

Trustees' Annual Report and Financial Report

The Parochial Church Council of

St Peter & Holy Cross Church, Wherwell

(An excepted Charity within the meaning of Section 30 of the Charities Act 2011)

For the year ended 31 December 2020

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St Peter & Holy Cross Church, Church Street, Wherwell, Hampshire. SP11 7JJ

Incumbent: The Revd Jacqueline Machin, The Rectory, Church Lane, Littleton, Hampshire SO22 6QY

Independent Examiner: Mr David Etchells, The Old Malthouse, Wherwell, Hampshire SP11 7JS

Bankers: National Westminster Bank PLC, 9 Bridge Street, Andover, Hampshire SP10 1BD

Parochial Church Council of St Peter & Holy Cross Church, Wherwell

Trustees' Annual Report for 2020

Structure, governance and management

The PCC is a charity, but is excepted from registering with the Charity Commission within the meaning of the section 30 of the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

Ex Officio Members

Incumbent: The Revd Jacqueline Machin

Warden: Mrs Pamela Prince

Deanery Synod Member: Mrs Judith Herridge

Elected Members:

Mrs Susan Ansell

Mrs Sue Coleman (To 29/10/2020)

Mr David Fellowes (To 30/4/2020)

Mrs Alice Higham (To 30/4/2020)

Mr William Prince (To 29/10/2020)

Mr Nigel Waters Treasurer

Mr Kenneth Wilson

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 6 members of the church who are elected at the Annual Parochial Church Meeting (APCM). With only one Churchwarden at the present time and elected member vacancies, members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Aim and purposes

The primary objective of St Peter & Holy Cross PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the incumbent, the Revd Jacqueline Machin, in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

Achievements and performance

Review of the year

1. The year was dominated by the outbreak of the Coronavirus pandemic which, in line with Government regulations and PCC risk assessments, necessitated long periods of:

Closure of the Church or

Restricted opening for private prayer, weddings & funerals only

As a result only eighteen Sunday Services were able to take place during the year.

2. The PCC met twice during the first three months of the year and thereafter key decisions & communications were undertaken by exchanges of e-mail due to Coronavirus meeting restrictions.

The APCM was originally scheduled for 30th April but had to be postponed in line with the Bishop's Direction and was eventually held on 29th October.

David Fellowes and Alice Higham retired from the PCC at the originally planned date of 30th April and Sue Coleman and Bill Prince at the APCM held on 29th October. Our thanks to the retiring PCC Members for all their contributions but, in particular, to Bill Prince whose hard work for over 40 years has been much appreciated.

Worship and Prayer

3. In normal times, the PCC is keen to offer a range of services that our community find both beneficial and spiritually fulfilling.

With the severe restriction in the number of Sunday Services which were able to be held the electronic distribution of 'Across the Downs' was expanded to Electoral Roll members with e-mail together with a weekly letter from our Rector. In addition, Charlotte Nash led a weekly Morning Prayer via 'Zoom'.

The monthly term time coffee mornings known as 'Midday Mums' were held in the Memorial Hall until the outbreak of the pandemic and our thanks to the organising team for running this important community initiative on behalf of the Church.

As at October 2020, there were 49 names on the Church Electoral Roll, 6 of whom are not resident within the Parish or Benefice.

Deanery Synod

4. One member of the PCC, Mrs Judith Herridge, sits on the Deanery Synod which provides the PCC with an important link between the Parish and the wider structures of the Church.

At the Bishop's direction, the Diocese has been undertaking a cost saving & resources review which

was completed at the end of the year, the results of which are awaited with possible implications for our Benefice and Parish.

St Peter & Holy Cross Church

5. Prior to the pandemic outbreak the Church was kindly opened and closed every day of the year by Rose Ayres & Ken Wilson allowing visitors and worshippers access to our wonderful building.

It is with much sadness that our much loved Organist, Ray Blazdell, passed away in June. In addition to playing the organ for many years, Ray was a member of the bell ringing team, maintained the Church clock and was associated with many village activities. He will be sorely missed.

Further works identified during the February 2019 Quinquennial Inspection were undertaken during the year at a cost of £2,350 and included:

- Roof moss clearance & treatment
- Replacement of broken and delaminated tiles on the Choir Vestry roof
- Replacement of cracked lancet windows in the tower
- Lych Gate and Porch ceiling re-painting
- Window and wall re-pointing

The PCC has continued to debate the best way to use the generous donation from the Gordon-Creed family which, with Gift Aid, totals £12,500. Matters have, however, been put on hold until the outcome of the Bishop's review is known.

Health & Safety

6. No accidents were recorded during the year.

The Emergency Plan & Fire Evacuation Instructions were reviewed and renewed by the PCC on 9th July.

Safeguarding

7. The PCC has continued to adopt the House of Bishops' Safeguarding Policy and supporting notices are placed on the internal and external notice boards.

All PCC members have undertaken Safeguarding training.

Mrs Pam Prince continues to be the PCC's Safeguarding Officer and has reported that no concerns have been raised during the year.

Financial Review

1. The finances were hugely impacted by the effects of the Coronavirus pandemic particularly with the enforced cancellation of the Auction of Promises, Fete and Christmas Fayre.

As a result, the PCC was only able to pay £3,084 at the beginning of the year, prior to the pandemic, towards the total Common Mission Fund due of £18,500. A further payment of £1,017 will be made in respect of 2020 during the 2021 financial year (point 6 below refers).
2. The total receipts for general unrestricted funds received were £19,568 (2019 – £31,134) and are detailed in the Financial Report
3. Planned Giving through the Parish Giving Direct Debit Scheme and banker's orders totalled £10,098 (2019 - £9,733) and Collections at Services reduced to £1,217 (2019 - £2,715) as a result of the pandemic.
4. Church running expenses were all within budget with the exception of Churchyard upkeep where the budget of £1,200 was exceeded by £890 as a result of having to have a tree felled (£570) and another needing dead wood removal and a general tidy up (£600).
5. The opening balance of £1,859 on the Church Building Fund was spent on Quinquennial repairs and, subsequently, £2,500 was transferred to the Fund to start accumulating a reserve for future repairs.
6. There was a resultant General Fund Surplus of £1,017 which the PCC felt should be paid as further contribution towards the year's Common Mission Fund and will be made in January 2021.

Reserves Policy

General Fund

It is the PCC's aim to maintain a balance on the General unrestricted funds of c £6,000 which equates to approximately two months worth of unrestricted payments as contingency against unforeseen situations.

With falling underlying total income the PCC will address longer term financial planning during 2021 once the Bishop's review outcome is known.

The Building Fund

This Fund is in place to meet the costs of maintaining the Church Fabric and, in particular, works identified in Quinquennial reports. Previously a restricted Fund but now reclassified as unrestricted following the £2,500 transfer from the General Fund this year.

In an ideal world the PCC would wish to build funds of between £10,000 & £15,000 during each 5 year cycle.

The Gordon-Creed Fund

This Restricted Fund was formed in 2018 through a generous donation of £10,000 from the Gordon-Creed family and to which Gift Aid of £2,500 was recovered.

Whilst the decision on how to spend the funds on a project benefitting the Church has been left to the PCC this is on the basis that the family are consulted before any money is spent.

The PCC's initial idea was to use the funds on improving & refurbishing the Vestry but deliberations have been put on hold during the current pandemic.

Contribution to Church life

Finally, a huge thank you to the volunteers who freely donate time, money and effort to the Church without which the PCC would be unable to continue the long tradition of worship in our historic village.

This Trustees' Annual Report was **approved** by the PCC and signed on their behalf by The Revd Jacqueline Machin, PCC Chairman

J Machin, Rector

Date.....7/1/2021.....

PAROCHIAL CHURCH COUNCIL OF ST PETER & HOLY CROSS, WHERWELL

Statement of Financial Activities

Receipts and Payments Summary

For the period from 1 January 2020 to 31 December 2020

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	<i>Notes</i>
	<i>General</i>	<i>Designated</i>					
	<i>Fund</i>	<i>Funds</i>	<i>Funds</i>	<i>Funds</i>	<i>2020</i>	<i>2019</i>	
	£	£	£	£	£	£	
Income and endowments from:							
Voluntary Receipts	18,330		-		18,330	20,178	
Activities for Generating Funds	18		-		18	9,855	
Investment Income	-		-		-	-	
Income from Church Activities	1,060		-		1,060	892	
Other Incoming Resources	160		-		160	209	
Total received	19,568	-	-	-	19,568	31,134	
Expenditure on:							
Church Activities:	16,051		1,859		17,910	33,884	
Cost of Generating Funds	-		-		-	1,039	
Loan Repayment - Littleton PCC	-		-		-	500	
Total paid	16,051	-	1,859	-	17,910	35,423	
Reconciliation of funds:							
Excess of Receipts over Payments	3,517	-	(1,859)	-	1,658	(4,289)	
Transfers between funds	(2,500)	2,500		-	-	-	
Net movement in funds	1,017	2,500	(1,859)	-	1,658	(4,289)	
Bank Balance b/f at 1 January 2020	5,633	-	14,359	-	19,992	24,281	
Bank Balance c/f at 31 December 2020	£6,650	£2,500	£12,500	-	£21,650	£19,992	

PAROCHIAL CHURCH COUNCIL OF ST PETER & HOLY CROSS, WHERWELL
Statement of Financial Activities
Statement of Assets and Liabilities
As at 31 December 2020

	<i>Unrestricted</i>		<i>Restricted</i>	<i>Endowed</i>	<i>Total</i>	<i>Total</i>	
	<i>General</i>	<i>Designated</i>	<i>Funds</i>	<i>Funds</i>	<i>All Funds</i>	<i>All Funds</i>	<i>Note</i>
	<i>Fund</i>	<i>Funds</i>			<i>2020</i>	<i>2019</i>	
ASSETS	£	£	£	£	£	£	
Bank current account	6,650	2,500	12,500	-	21,650	19,992	
Deposit Fund	-	-	-	-	-	-	
Bank and deposit accounts	£6,650	£2,500	£12,500	-	£21,650	£19,992	
Investment assets	-	-	-	-	-	-	
Total assets	£6,650	£2,500	£12,500	-	£21,650	£19,992	
LIABILITIES	-	-	-	-	-	-	
Total liabilities	-	-	-	-	-	-	

Represented by :	£	£	£	£	£
Unrestricted - General Fund	6,650			6,650	5,633
Designated - Church Building Fund		£2,500	-	2,500	1,859
Restricted - Gordon-Creed Fund			12,500	12,500	12,500
	£6,650	£2,500	£12,500	-	£21,650
					£19,992

This Financial Report for the year ended 31st December 2020, including the notes following, was approved by the PCC and signed on its behalf by :

The Revd. Jaxqueline Machin, PCC Chairman

J Machin, Rector.

Date 7/1/2021

PAROCHIAL CHURCH COUNCIL OF ST PETER & HOLY CROSS, WHERWELL

Financial statements for the year ended 31 December 2020

Receipts & Payments Account Analysis

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
RECEIPTS						
Voluntary Receipts						
Planned giving		10,098	-	-	10,098	9,733
Collections at services		1,217	-	-	1,217	2,715
Other giving / voluntary receipts	8a	3,143	-	-	3,143	4,607
Gift aid and GASDS recovered		3,872	-	-	3,872	3,123
		18,330	-	-	18,330	20,178
Activities for Generating Funds						
Fete (net of float)		-	-	-	-	6,057
Fete donation / sponsorship		-	-	-	-	675
Biannual auction of promises		-	-	-	-	-
Harvest festival		-	-	-	-	1,326
Christmas fayre		-	-	-	-	1,731
Fundraising other		18	-	-	18	66
		18	-	-	18	9,855
Investment Income						
		-	-	-	-	-
Income from Church Activities						
Interest		2	-	-	2	2
Fees Received		1,058	-	-	1,058	890
Sundry receipts		-	-	-	-	-
		1,060	-	-	1,060	892
Other Incoming Resources - VAT Recovery						
		160	-	-	160	209
TOTAL RECEIPTS						
		19,568	-	-	19,568	31,134
PAYMENTS						
Church Activities:						
Diocesan parish common mission fund		3,084	-	-	3,084	18,225
Clergy costs		631	-	-	631	1,306
Church running expenses	8b	7,825	-	1,859	9,684	9,516
Church management & administration	8c	4,511	-	-	4,511	4,357
Mission giving and donations	8d	-	-	-	-	480
		16,051	-	1,859	17,910	33,884
Cost of Generating Funds						
Fete costs		-	-	-	-	557
Biannual auction of promises		-	-	-	-	0
Harvest festival		-	-	-	-	96
Christmas fayre		-	-	-	-	386
Printing booklets / cards		-	-	-	-	-
		-	-	-	-	1,039
Loan Repayment - Littleton PCC						
		-	-	-	-	500
TOTAL PAYMENTS						
		16,051	-	1,859	17,910	35,423
Excess of Receipts over Payments						
		3,517		(1,859)	1,658	(4,289)
Transfers between funds		(2,500)	2,500	-	-	-
Net movement in funds						
		1,017	2,500	(1,859)	1,658	(4,289)
Balance b/f at 1 January 2020		5,633	-	14,359	19,992	24,281
Balance c/f at 31 December 2020		£6,650	£2,500	£12,500	£21,650	£19,992

PAROCHIAL CHURCH COUNCIL OF ST PETER & HOLY CROSS, WHERWELL

Notes to the Annual Financial Report for the year ending 31 December 2020

Accounting Policies

- 1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2016 and the Charities Act 2011, using the Receipts and Payments basis.
- 2 The accounts include monetary transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliations to another body, nor those which are informal gatherings of church members.
- 3 Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.
- 4 No value is placed on moveable church furnishings held by the Church wardens on trust for the PCC.

Funds

- 5 Unrestricted funds of the PCC are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC. These can also include designated funds where the PCC has set aside funds from its unrestricted funds for a particular project.
- 6 Restricted funds are funds subject to specific trusts (for example a letter from the donor at the time of the gift, or by the terms of public appeal), which can only be used for the purposes set out in the trust.

7 Statement of funds	Balances b/fwd 1 Jan 2020 £	Income £	Expenditure £	Transfers, other gains and losses £	Balances c/fwd 31 Dec 2020 £
Endowed Funds	-	-	-	-	-
Restricted Funds					
Church Building Fund	1,859	-	(1,859)		-
Gordon-Creed Fund	12,500	-	-	-	12,500
	14,359	-	(1,859)	-	12,500
Unrestricted Funds					
General Fund	5,633	19,568	(16,051)	(2,500)	6,650
Designated Funds	-	-	-	2,500	2,500
	5,633	19,568	(16,051)	-	9,150
Total funds	£19,992	£19,568	£(17,910)	-	£21,650

- 8 The Church Building Fund meets the costs of maintaining the fabric of the Church and those works identified in Quinquennial reports. This was previously classified as a restricted fund but is now shown as a designated unrestricted fund. In the year £2,500 was transferred into this from the General Fund in order to act as a reserve for future repairs.

Parochial Church Council of St Peter & Holy Cross, Wherwell

NOTES (Continued) for the year ending 31 December 2020

9 Further Analysis of Receipts and Payments

Receipts	Unrestricted Funds £	Restricted Funds £	TOTAL 2020 £	TOTAL 2019 £
a All Other Giving/Voluntary Receipts				
Other collections / donations	836	-	836	2,422
Wall safe	57	-	57	435
Wherwell & Chilbolton magazine donation	1,500	-	1,500	1,000
Wherwell Parish Council	750	-	750	750
	<u>3,143</u>	<u>-</u>	<u>3,143</u>	<u>4,607</u>
Payments				
b Church Running Expenses				
Upkeep of services	305	-	305	877
Upkeep of churchyard	2,090	-	2,090	994
Cleaning	240	-	240	720
Insurance	2,845	-	2,845	2,868
Electricity & water	1,494	-	1,494	1,090
Church repairs and maintenance	851	1,859	2,710	2,967
	<u>7,825</u>	<u>1,859</u>	<u>9,684</u>	<u>9,516</u>
c Church Management & Administration				
Share of benefice administration	4,174	-	4,174	3,529
Architect fees	-	-	-	0
Sundries	337	-	337	828
	<u>4,511</u>	<u>-</u>	<u>4,511</u>	<u>4,357</u>
d Mission Giving and Donations				
Origins Training Project	-	-	-	0
Chilbolton Pre-School	-	-	-	0
Royal British Legion	-	-	-	480
	<u>-</u>	<u>-</u>	<u>-</u>	<u>480</u>

- 10 No payments were made to PCC members in the year other than for reimbursement of expenses incurred on behalf of the PCC.
- 11 There were no transactions in the year with persons related to PCC members.
- 12 There have been no related party transactions in the reporting period.
- 13 During the year, the PCC was only able to pay £3,084 towards the overall Common Mission Fund due of £18,500. This was due to the COVID Pandemic reducing the Church's income, particularly through the cancellation of the Auction of Promises, Church Summer Fete and Christmas Fayre. Other Fundraising shows only £18 received from EasyFundRaising.org and there were no costs of generating funds for this year. The 2020 General Fund surplus of £1,017 will be paid to the Diocese in 2021, to add to the 2020 Common Mission Fund.

The Independent Examiner's Report

To the members and trustees of the Parochial Church Council of St Peter & Holy Cross Church, Wherwell.

I report on the accounts of the PCC for the year ended 31 December 2020, which are set out on the preceding pages.

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations 2016 and section 144(2) of the Charities Act 2011 (*'the 2011 Act'*) do not apply.

It is my responsibility to:

- Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act;
- To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

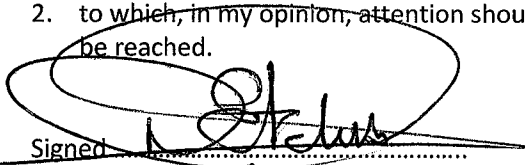
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulationshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date


19th February 2021

Mr David Etchells FCA
The Old Malthouse
Fullerton Road
Wherwell
Andover
Hampshire SP11 7JS