

PARISH CHURCH OF ST AUGUSTINE OF CANTERBURY THORPE BAY
Registered charity number 1128847

ANNUAL REPORT

and

FINANCIAL STATEMENTS

of the

PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31st DECEMBER 2018

council chairman

REV CANON JONATHAN COLLIS
86 Tyrone Road
Thorpe Bay
Essex SS1 3HB

bankers

BARCLAYS BANK PLC
Thorpe Bay Branch
Southend-on-Sea Business Centre

independent examiners

MR JOHN DENBY
MR MATTHEW FINLAY

THE PAROCHIAL CHURCH COUNCIL ST AUGUSTINE OF CANTERBURY THORPE BAY

Registered charity number 1128847

ANNUAL REPORT FOR 2018

BACKGROUND

The St Augustine's Parochial Church Council (The PCC) is a registered charity which has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has responsibilities for the nearby Church Hall.

MEMBERSHIP

Members of the PCC are trustees of the charity and are either *ex officio* or elected by the Annual Parochial Church Council Meeting (APCM) in accordance with the Church Representation Rules. The PCC can also appoint co-opted members.

During the year the following served as members of the PCC –

Incumbent	Rev Canon J Collis	Chairman
Curate	Rev C Giles (ex officio)	
Wardens	Mr M Everett, Mrs M Brewer.	
Deanery Synod Representatives	- Canon L Barnard, Mr M Everett and Mr P Somerville.	

Elected Members – Dr P Chisnell, Mr I Douce (until April 2018), Mrs K Kindley, Mrs M Ridley (PCC secretary, Mrs H Rowland, Mr C Russell (PCC Treasurer), Mr I Stobart, Miss M Sylvester, Mr J Watson.

COMMITTEE REPORTING TO THE PCC

Standing Committee.

CHURCH ATTENDANCE

At the beginning of the year there were 204 names on the electoral roll of whom 86 were resident in the parish. At 31st December the numbers were 202 and 83. The average weekly attendance during the year was in the region of 80 adults and 12 children at the 10 am service, 10 at the 8 am and 10 - 20 at the 6:30 pm services. Festival and other special services attracted larger congregations, especially at Christmas, Harvest and Remembrance Sunday. The various Christmas services attracted at least 3,300 people to them, and there were more school services than ever before.

REVIEW OF THE YEAR

The full PCC met 5 times during the year with an average attendance of 10. The Standing Committee met as and when required and duly reported to the PCC.

(a) Fabric

The sedilia was panelled thanks to the generosity of Philip Dean, the tower roof repaired, the church floor sanded and repolished. The old clock from the west end was provided with a new mechanism and reset in wood and hung in the sacristy. The project for an extension on the north side of the church moved slowly under the capable and energetic direction of Peter Barron.

(b) Church Hall

The Hall continues to be a valuable facility for Church organisations and the community at large and provides a useful reserve for PCC finances.

(c) Outreach and Social

An increased number of concerts and recitals took place in the church from the summer right up to Christmas. A successful trip to Luxor and a day trip to Guildford took place. A visit from our young people took place to Sweden with larger numbers than before. The vicar continued his work with the diocesan Romanian and Swedish links, and a Romanian Orthodox monk visited the parish as part of the link. The monthly 100 club continued to thrive and in 2017 added £1,028 to the coffers. The junior church continued to flourish as did the uniformed organisations and other church groups. Baptisms about usual (2018 - 23, 2017 - 24, 2016 - 18, 2015 - 26 and after the confirmations slightly up (2018 - 5, 2017 - 4, 2016- 17, 2015 - 5). There were 25 funerals (2017 - 21), 7 in church (2017- 8), and 18 at the crematorium or cemetery (2017 - 21, 2016 - 13), 7 weddings (2017 - 10). The bi-monthly magazine is read by a large number of parishioners and others and as well as being a source of information of parish activities makes a small contribution each year to parish finances. The link with Thorpedene continued, with increased numbers of attenders at the school Christmas services in church and Shoeburyness High School, Alleyn Court, Bournes Green Junior School and Thorpe Hall School held services in the church. Services for preschool children were regularly held at Alleyn Court. At Christmas the total number of people attending the various carol services etc totalled over 3,600 (2017 -2,700). The website continued to be an invaluable instrument of information and outreach. The bell ringers were joined by a number of new faces, a new youth choir sang choral evensong twice, and there was a concert series in the church extending beyond the summer.

(d) Personnel

The parish continued to benefit from the ministry of Canon Stephen Burdett and Lay Canon Linda Barnard.

e) Finance

The loss of a number of our generous financial contributors continued to be keenly felt. Bequests totalling £15,000 were received during the year, but there was a deficit of £3,718 in the unrestricted funds in 2018. (unrestricted surplus of £9,026 in 2017). The annual stewardship appeal brought in a number of new regular givers, and there were surpluses from the church hall and magazine. With costs continuing to rise the church relies on its financially committed worshippers to enable it to continue with all of its services and other activities.

(f) Reserves

The PCC policy is to transfer one half of any unrestricted legacy received to a contingency fund which is invested in CCLA accumulating shares when such funds are available. At the end of 2018 the PCC held shares to the value of £43,665 (original cost £28,892) in unrestricted funds and further shares to value of £7630 (original cost £7,000) in the restricted organ restoration fund.

(g) Utilities and Insurance

The parish uses the services of the diocesan energy advisor to ensure that the energy costs of the church and church hall are kept to a minimum. The church and hall electricity supply contracts are both for three years with Opus Energy expiring in 2020 and 2019 respectively. The hall gas supply contract is for four years with Contract Natural Gas expiring in 2020. There is no gas supply to the church. A comprehensive review of the Church and Hall insurance policies was carried out in 2016.

ON BEHALF OF THE PCC

(signed)

REV CANON J COLLIS

22nd January 2019

(2)

**INDEPENDENT EXAMINER'S REPORT TO THE PCC
OF ST AUGUSTINE OF CANTERBURY THORPE BAY**

We report on the accounts of the PCC for the year ended 31st December 2018, which are set out on pages 4 to 10.

RESPECTIVE RESPONSIBILITIES OF THE PCC AND THE EXAMINER

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to

- Examine the accounts under section 145 of the 2011 act;
- Follow procedures laid down in the general directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act: and
- State whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented 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 a full audit, and consequently we do not express an opinion on the accounts.

INDEPENDENT EXAMINER'S STATEMENT

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

(1) which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act: or
- to prepare accounts which accord with the accounting have not been met: or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(signed)

(signed)

23rd February 2019

23rd February 2019

MR JOHN DENBY,
31, PLYMTREE,
THORPE BAY,
ESSEX. SS1 3RA.

MR MATTHEW FINLAY
2, TORQUAY DRIVE,
LEIGH-ON-SEA,
ESSEX. SS9 1SE.

YEAR ENDED 31st DECEMBER 2018

INCOME & EXPENDITURE

2017 TOTAL		NOTE	FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
INCOMING RESOURCES					
150,177	Voluntary Income	2(a)	101,942	13,483	115,425
7,170	Activities for Generating Funds	2(b)	6,914		6,914
24,678	Income from Church Activities	2(c)	25,011		25,011
23	Interest Receivable	2(d)	40		40
£182,048	TOTAL INCOMING RESOURCES		£133,907	£13,483	£147,390
RESOURCES EXPENDED					
231	Cost of Generation of Voluntary Income	3(a)	139		139
2,618	Fundraising Costs	3(b)	2,636		2,636
2,342	Grants	3(c)	488	2,159	2,647
173,939	Church Activities	3(d)	134,362	12,408	146,770
£179,130	TOTAL RESOURCES EXPENDED		£137,625	£14,567	£152,192
£2918	NET MOVEMENT IN FUNDS		£(3,718)	(£1,084)	£(4,802)
811,750	BALANCE IN HAND AT 1st JANUARY 2018		808,836	12,482	821,318
	TRANSFER BETWEEN FUNDS		(750,000)	750,000	
1,024	REALISED GAINS ON INVESTMENTS		636		636
5,626	UNREALISED LOSSES/GAINS ON INVESTMENTS		(629)	(149)	(778)
2,918	NET MOVEMENT IN FUNDS AS ABOVE		(3,718)	(1,084)	(4,802)
£821,318	BALANCE IN HAND AT 31st DECEMBER 2018		£55,125	£761,249	£816,374

The notes on pages 6 to 10 form part of these accounts

THE PAROCHIAL CHURCH COUNCIL
ST AUGUSTINE OF CANTERBURY THORPE BAY
BALANCE SHEET AT 31st DECEMBER 2018

2017	NOTE	
£750,000	TANGIBLE FIXED ASSETS	£750,000
	CURRENT ASSETS	
54,437	Investments at Market Value (cost £33,892)	51,295
5,432	Debtors & Prepayments	4,391
1,001	Short Term Cash Deposits	1,002
14,028	Cash at Bank and in Hand	13,932
£74,898	Gross Current Assets	£70,620
£3,580	Creditors - liabilities falling due within a year	£4,246
£71,318	NET CURRENT ASSETS	£66,374
750,000	Fixed Assets as above	750,000
£821,358		£816,374

REPRESENTED AS FOLLOWS

Funds

808,836	Unrestricted	55,125
12,482	Restricted	761,249
£821,318		£816,374

Approved by the Parochial Church Council on 23rd January 2018 and signed on its behalf

(signed)

(signed)

REV CANON JONATHAN COLLIS (CHAIRMAN)

MARTIN EVERETT (CHURCHWARDEN)

The notes on pages 6 to 10 form part of these accounts

THE PAROCHIAL CHURCH COUNCIL
ST AUGUSTINE OF CANTERBURY THORPE BAY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st DECEMBER 2017

1. ACCOUNTING POLICIES

The financial statements of the PCC have been prepared under the current Church Accounting Regulations and in accordance with the current Charities SORP 2015.

The financial statements have been prepared under the historic cost convention except for the Church Hall which is shown at the value for insurance purposes. The financial statements include all transactions, assets, and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

FUNDS

Restricted Funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object, or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year is carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted Funds are general funds which can be used by the PCC for ordinary purposes.

INCOMING RESOURCES

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable. All income is accounted for gross.

RESOURCES USED

Grants and donations are accounted for when paid over or when awarded if the award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for missions are dealt with as restricted funds. All other expenditure is recognised when it is incurred and is accounted for gross.

FIXED ASSETS

Consecrated land and buildings are excluded from the accounts in accordance with the Charities Act.

Movable church furnishings held by the vicar and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory which can be inspected. For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £5,000 so all such expenditure has been written off when incurred. Equipment used in the church and church hall is written off when purchased.

CURRENT ASSETS

Amounts owing to the PCC at 31st December in respect of fees rents or other income are shown as debtors in the balance sheet less provision for any amounts that may prove uncollectible. Short term deposits are sums standing to the credit of the PCC in the Central Board of Finance Church of England Deposit Funds.

2. INCOMING RESOURCES

2017 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
2(a) Voluntary Income				
	Planned giving -			
46,504	Gift Aid Donations	46,517		46,517
11,626	Income Tax recoverable	11,772		11,772
8,323	Other planned giving	7,839		7,839
12,674	Plate Collections including tax recoveries	12,915	1,555	14,470
44,137	Sundry Donations including tax recoveries	9,899	6,500	16,399
6,350	Grants		2,850	2,850
693	Collecting Boxes		578	578
19,870	Legacies	13,000	2,000	15,000
£150,177		£101,942	£13,483	£115,425
2(b) Activities for Generating Funds				
535	Donations for Use of Church	1,865		1,865
2,876	100 Club	2,248		2,248
3,759	Other Fundraising	2,801		2,801
£7,170		£6,914		£6,914
2(c) Income from Church Activities				
19,557	Church Hall lettings	19,674		19,674
1,939	Magazines (including advertisements)	1,761		1,761
3,182	Occasional offices	3,576		3,576
£24,678		£25,011		£25,011
2(d) Interest				
£23	Interest receivable	£40		£40
£182,048		£133,907	£13,483	£147,390

3. RESOURCES EXPENDED

2017 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
	3a) Cost of generation of voluntary income			
£231	Stewardship costs	£139		£139
	3b) Fundraising costs			
1,220	100 Club costs & prizes	1,220		1,220
1,398	Costs of other fundraising	1,416		1,416
£2,618		£2,636		£2,636
	3c) Grants			
	Missionary and charitable giving -			
439	Overseas Relief and Development Agencies		227	227
727	Home Missions and other Church Societies	175	539	714
1,176	Secular Based Charities	313	1,393	1,706
£2,342		£488	£2,159	£2,647
	3(d) Church Activities			
83,182	Ministry - Diocesan quota	85,303		85,303
2,808	Incumbent's expenses	2,880		2,880
1,147	Assistant clergy costs	1,299		1,299
395	Vicarage maintenance			
11,722	Church & Garden - Running expenses	12,601	511	13,112
2,820	General repairs & routine maintenance	1,930	1,289	3,219
44,576	Major repairs & refurbishment	4,475	5,724	10,199
2,080	Cost of services	1,982	598	2,580
1,022	Youth & junior Church costs		1,482	1,482
2,717	Organist and locum	2,609		2,609
1,300	Parish Magazine Costs	1,247		1,247
14,058	Church Hall - Running expenses	15,686		15,686
2,640	Church Hall - Major repairs & refurbishment	3,000		3,000
2,040	Proposed Extension costs		2,804	2,804
513	Telephone Printing & Stationery	583		583
101	Subscriptions	103		103
162	Website	151		151
334	Publicity & Outreach	461		461
322	Sundries	52		52
£173,939		£134,362	£12,408	£146,770
£179,130	TOTAL OUTGOING RESOURCES	£137,625	£14,567	£152,192

4. STAFF COSTS

During the year the PCC employed an organist, hall cleaner and church cleaner, none of whom earned £10,000 or more. Organist's fees for weddings and funerals are included in the fees charged to and are paid by those using the service and not the PCC. No member of the PCC received any remuneration or expenses allowance.

5. FIXED ASSETS FOR USE BY THE PCC

The tangible fixed assets consist of the Church Hall. Following an insurance review in 2016 the trustees consider that the value of the building on the open market is £750,000. The title is registered at H M Land Registry number EX859582.

The church hall fixtures and fittings are written off in the year of purchase.

No other assets originally costing more than £5000 were held by the PCC at the date of the balance sheet.

6. INVESTMENTS

The PCC holds 1,214.64 accumulation shares in The CBF Church of England Investment Fund. The original cost of the shares was £28,892 and the market value at the date of these financial statements was £43,665 (2017: 1,498.61 shares cost £35,024 market value £54,437). A further 212.25 shares acquired at a cost of £7,000 and valued at £7,630 were purchased from legacies totalling £7,000 bequeathed to the PCC specifically for organ maintenance and music, and are held on a long term basis for restoration and major refurbishment of the church organ. The remaining 1,339.52 shares are held as a general unrestricted reserve.

7. ANALYSIS OF NET ASSETS BY FUND

2017 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
750,000	Fixed Assets		750,000	750,000
54,437	Investments	43,665	7,630	51,295
20,461	Current Assets	15,706	3,619	19,325
£824,898		£59,371	£761,249	£820,620
3,580	Current Liabilities	4,246		4,246
£821,358	Fund Balances	£55,125	£761,249	£816,374

8. DEBTORS

1,706	Income Tax Recoverable	1,576	165	1,741
1,793	Prepayments	1,747		1,747
894	Other debtors	903		903
£4,393		£4,226	£165	£4,391

9. LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR

1,356	Accruals and deferred income	2,098		2,098
2,224	Creditors for goods and services	2,148		2,148
£3,580		£4,246		£4,246

10. RESTRICTED FUND DETAILS

The restricted funds held by the PCC during the year were as follows –

The Church Hall.

The Organ & Music fund which is used to encourage and support church music at St Augustine's and local primary schools.

The Mission fund used to support mission work of all types both at home and overseas.

The Flower Fund, The Fabric Fund, The Clock Refurbishment Fund, The Organ Restoration Fund, The Churchyard Fund and The Youth Activity & Development Fund. The purpose of these funds is self-evident. The Margaret Knill bequest is for the provision of flowers in the church annually on the Sunday nearest to the anniversary of the late Margaret Knill's wedding anniversary.

The balances on these funds at 31st December 2017 were –

2017		
218	Charities & Mission	1
600	Churchyard Fund	564
974	Clock Refurbishment	
2,265	Fabric Fund	835
596	Flower Fund	433
131	Margaret Knill bequest	131
944	Organ & Music Fund	592
5,779	Organ Restoration Fund	7,630
	Proposed Extension	201
975	Youth Activity & Development	862
£12,482		£11,249

The PCC has designated part of the unrestricted funds as a general reserve. At the date of these financial statements the fund so designated is as follows.

49,567	Contingency Fund	44,574
£49,567		£44,574

The incumbent for the time being is in possession of a hardship fund to assist in the relief of poverty in the parish which does not form part of these accounts. Its existence is noted here for the information of parishioners.