and is very much appreciated by the residents and staff. Highlights during the year have included taking the residents out to a communion service at UCLG and helping to facilitate a wedding for one of the residents!

Alongside this we have a second joint-church team running a similar event at Avonlea assisted living complex. This restarts our old Tea @ 3 at Avonlea services that had stopped during lockdown.

(c) The advancement of education on the basis of Christian principles for persons of all ages.

We have a regular team who go into Longwell Green Primary School to deliver Bible-based assemblies. Malc leads this team and uses his experience as a former teacher to develop a very positive, working relationship with the school and create materials that fit 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. Joining together with two other local churches we have been able to supply Bibles for all Year 3 students.

At Christmas we were able to deliver the Christmas story in a simple, creative and fun way with Year 3 students using the Christmas in a Box resources developed by local charity Bristol Schools Connection. This was very well received by the school who invited us to follow it up by presenting Easter in a Box to Year 6, the resources again coming from Bristol Schools Connection.

Malc continues as 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. This year he has also helped support them through their Ofsted inspection.

We have been able to re-start Time 2 Talk, which is an opportunity for parents to come and discuss issues and problems with an Early Years specialist who is a member of the church. This is targeted at CoffeeTots and Footprints families (including grandparents) and has run twice during the year.

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

Rebuilt the sense of church community as people continue to return to Sunday morning services rather than watching online. Services are still streamed via YouTube for those unable to attend.

Refreshed the small groups that meet mid-week for Bible study and prayer to make sure that everyone who wants to participate can do, in a group they are comfortable with.

Sunday Bible teaching programme designed to help develop people in their faith and discipleship; the programme has included outside speakers such as from Christians against Poverty, as well as notable calendar events like Harvest and the Platinum Jubilee.

Pastoral Care provision as necessary.

CoffeeTots toddler group continues to run at full capacity with a substantial waiting list. CoffeeTots families are increasingly involved in church activities, such as the church away day and the Wombles litter picking.

Continued to develop a strong working relationship with the other local churches. This is helped by us renting office space for our main leader at UCLG, the Anglican/Methodist church in Longwell Green. In conjunction with the local churches planned 2 HOPE weekends (social action events) and held joint services at intervals throughout the year, such as for the Platinum Jubilee.

Section D

Achievements and performance

Planned and organised a carol service at Longwell Green School. Organised carol singing event at the invitation of one of the local pubs and carols for carers event in the car park of the local surgery.

Expanded our school assemblies team and the frequency with which they visit the local school. Provided additional one-off events for the school such as "Christmas in a Box".

Maintained links with Footprints pre-school, with members of the church on the committee (including the chair role) and strong support from the church for Footprints events such as their summer and Christmas fairs.

Established regular worship services at Little Heath care home and Avonlea assisted living complex. These are run collaboratively with UCLG and St Annes churches.

Worked with JUICE (local Community Interest Company) and Bromford Group (social housing) on several projects.

Ran a Warm Spaces initiative one evening a week from mid-December to January.

Held several social events, including an away day to St Fagan's and the Tearfund Big Quiz.

Continued to develop Mustard Tree Wombles 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 £12,400.

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 £1,600.

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. The flat roof was replaced in 2022. Reserves should be £3,000 to cover unexpected bills.

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 £14,000 will be maintained.

Details of any funds materially in deficit

No funds are in deficit.

Further financial review details (Optional information)

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


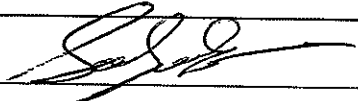
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

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)		
Full name(s)	Richard Hull	Stephen Seymour
Position (eg Secretary, Chair, etc)	Treasurer	Chair

Date 7/9/2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Longwell Green Christian Fellowship
(Mustard Tree Community Church)

Receipts and payments accounts

CC16a

For the period from	Period to date 6.4.22	To	Period to date 5.4.23
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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		1,118	-	1,118	364
tax efficient giving (Restricted funds; Shoe boxes)	36,710	331	-	37,041	40,160
tax reclaims	10,379		-	10,379	9,745
Gift Aid Small Donations Scheme	-		-	-	138
bank interest	29		-	29	-
other giving (Restricted funds; Shoe boxes)	4,990	173	-	5,163	2
other income (Restricted funds; St Fagans outreach event)	299	266	-	565	7,553
Adjustment on petty cash			-	-	140
			-	-	-
rent from Footprints (for property not owned by the charity)	3,743		-	3,743	-
Sub total (Gross income for AR)	56,150	1,888	-	58,038	59,052
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	56,150	1,888	-	58,038	59,052

A3 Payments

bank charges	84	-	-	84	84
carol service	211	-	-	211	331
Literature & printing / books	-	-	-	-	29
Literature & printing; advertising	93	-	-	93	66
Internet	182	-	-	182	300
catering (general)	834	-	-	834	594
child protection / legal	169	-	-	169	129
childrens' work	-	-	-	-	105
Footprints / outreach	143	-	-	143	175
Meals gifted (signature dishes)	222	-	-	222	-
coffeetots	-	897	-	897	415
Christmas & Easter in a box	411	-	-	411	-
external giving	7,911	-	-	7,911	8,530
soup run	339	-	-	339	215
gifts	25	-	-	25	-
HOPE	220	-	-	220	-
Sunday services	43	-	-	43	-
health & safety (service fire extinguishers)	226	-	-	226	195
Shoe boxes	78	504	-	582	-
insurance	1,096	-	-	1,096	1,028
music	535	-	-	535	2,621
Winter Support meals	116	-	-	116	-
St Fagans outreach event	329	266	-	595	-
repairs / improvements for building / contents	4,683	-	-	4,683	2,403
speakers gifts / expenses	625	-	-	625	615
stationery / office	2,084	-	-	2,084	1,899
subscription to Bristol Evangelical Alliance	20	-	-	20	-
training	667	-	-	667	923
utilities (electric £3856 water £106)	3,962	-	-	3,962	4,433
pension	2,144	-	-	2,144	1,868
wages	35,983	-	-	35,983	34,078
Sub total	63,435	1,667	-	65,102	61,036

A4 Asset and investment purchases, (see table)

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

Total payments **63,435** **1,667** **-** **65,102** **61,036**

Net of receipts/(payments) **- 7,285** **221** **-** **- 7,064** **- 1,984**

A5 Transfers between funds **-** **-** **-** **-** **-**

A6 Cash funds last year end **27,101** **5,178** **-** **32,279** **34,263**

Cash funds this year end **19,816** **5,399** **-** **25,215** **32,279**

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 liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CoffeeTots		397	-
	current	3,350	-	-
	savings	16,466	5,002	-
	Total cash funds	19,816	5,399	-

(agree balances with receipts and payments account(s))

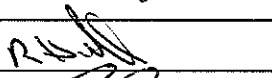
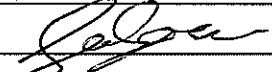
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Gift aid claim	9,260	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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 (January to March)	unrestricted		April
	pension (March)	unrestricted		April
			-	
			-	

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

Signature	Print Name	Date of approval
	Richard Hull	7/9/2023
	Stephen Seymour	7/9/2023

