

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 2020

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 examiner

MR GRAHAM LANE FCA

THE PAROCHIAL CHURCH COUNCIL ST AUGUSTINE OF CANTERBURY THORPE BAY

Registered charity number 1128847

ANNUAL REPORT FOR 2020

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 until April 2020))	
Wardens	Mr M Everett (to October 2020), Mrs M Brewer, Mr M Wilcox (from October 2020)	
Deanery Synod Representatives	- Canon L Barnard, Mr M Everett, Mr P Somerville (to October 2020), Mrs M Ridley (from October 2020) (PCC secretary).	

Elected Members – Mrs B Black (from October 2020) Dr P Chisnell, Mrs M Dugdale (to October 2020), Mrs K Kindley, Mrs M Ridley (to October 2020), Mr C Russell (PCC Treasurer), Mr I Stobart, Mr B Wadley-Smith (from October 2020), Mr J Watson.

Because of Covid 19 restrictions the full PCC met only twice during the year. The Standing Committee met as and when required and duly reported to the PCC.

CHURCH ATTENDANCE

At the beginning of the year there were 170 names on the electoral roll of whom 69 were resident in the parish. At 31st December the numbers were 176 and 68. Covid 19 and the attendant lockdowns had a dramatic effect on church life. For months at a time no public worship could be held, and thereafter only with social distancing and without singing. Services for Holy Week and Easter were cancelled, and services had to be filmed firstly from the vicarage study and then privately in church. Attendance before the first lockdown had been in the region of 80 adults and 12 children at the 10 am service, 10 at the 8am and between 10 and 20 at Evensong. When services resumed around 50 attended the 10 am, gradually increasing to 70, and then stabilising at 50 after the second lockdown, then down to 30 after Tier 4 restrictions were imposed. Children's work became impossible, and normally large services had either to be cancelled or scaled right back, especially at Christmas. There were no school services.

REVIEW OF THE YEAR

(a) Fabric

During the first lockdown in particular much was done that had been often postponed. All vestments were washed, vestries tidied, windows cleaned, noticeboards refurbished. Gates, downpipes, window frames and benches, gallery railings, doors and staircase to the belfry painted. A new spotlight on the altar was installed, and woodwork in the church and vestries polished up. The church has probably not looked better for decades.

(b) Church Hall

The hall was out of commission for most regular and all casual users during the lockdowns.

(c) Outreach and Social

It would be easier to say what did not take place – concerts, trips, youth visits, and schools work after March. Nonetheless the monthly 100 club continued to thrive and in 2020 added £1,013 to the coffers. Baptisms were well down in numbers to 4 (2019 - 41, 2018 - 23, 2017 - 24, 2016 – 18, 2015 – 26). There was a socially distanced confirmation service at which five of our own candidates were confirmed. There were 20 funerals (2019 – 26, 2018 – 25) of which 3 were in church (2019 – 7, 2018 – 7). 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 made a contribution of £556 to parish finances (2019 - £903).

(d) Personnel

The parish continued to benefit from the ministry of Canon Stephen Burdett, Canon Michael Ballard, and Lay Canon Linda Barnard, and during the year Fr Frank Smith joined the regular rota. Our former curate, Rev Chris Giles, left us in April to take up a post in Suffolk.

(e) Finance

As can be seen in the financial reports, Covid 19 had a devastating effect on our finances in 2020. Considerable decreases were recorded in plate collections, church hall income, donations from outside organisations for use of the church, concerts and occasional offices. During the first lockdown there was virtually no income other than monthly standing orders from regular contributors. Nevertheless a heartening increase in those regular contributions (£9,147 more than in 2019) and a generous response to an appeal to everyone on the electoral roll which brought in £10,942 including gift aid meant that the overall deficit in unrestricted funds was kept at a manageable £6,587. Net gains of £2,938 in the market value of our investments reduced the overall deficit to £3,649 (£6,987 in 2019).

(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 2020 the PCC held shares to the value of £36,052 (original cost £22,127) in unrestricted funds and further shares to value of £10,432 (original cost £7,000) in the restricted organ restoration fund and £11,163 in the proposed extension fund (original cost £10,000).

(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 with Opus Energy. The church contract is for two years expiring in 2022 and the hall contract for four years expiring in 2023. The hall gas supply contract is for three years with Contract Natural Gas expiring in 2023. 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

REV CANON J COLLIS

23rd January 2021

**INDEPENDENT EXAMINER'S REPORT TO THE PCC
OF ST AUGUSTINE OF CANTERBURY THORPE BAY
FOR THE YEAR ENDED 31ST DECEMBER 2020**

RESPONSIBILITIES AND BASIS OF REPORT

As the charity 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 Charity'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 giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the Trust as required by section 145 of the Act; or

2 the accounts do not accord with those records; or

3 the accounts do 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 requirements 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.

G Lane

21st March 2021

MR GRAHAM LANE FCA
43, TYRONE ROAD.
SOUTHEND-ON-SEA SS1 3HE

PAROCHIAL CHURCH COUNCIL

ST AUGUSTINE OF CANTERBURY THORPE BAY

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st DECEMBER 2020

INCOME & EXPENDITURE

2019 TOTAL		NOTE	FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
INCOMING RESOURCES					
133,144	Voluntary Income	2(a)	101,446	19,835	121,281
8,291	Activities for Generating Funds	2(b)	3,478		3,478
24,476	Income from Church Activities	2(c)	11,479		11,479
47	Interest Receivable	2(d)	16	2	18
£165,958	TOTAL INCOMING RESOURCES		£116,419	£19,837	£136,256
RESOURCES EXPENDED					
198	Cost of Generation of Voluntary Income	3(a)	201		201
2,547	Fundraising Costs	3(b)	1,736		1,736
3,356	Grants	3(c)	75	2,281	2,356
171,619	Church Activities	3(d)	120,994	6,281	127,275
£177,720	TOTAL RESOURCES EXPENDED		£123,006	£8,562	£131,568
£(11,762)	NET MOVEMENT IN FUNDS		£(6,587)	£11,275	£4,688
816,734	BALANCE IN HAND AT 1st JANUARY 2020		48,138	767,847	815,985
766	REALISED LOSSES ON INVESTMENTS (GAINS 2019)		(95)		(95)
10,607	UNREALISED GAINS ON INVESTMENTS		3,033	2,042	5,075
(11,762)	NET MOVEMENT IN FUNDS AS ABOVE		(6,587)	11,275	4,688
£815,985	BALANCE IN HAND AT 31st DECEMBER 2020		£44,489	781,164	£825,653

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 2020

2019		NOTE	
£750,000	TANGIBLE FIXED ASSETS	5	£750,000
	CURRENT ASSETS		
52,668	Investments at Market Value (cost £39,127)	6	57,648
2,792	Debtors & Prepayments	8	1,757
1,505	Short Term Cash Deposits		1,506
12,653	Cash at Bank and in Hand		17,835
£69,618	Gross Current Assets		£78,746
£3,633	Creditors - liabilities falling due within a year	9	£3,093
£65,985	NET CURRENT ASSETS		£75,653
750,000	Fixed Assets as above		750,000
£815,985			£825,653

REPRESENTED AS FOLLOWS

Funds

48,138	Unrestricted		44,489
767,847	Restricted	10	781,164
£815,985			£825,653

Approved by the Parochial Church Council on 23rd January 2021 and signed on its behalf

REV CANON JONATHAN COLLIS (CHAIRMAN)

MHOIRA BREWER (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 2020

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 notified as to its entitlement 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.

GOING CONCERN

The trustees have reviewed the financial position of the Charity and believe it is currently a going concern. The impact of the COVID-19 has been considered as part of this assessment and, based on their current knowledge, they anticipate being able to mitigate its effect on finances going forward. Consequently, the financial statements have been prepared on a going concern basis. The Trustees have considered their commitments in the subsequent financial period and have sufficient funds available to meet these obligations.

2. INCOMING RESOURCES

2019 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
2(a) Voluntary Income				
	Planned giving -			
46,783	Gift Aid Donations	54,666		54,666
11,767	Income Tax recoverable	13,666		13,666
6,664	Other planned giving	6,029		6,029
16,888	Plate Collections including tax recoveries	5,846	248	6,094
	Covid Appeal including tax recoveries	10,942		10,942
49,169	Sundry Donations including tax recoveries	4,231	18,587	22,818
1,200	Grants	6,066	1,000	7,066
673	Insurance Claim			
£133,144		£101,446	£19,835	£121,281
2(b) Activities for Generating Funds				
2,050	Donations for Use of Church	480		480
2,397	100 Club	2,233		2,233
3,844	Other Fundraising	765		765
£8,291		£3,478		£3,478
2(c) Income from Church Activities				
19,081	Church Hall lettings	9,122		9,122
2,032	Magazines (including advertisements)	1,648		1,648
3,363	Occasional offices	709		709
£24,476		£11,479		£11,479
2(d) Interest				
£47	Interest receivable	£16	£2	£18
£165,958	TOTAL INCOMING RESOURCES	£116,419	£19,837	£136,256

3. RESOURCES EXPENDED

2019 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
	3a) Cost of generation of voluntary income			
£198	Stewardship costs	£201		£201
	3b) Fundraising costs			
1,220	100 Club costs & prizes	1,220		1,220
1,327	Costs of other fundraising	516		516
£2,547		£1,736		£1,736
	3c) Grants			
	Missionary and charitable giving -			
1,528	Overseas Relief and Development Agencies		434	434
568	Home Missions and other Church Societies	75	195	270
1,260	Secular Based Charities		977	977
	Retiring Curate		675	675
£3,356		£75	£2,281	£2,356
	3(d) Church Activities			
86,684	Ministry - Diocesan quota	86,741		86,741
2,936	Incumbent's expenses	2,992		2,992
1,241	Assistant clergy costs	432		432
	Vicarage maintenance	100		100
17,490	Church & Garden - Running expenses	10,117	2,317	12,434
4,712	General repairs & routine maintenance	1,951	1,465	3,416
32,495	Major repairs & refurbishment	2,000	1,078	3,078
2,093	Cost of services	897	12	909
1,049	Youth & junior Church costs		198	198
2,791	Organist and locum	380		380
1,129	Parish Magazine Costs	1,092		1,092
15,097	Church Hall - Running expenses	13,095		13,095
2,353	Church Hall - Major repairs & refurbishment			
	Proposed Extension costs		1,102	1,102
715	Printing & Stationery	633		633
105	Subscriptions	107		107
163	Website	243		243
385	Publicity & Outreach	80		80
181	Sundries	134	109	243
£171,619		£120,994	£6,281	£127,275
£177,720	TOTAL OUTGOING RESOURCES	£123,006	£8,562	£131,568

4. STAFF COSTS

During the year the PCC employed an organist, hall manager hall caretaker, hall cleaners 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 and the title deeds are held by the diocese.

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 investments consist of accumulation shares in CBF Church of England Investment Fund.

	FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
Market value at 1st January 2020	43,114	9,554	52,668
Additions		10,000	10,000
Disposals	(10,095)		(10,095)
Net Gains	3,033	2042	5075
Market value at 31st December 2020	36,052	21,596	57,648
Historical Cost			
31st December 2020	<u>22,127</u>	<u>17,000</u>	<u>39,127</u>
31st December 2019	<u>28,892</u>	<u>7,000</u>	<u>35,892</u>

7. ANALYSIS OF NET ASSETS BY FUND

2019 TOTAL		FUNDS UNRESTRICTED	RESTRICTED FUNDS	TOTAL FUNDS
750,000	Fixed Assets		750,000	750,000
52,668	Investments (at Market value)	36,052	21,596	57,648
14,158	Cash & Bank Balances	9,862	9,479	19,341
2,792	Debtors & Prepayments	1,668	89	1,757
£819,618		£47,582	£781,164	£828,746
3,633	Current Liabilities	3,093		3,093
£815,985	Fund Balances	£44,489	£781,164	£825,653

8. DEBTORS

1,817	Income Tax Recoverable	1,412	89	1,501
975	Prepayments	256		256
£2,792		£1,668	£89	£1,757

9. LIABILITIES - AMOUNTS FALLING DUE WITHIN ONE YEAR

1,446	Accruals and deferred income	2,016	2,016
2,187	Creditors for goods and services	1,077	1,077

£3,633

£3,093 **£3,093**

10. STATEMENT OF FUNDS

	Balance 1st January 2020	Income	Expenditure	Transfers	Gains/ Losses	Balance 31st December 2020
Unrestricted Funds	48,138	116,419	123,006		2,938	44,489
Restricted Funds						
Church Hall	750,000		900			750,000
Charities & Missions	202	1,405	1,606			1
Churchyard Fund	821	363	815	125		494
Fabric Fund	2,331	3,003	4,088			1,246
Flower Fund	318		12			306
Margaret Knill Bequest	125			(125)		
Music Fund	186		65			121
Organ Restoration Fund	10,350	1,564			878	12,792
Proposed Extension	2,546	12,503	1,103		1,164	15,110
Youth Activity & Development	968	324	198			1,094
Gift to Retiring Curate		675	675			
	767,847	19,837	8,562	0	2,042	781,164
TOTAL FUNDS	815,985	136,256	131,568	0	4,980	825,623

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, Fabric Fund, Organ Restoration Fund, The Churchyard Fund and The Youth Activity & Development Fund, The Proposed Extension Fund. The purpose of these funds is self-evident. The Margaret Knill bequest was for the provision of flowers in the church annually on the Sunday nearest to the anniversary of the late Margaret Knill's wedding anniversary, but on the death of Mr Victor Knill the family requested that the remaining balance of the bequest be transferred to the Churchyard maintenance fund.

PRIOR YEAR

	Balance 1st January 2019	Income	Expenditure	Transfers	Gains/ Losses	Balance 31st December 2019
Unrestricted Funds	55,125	115,844	132,280		9,449	48,138
Restricted Funds						
Church Hall	750,000	900	900			750,000
Charities & Missions	1	3,245	3,044			202
Churchyard Fund	564	475	218			821
Fabric Fund	835	40,698	39,202			2,331
Flower Fund	433	130	245			318
Margaret Knill Bequest	131		6			125
Music Fund	592	170	576			186
Organ Restoration Fund	7,630	996	200		1,924	10,350
Proposed Extension	201	2,345				2,546
Youth Activity & Development	862	1,155	1,049			968
	761,249	50,114	45,440	0	1,924	767,847
TOTAL FUNDS	816,374	165,958	177,720	0	11,373	816,985

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.