



Section A Independent Examiner's Report

Report to the trustees	Longwell Green Christian Fellowship		
On accounts for the year ended	05 April 2024	Charity no (if any)	1003295
Set out on pages			

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 5 April 2024.

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: **Date:**

Name:

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

Address:



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Longwell Green Christian Fellowship (Mustard Tree Community Church)	No. (Any) 2003295
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Receipts and payments accounts

For the period from	Period start date 6.4.23	To	Period end date 5.4.24
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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	1,107		-	1,107	1,118
tax efficient giving	39,433		-	39,433	37,041
tax reclaims	9,260		-	9,260	10,379
Gift Aid Small Donations Scheme	223		-	223	-
bank interest	141		-	141	29
other giving	5,731		-	5,731	5,163
other income	500		-	500	565
rent from Footprints (for property not owned by the charity)	2,708		-	2,708	3,743
Sub total (Gross income for AR)	59,103	-	-	59,103	58,038
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	59,103	-	-	59,103	58,038

A3 Payments

bank charges	84	-	-	84	84
Christmas services	113	-	-	113	211
Literature & printing; advertising	-	-	-	-	93
Internet	182	-	-	182	182
catering (general)	780	-	-	780	834
child protection / legal	170	-	-	170	169
Footprints / outreach	164	-	-	164	143
Meals gifted (signature dishes)	-	-	-	-	222
coffeetots	644	-	-	644	897
Christmas & Easter in a box	50	-	-	50	411
external giving	4,245	-	-	4,245	7,911
soup run	318	-	-	318	339
gifts	-	-	-	-	25
HOPE	-	-	-	-	220
Sunday services	9	-	-	9	43
health & safety (service fire extinguishers)	250	-	-	250	226
Shoe boxes	-	-	-	-	582
insurance	1,388	-	-	1,388	1,096
music	476	-	-	476	535
Parent Buddies	773	-	-	773	-
Winter Support meals	-	-	-	-	116
St Fagans outreach event	-	-	-	-	595
repairs / improvements for building / contents	271	-	-	271	4,683
speakers gifts / expenses	375	-	-	375	625
stationery / office	1,491	-	-	1,491	2,084
subscription to Bristol Evangelical Alliance	-	-	-	-	20
training	300	-	-	300	667
utilities (electric £3352 water £134)	3,486	-	-	3,486	3,962
pension	2,402	-	-	2,402	2,144
wages	39,488	-	-	39,488	35,983
Sub total	57,459	-	-	57,459	65,102

A4 Asset and investment purchases, (see table)

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

Total payments	57,459	-	-	57,459	65,102
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Net of receipts/(payments)	1,644	-	-	1,644	- 7,064
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A5 Transfers between funds

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A6 Cash funds last year end	19,816	5,399	-	25,215	32,279
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Cash funds this year end

	21,460	5,399	-	26,859	25,215
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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	Cash (Coffee Tots)	99		-
	current account	3,350	-	-
	Fixed Term Deposit	15,000		
	savings account	3,011	5,399	-
	Total cash funds	21,460	5,399	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	OK	OK	OK
	Gift aid claim	9,914	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	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 (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	
	R Hull	Richard Hull	12.6.24	
	Ⓢ Seymour	Stephen Seymour	12.6.24	



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 05	Month 04	Year 2023		Day 05	Month 04	Year 2024

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 <input type="text" value="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	Melanie Jane Balch		17.1.24 – 5.4.24	The recognised spiritual leaders of the church.
3	Donna Louise Gaywood		17.1.24 – 5.4.24	The recognised spiritual leaders of the church.
4	Richard Hull	Treasurer		The recognised spiritual leaders of the church.
5	Peter John Miles	Secretary		The recognised spiritual leaders of the church.
6				

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 <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
(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.

Sunday Services

We continue to provide weekly Sunday morning services at the Mustard Tree hall. These are streamed via YouTube for those unable to attend on Sunday mornings.

The teaching programme is designed to help develop people in their faith and discipleship. During the past year this has varied from studies on specific books of the Bible (including 1 Peter and John's Gospel) to broader topics of Christian life. Such topics have included: Living Today & Living for God; Transformed in Christ; Identifying in Christ; Boldly Go; Biblical Characters; Kingdom Perspectives; Building the Church. The programme has included outside speakers such as Pam Scott Cook; Jane Gillis – Bristol Schools Connection; Julian and Caroline Lott – Salt Malawi; Rosie Hopley; Ron Cross – Open Doors.

Café Church

As an alternative to the traditional format of services we have introduced occasional "café church" services. These provide a more inclusive environment with a different layout, allowing for more interactive participation and discussion. These services are deliberately low-tech, with simplified worship in place of a band, and are not live-streamed.

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)

During Advent, we held two special Christmas-themed Café Church services that were well attended by families from Coffee Tots. One involved making Christmas decorations, the other a Christingle. These led up to the annual carol service, which as usual was attended by many local families.

Faith Exploration

During the course of the year we have offered various different opportunities for people who do not know much about Christianity or the church to find out more about the Christian faith.

"Come and See" was an initial taster session to talk about what faith is and what the church does. This was based around a meal, leading into a time of discussion.

Later in the year we ran an online Alpha course. To accommodate the parents of young families who wanted to participate we released an Alpha video to the participants each week and followed this up with online discussion via WhatsApp. Although an unconventional way of running Alpha, this proved to be a successful approach, and the group is continuing to complete the full set of Alpha videos and intending to meet in person.

We were excited to hold two adult-baptism services during the year. This required some hasty renovation of the baptistry that is under the church floor. Many of our regular attendees had no idea this even existed, as it wasn't in use in the years prior to Covid when we were holding our meetings at the local Community Centre.

Mid-week Study

From time to time we hold mid-week study groups, to explore particular topics in more depth than is possible on Sunday mornings. One highlight this year was the Big Picture 2 series: 5 evening sessions learning about the development of the church from its New Testament times up to modern days.

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.

Urgent prayer requests can be shared quickly and confidentially amongst the church via WhatsApp groups.

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. We have a variety of different groups, and we try to make sure that everyone who wants to meet can do so, 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 currently has a waiting list of about 13. 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).

A few families have been out with the Wombles. We continue to put on special themed events during the year such as Christmas buffet or pancake day and the families had a special day out to a local farm in June.

Church Events

This year has been quieter for church events. Highlights were Palm Sunday and Carol Service events held at Longwell Green School, and the Good Friday picnic at Willsbridge Mill. This included a treasure hunt and making paper boats, and was a great success with the CoffeeTot families.

Comms and Social Media

We continue to connect with and publish events to the local community through our Facebook site and this year have restarted our Instagram feed. We have established a Friends of Mustard Tree email group for sending out news and event information to those who have expressed interest.

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 continued to grow throughout the year with more people from the community helping out, including some of the Coffee Tots families and a few members of other local churches. Special wombling events were held at the Coronation and as part of our Harvest Hope weekend.

A new initiative this year was to provide Christmas presents for residents of some of our local care homes. This was a joint initiative with St Annes and UCLG churches. Members of the church congregations took away labels with particular present ideas, and these gifts were then collected together and distributed by the Mustard Tree.

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.

Early in the year we relaunched Parent Buddies in the church. This is a listening service for parents when they need someone to talk to, and provides another way in which we can support young families in the area. We now have 4 volunteers trained in listening skills and host training sessions at the Mustard Tree for other branches of Parent Buddies. We have had our first few referrals to the team, and the headteacher at Longwell Green school is keen to promote the service.

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. We now also have a food box at church to collect food for Juice. Some members of the congregation give money for the leaders to buy things for Juice. One Home Group regularly supports a local needy family.

Wider Charitable Support

For many years we have provided Christmas Shoeboxes through different charities, for distribution to those less fortunate than ourselves. This year we collaborated with a local school to provide shoe boxes to local families as well as sending some overseas.

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. During the year we have reviewed the level of our external giving in line with our financial position. A key criterion for us in deciding which charities to support is whether we have a personal connection through members of the church, and an opportunity to be involved. As a result, we continue to support:

- 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.

Further afield, 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 UCLG means we have forged good working relationships with Steve Britton (associate vicar) and Mark Nam (recent curate).

In conjunction with UCLG and St Annes we held a Harvest HOPE weekends as well as joint services at intervals throughout the year, such as for the Coronation.

At Harvest, the churches worked together to create posies for everyone in the local care homes that we support. Children at Longwell Green School made Hope booklets for each of the homes and collected food for Juice.

On Remembrance Sunday we joined the Remembrance parade and wreath-laying with the local churches in Warmley.

Working with the Aged

Our work with local care homes and assisted living complexes has expanded to include Collingwood and Avon Valley, in addition to Little Heath and Avonlea. We visit each once a month to lead a 30-minute session that includes hymns, the reading of some scripture and the leading of prayers. This is a collaborative effort between us, UCLG and St Annes, with 2 regular teams of volunteers, and is very much appreciated by the residents and staff.

In addition to these regular visits, we provide additional gifts and assistance on an occasional basis through the year, such as the Harvest and Christmas activities mentioned above.

Schools

We have a regular team who go into Longwell Green Primary School to deliver Bible-based assemblies. Malc (full-time paid leader) leads this team and uses his experience as a former teacher to develop a positive, working relationship with the school and create materials that fit around the school ethos and values. The team usually visit 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. We followed this up by presenting Easter in a Box to Year 6, the resources again coming from Bristol Schools Connection.

Additionally, this year the school invited Malc to lead their Harvest festival and join the school trip as an adult helper.

In collaboration with Hanham Baptism, Hanham Methodist, UCLG and St Annes we purchased picture Bibles for Years 3 & 4 to use in school and gave Year 6 new Bibles to take home.

Footprints

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. He occasionally is asked to fill in for staff when they are off sick, and joins the school for trips. Two other church members are on the Footprints committee and the church regularly helps with Footprints' Fairs and supports their other fundraising events.

Time 2 Talk

We continue to run occasional Time 2 Talk evenings, which are 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). It is a safe space with no judgement where people can talk, and they come away supported and encouraged that they are not alone.

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

Continued to provide Sunday morning worship services at the Mustard Tree hall, streaming these services via YouTube for those unable to attend. Sunday Bible teaching programme designed to help develop people in their faith and discipleship; the programme has included outside speakers such as from Bristol Schools Connection and Open Doors, as well as notable calendar events like Harvest and the Coronation.

Established new Café Church format which allows for more interactive participation in the service.

Ran our first Alpha course in a number of years.

Renovated our baptistry, which we have subsequently used for two baptism services.

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 Wombles litter picking and an Easter picnic at Willsbridge Mill.

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 provided support for residents of local care homes, and held joint services at intervals throughout the year, such as for the Coronation.

Planned and organised Palm Sunday and carol service events at Longwell Green School.

Continued to lead assemblies at the local primary school, with one-off special events such as Christmas in a Box and Easter in a Box. Purchased bibles for use in the school, in collaboration with other local churches.

Maintained link 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.

Continued the regular worship services at Little Heath care home and Avonlea assisted living complex and started up similar services at Collingwood and Avon Valley. These are run collaboratively with UCLG and St Annes churches.

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 £14,000.

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 £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 £15,600 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

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	R Hull	S Seymour
Full name(s)	Richard Hull	Stephen Seymour
Position (eg Secretary, Chair, etc)	Treasurer	Chair
Date	12.6.24	