



Section A

Independent Examiner's Report

Report to the trustees

Longwell Green Christian Fellowship

On accounts for the year  
ended

05 April 2025

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 2025.

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:

24/11/25

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

**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.**

[Empty box for disclosure details]



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Longwell Green Christian Fellowship (Mustard Tree Community Church)	No (if any) 1003295
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CC16a

## Receipts and payments accounts

For the period from	Period start date 6.4.24	To	Period end date 5.4.25
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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 £
<b>A1 Receipts</b>					
coffeetots	1,477		-	1,477	1,107
tax efficient giving	36,497		-	36,497	39,433
tax reclaims	9,914		-	9,914	9,260
Gift Aid Small Donations Scheme	218		-	218	223
			-	-	-
bank interest	512		-	512	141
other giving	7,345		-	7,345	5,731
Building hire / donations	646		-	646	500
refund of bank charges	53		-	53	-
rent from Footprints (for property not owned by the charity)	3,353		-	3,353	2,708
<b>Sub total (Gross income for AR)</b>	<b>60,015</b>	<b>-</b>	<b>-</b>	<b>60,015</b>	<b>59,103</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>60,015</b>	<b>-</b>	<b>-</b>	<b>60,015</b>	<b>59,103</b>

### A3 Payments

bank charges	-	-	-	-	84
Carol service	20	-	-	20	113
Hire of LG school	300	-	-	300	
Literature & printing; advertising	119	-	-	119	-
Internet	182	-	-	182	182
catering (general)	722	-	-	722	780
child protection / legal	367	-	-	367	170
Footprints / outreach	125	-	-	125	164
Mustard Seeds (children's work)	69	-	-	69	-
coffeetots	758	-	-	758	644
Christmas & Easter in a box	251	-	-	251	50
external giving	2,750	-	-	2,750	4,245
soup run	271	-	-	271	318
gifts	-	-	-	-	-
HOPE	-	-	-	-	-
Sunday services	137	-	-	137	9
health & safety (service fire extinguishers)	273	-	-	273	250
Shoe boxes	-	-	-	-	-
insurance	1,527	-	-	1,527	1,388
music	587	-	-	587	476
Parent Buddies	351	-	-	351	773
Urgent financial support	60	-	-	60	-
St Fagans outreach event	-	-	-	-	-
repairs / improvements for building / contents	2,485	-	-	2,485	271
speakers gifts / expenses	375	-	-	375	375
stationery / office	1,259	-	-	1,259	1,491
subscription to Bristol Evangelical Alliance	-	-	-	-	-
training	52	-	-	52	300
utilities (electric £4570 water £190)	4,760	-	-	4,760	3,486
pension	2,422	-	-	2,422	2,402
wages	39,736	-	-	39,736	39,488
<b>Sub total</b>	<b>59,958</b>	<b>-</b>	<b>-</b>	<b>59,958</b>	<b>57,459</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>59,958</b>	<b>-</b>	<b>-</b>	<b>59,958</b>	<b>57,459</b>
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<b>Net of receipts/(payments)</b>	<b>57</b>	<b>-</b>	<b>-</b>	<b>57</b>	<b>1,644</b>
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### A5 Transfers between funds

A6 Cash funds last year end	21,460	5,399	-	26,859	25,215
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<b>Cash funds this year end</b>	<b>21,517</b>	<b>5,399</b>	<b>-</b>	<b>26,916</b>	<b>26,859</b>
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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 £
<b>B1 Cash funds</b>	Petty cash	100		-
	current account	3,350		-
	Fixed Term Deposit	10,000		-
	savings account	8,067	5,399	-
	<b>Total cash funds</b>	<b>21,517</b>	<b>5,399</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Gift aid claim	9,178	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

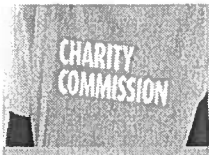
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	fixtures & fittings, P.A. equipment and office equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	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	16.7.25
S Seymour	Stephen Seymour	16.7.25





# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 06	Month 04	Year 2024		Day 05	Month 04	Year 2025

## 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	Melanie Jane Balch			The recognised spiritual leaders of the church.
3	Donna Louise Gaywood			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.

### 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  
(eg. trust, association, company)

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.

**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)**

- (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.

### 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/characters of the Bible (including Samuel and Psalms) to broader topics of Christian life. Such topics have included: The Gifts of the Spirit, Community, Life of Jesus. The programme has included outside speakers such as Nicola Saunders from In-Hope, Rob & Pam Scott Cook; Ruth and Andrew Price; and Dave Day.

### Vision Day

In November, the leaders and trustees met together to set out the strategy for

the next 3 years. This comprises of 3 streams of activity, in support of our charitable activities. These are: "the praying church", "the learning church" and "church for everyone", the latter of which encompasses our practical work to support people and organisations in the local community.

At regular intervals during the year we invite everyone in the church to "Tree Life Live" events where we can share the vision for the church, update people with news of what's happening, and listen to people's ideas and suggestions about what the church could be doing in the future.

### Café Church

Alongside the traditional format of services, we continue to provide 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. Café church allows for deeper and intentional interaction between the people that participate.

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 our annual community carol service, which as usual was attended by many local families, as well as the carol service at UCLG.

### Children's Work

We were excited in September to start a new children's group on Sunday mornings. The "Mustard Seeds" provides activities and teaching for younger children during the Sunday services. There are already 5 families using this on a regular basis.

### 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 a 3-week series learning about the structure of the New Testament.

### Corporate Prayer

There continues to be a weekly day-time prayer meeting on Zoom which has a regular attendance, as well as a monthly church prayer meeting. This year we have been varying the structure and timing of the monthly meeting to enable wider participation.

We now publish a monthly prayer diary with a number of topics for people to pray about during the month. This helps people to feel that we can all be praying together for the same themes, even if we are praying at separate times.

In September we held a one-off worship and praise evening which provided an opportunity for longer and more varied worship than we can fit into our Sunday services. This was a resounding success and is likely to be repeated in the year ahead.

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.

Across the church there is a strong caring ethos with people continuously looking out for one another.

The leadership team continues to offer individual pastoral care provision as necessary. This has included visiting and praying with people in palliative care and supporting their families following bereavement.

On a celebratory note, we were pleased to be able to help host a wedding for one of our regular congregants, whose children attend the new Mustard Seeds group.

### 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 of the CoffeeTots 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 Henley Tynning 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.

In November we participated in the Tearfund Big Quiz. This was well attended, and raised £300 for Tearfund.

At the end of the summer school term we held a church day out at Warmley Forest Park, which was attended by many from the church as well as some of the regular CoffeeTots families.

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

### Comms and Social Media

We continue to connect with and publish events to the local community through our Facebook site and Instagram feed. We use a "Friends of Mustard Tree" email group for sending out news and event information to those who have expressed interest. Malc and Donna have both written articles for the local Oldland, Longwell Green (OLG) magazine.

### 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. A special wombling event was held as part of our Harvest Hope weekend, with part of the team painting railings at the local school.

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.

We are continuing to receive referrals to our Parent Buddies service and during the year we received three referrals, one of these was from South Gloucestershire Council. 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 have 4 volunteers trained in listening skills. Parent Buddies has officially closed as a charity, but we have been allowed to continue to use the Parent Buddy name and logo, which means that we can keep going with 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 their team.

In conjunction with UCLG and St Annes we held a joint Harvest celebration, as well as joint services at intervals throughout the year.

At Harvest, the children at Longwell Green School collected food for Juice.

On Remembrance Sunday we joined the Remembrance parade and wreath-laying with the local churches in Warmley and other areas where members live.

#### Working with the Aged

Our work with local care homes and assisted living complexes now covers Avonlea, Avon Valley, Little Heath and Collingwood. 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. In June we were able to bring a number of the residents on a trip out to UCLG for a special communion service.

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

#### 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. Similarly, Malc delivers assemblies once per month at St Anne's CE VE Primary School in Oldland Common.

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 resource 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.

Malc was invited to speak at Bristol Schools Connection annual conference to talk about the work we have been doing in partnership with them at Longwell Green Primary School.

A new initiative from Bristol Schools Connection this year has been to introduce a "Reflective Spaces" activity at the school. For two days, a room in the school was transformed into a place where the children in years 4 – 6 could visit in groups of ten and engage in 8 different activities. These involved children in practical tasks whilst reflecting on a theme linked to each one, like thankfulness, saying sorry, thinking about our world and writing a message to someone they love. The activities were well received by the children and staff alike, and we have been invited back to do it all again next year.

In collaboration with 3 other local churches, we purchased Bibles for Year 4, which they use in school and will then take home when they leave in Year 6.

#### 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 about four Wednesday afternoons each term 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 pre-school for trips. Other church members are on the Footprints committee and the church regularly helps with Footprints' Fairs and supports their other fundraising events. In the summer we built a new sandpit in the patio area at the back of the Mustard Tree building.

#### 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 In-Hope, as well as notable calendar events like Harvest.

Launched Mustard Seeds group on Sunday mornings to provide more activities for younger children during the church services.

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

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.

Planned and organised Palm Sunday and Carol Service events at Longwell Green School.

Continued to lead assemblies at Longwell Green Primary School, with one-off special events such as Christmas in a Box and Easter in a Box. Purchased bibles for Year 4, in collaboration with other local churches. Introduced 2-day "Reflective Spaces" activity at the school.

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 Avonlea, Avon Valley, Little Heath and Collingwood. These are run collaboratively with UCLG and St Annes churches.

## 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 unexpected bills for urgent work.

#### **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 £15,400.

#### 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 £1,400.

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. Small routine maintenance costs are covered out of income. However, reserves should be £2,000 to cover unexpected larger bills for urgent work.

Conclusion

Reserves are held to cover;

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

Although the likelihood that both events occur at the same time is remote the agreed policy of the trustees is to keep reserves to cover both of these two items and hence £18,800 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

<b>Signature(s)</b>	R Hull	S Seymour
<b>Full name(s)</b>	Richard Hull	Stephen Seymour
<b>Position (eg Secretary, Chair, etc)</b>	Treasurer	Chair
<b>Date</b>	16.7.25	