

**St John's Church Kenilworth**

**Trustees' Annual Report**

**Year Ended 31<sup>st</sup> December 2021**

**Charity No. 1126412**



***Here to bring real change***

This Trustees' Annual Report relates to activities for the year ended 31<sup>st</sup> December 2021 of The Parochial Church Council Of The Ecclesiastical Parish Of St. John The Evangelist, Kenilworth, which is situated at 205 Warwick Road, Kenilworth, Warwickshire, CV8 1HY and is a parish within the Coventry Diocese of the Church of England.

St. John's was consecrated in 1854 so has been producing annual reports over many years. Since 2009 the Annual Reports have been filed with the Charity Commission and the most recent reports are available for download via the web site of the Charity Commission at <http://www.charitycommission.gov.uk/>.

If you wish to receive more information about St. John's, we would encourage you to look at the church web site and/or to contact the PCC Secretary ([pcc@stjohn316.co.uk](mailto:pcc@stjohn316.co.uk)) or Churchwardens

The parish of St John's covers the southern half of the town of Kenilworth with the northern border defined approximately by Fishponds Road, Greville Road, Station Road, Whitemoor Road and Leyes Lane (see map at the end of the document). The northern part of the town lies in the parish of St. Nicholas, Kenilworth <http://www.stnicholaskenilworth.org.uk/> who are our close friends and who founded St. John's.

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# 1. Letter from the Vicar

## Coherence, Dependence, Adventure

Dear all,

I hope you are well! It is good to be heading into a new season with what seems to be most of the seriousness of the Covid pandemic behind us, despite ongoing variants. As booster jabs are made available, we can thank God that this phase has come to an end (sort of).

In my last Annual Report letter I said that in the light of the enforced pause of the Pandemic, we were called to wait on God. Since then, at our 10am gatherings we experimented with an extended season of simply waiting on God; learning to be still together, learning to actually wait for God. Learning to respond to promptings, to share scripture, insights, personal stories. And as a result, some of us have begun to alter what we are doing as Christians. And now we have a new rhythm for our mornings, which still includes a culture of waiting on God.

### COHERENCE

In February this year we had our first 'in-house' Learning Community - this was the first time St. John The Evangelist had gathered for an LC. Around 35-45 people came, which was fantastic numbers for something new to most folk. To my great delight, there was a queue of people at the end, sharing what they as individuals and as groups felt God was asking them to focus on (missionally speaking) for the next six months. Very inspiring! This was for me a key moment; where our repeated Vision Statement "Becoming like Jesus, Making Disciples, Bringing real change" was being fleshed out in actual practice. This is what I call an improved level of 'Coherence'. What we are saying is becoming more matched by what we are doing. This is cause for much rejoicing; and hopefully more members of church will gradually be drawn in to this experience as the months go by.

### DEPENDENCE

At the same time, we have had people leave the church. Across the world many churches have lost people. Some have gone to other churches; some have stopped attending. It may be that the online experience of streamed church was both a good and a bad thing; perhaps encouraging a consumerist approach; shopping around for church that suits your preference, instead of choosing church according to God's local call. Additionally, Knights Meadow came to an end in 2021; and several attenders simply scattered in different directions. Also, a smaller number left us because they disagreed with our carefully agreed biblical position on marriage. The inevitable impact of all this is obvious. We have fewer people and less income. We also have several people retiring, which reduces income further. Likewise, we haven't as yet been able to find a replacement youth worker for Michelle's great work, and have struggled to identify future Wardens in place of wonderful Kim and Karen. Thankfully the PCC are stepping into more shared responsibility, which is a huge help. Thank you!

In a similar way to the Pandemic stopping us in our tracks, this shaking of the community has meant that we are (once again) more dependent on God than before. Instead of presuming that our self-reliance will do the job, we are now compelled to trust God for what we need. Though there is pain in this process, it reminds me of Judges 7; the story of Gideon's Army, where God says, "You have too many men. I cannot deliver Midian into their hands, or Israel would boast against me, 'My own strength has saved me.'". Perhaps we have to get smaller and more dependent before God can properly get our attention and use us as he wants to. Increased dependence is a truly good thing; but it requires us to have faith while God does what he is doing.

### ADVENTURE

I am hearing stories of groups sharing faith, reaching out to friends, sharing Christian life more deeply. I am hearing stories of people coming to new faith, new groups trying to follow the leading of the Spirit. This is a new and exciting phase for the church. I can see that, as we join in with the adventure of making disciples, we ourselves are being discipled better than ever.

So can I thank everyone who does what they do, both formally and informally. But more than this; can I encourage everyone; to join in with this current move of God; where Jesus is calling us closer to himself, planting his call deeply in our hearts, and sending us out to the lost and broken people of our town. This invitation to adventure is for everyone. Do please get in touch if you want to find out more.

God bless you all

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## 2. Churchwardens' Report

### Thoughts from a Warden

April 2022

"It's life Jim, but not as we know it!" (Misattributed to Spock of Star Trek fame).

It seems as a country we are steadfastly trying to ignore that Covid is still out there. We are desperate to get back to 'normal' but, try as we might we can't quite get back to where we were. Something has changed!

2021 was an eventful year, political unrest around the world, wild fires and floods, everyday life interrupted by disturbing events. Continued battles against disease and a growing tide of refugees as war raises its ugly head. All of this impacting on our daily lives. No wonder we feel unsettled, things that we once took for granted no longer seem sure.

Our church community is no different, as we have tried to navigate the hurdles of the past year, we have, at times been at a loss as to know what to do, at times it has felt as if the rug has been pulled from under our feet, but we have the ONE thing that is certain and sure.

In times of trouble, it is easy to drop our heads and feel sorry for ourselves but the psalmist exhorts us to lift up our eyes...

*"I lift up my eyes to the hills-- where does my help come from? My help comes from the LORD, the Maker of heaven and earth. indeed, he who watches over Israel will neither slumber nor sleep." Psalm. 121v1*

If God is not asleep then what is He doing? Challenged by this question a few weeks ago I clearly heard God say "Be still. Know that I am God" This was not the "Be still" come and spend some time with me, everything will be fine. This is the "Be still" that commands the storm to be calm. Wars to cease. It is the "Be still" that commands us to stop what we are doing and bow before the God who is sovereign. The great I Am.

C.S.Lewis in 'A Grief Observes' writes: -

*"My idea of God is not a divine idea. It has to be shattered from time to time. He is the great iconoclast. Could we not almost say that this shattering is one of the marks of His presence"*

And it does feel like that, that everything that we have found security in, our cherished beliefs and institutions are under attack, are being shattered. Perhaps, if we cannot stop finding our security in Terrestrial things then God will shatter those things for us.

Can we look beyond our grief for the things we feel we have lost and find again the presence of God and know that we have an unshakable home with Him? This is the confidence we need to 'live and move and have our being' in Him.

The world may think that God is of no consequence, but as the darkness deepens then the light which we carry will seem ever brighter. For even the casual observer the stark contrast will be remarkable.

If we are tempted to think that we are not up to the challenge and, if I dare say, are tempted to wonder if it matters anyway, that our mantle is not to carry the light, then we need look no further than the Easter story. The deepest experience of grace that allows us to profoundly change the way we live.

But make sure that you don't get so absorbed and exhausted in taking care of all your day-by-day obligations that you lose track of the time and doze off, oblivious to God. *"The night is about over, dawn is about to break. Be up and awake to what God is doing! God is putting the finishing touches on the salvation work he began when we first believed. We can't afford to waste a minute, must not squander these precious daylight hours in frivolity and indulgence, in sleeping around and dissipation, in bickering and grabbing everything in sight. Get out of bed and get dressed! Don't loiter and linger, waiting until the very last minute. Dress yourselves in Christ, and be up and about!" Romans 13v12-14*

Has God got our attention?

If so, what will be our response?

My prayer is that it will be to "Boldly GO"

Yours in Christ,

Karen.

### 3. PCC Reports

#### Summary of PCC Business Since March 2021

At the completion of the 2021 APCM the PCC had 14 members in regular attendance: the Vicar; two Church Wardens (one of whom is also a Deanery Synod member); A Diocesan Synod member (who is also a Deanery Synod member); two further Deanery Synod members; eight elected PCC members.

Peter Jackson was once again elected Treasurer, but no member of PCC has been elected as PCC Secretary and no alternative volunteer has been found. The Wardens have therefore fulfilled the role of PCC Secretary, with support, latterly from our employed administrator.

The following were appointed to Standing Committee: the Vicar, Church Wardens, Treasurer, and one elected member of PCC.

Since the APCM on 28<sup>th</sup> April 2021, PCC has met in person as follows: 18<sup>th</sup> May 2021 (outdoors!); 21<sup>st</sup> July; 23<sup>rd</sup> September; 23<sup>rd</sup> November; 19<sup>th</sup> January 2022; 17<sup>th</sup> March; 6<sup>th</sup> April

Each meeting has been chaired by one of the Church Wardens.

The business of the PCC has included:

- Regular Safeguarding reviews
- Maintaining an up-to-date suite of policies and procedures (latest policies available on Church website)
- Thorough review of fire risk and evacuation procedures
- Overseeing staff team:
  - Appointment of replacement administrator
  - Redundancy of the Bookkeeper
  - Attempted recruitment of replacement Youth Worker
- Oversight of changing practices in response to Covid 19 risk
- Bringing the Kabin (TWAM) activities under the Church umbrella
- Agreeing statements on marriage
- Receipt of Quinquennial report and maintaining oversight of building maintenance. In the year this has included:
  - Replacement of hall boiler
  - Planning for roofing works
  - Electrical inspection and remedial works
- Agreed to affiliate to Kairos Connection
- Gratefully agreed to accept funding from John Wild to Commission the calligraphy piece by Lyndsey Attwood now installed above the font
- Agreed to take on oversight and administration of the King's Table residue fund in accordance with the wishes of the trustees
- Discussion on the support and wellbeing of our Vicar
- Discussions on the future use and management of our buildings
- Started to develop a communication policy and associated plans
- Review of financial position

KIM MATTHEWS (CHURCH WARDEN, IN THE ABSENCE OF A PCC SECRETARY)



## 4. Safeguarding Officer's Report

The purpose of the Safeguarding Officers report is to show that the Church's work with children, youth and vulnerable adults is compliant with Diocesan and National Church of England Policy.

I have been the safeguarding officer since May 2017.

### ***Progress with Safeguarding in the Parish***

Highlights and successes of the past 12 months have included:

- Now that Covid restrictions are behind us, church activity is returning.
- The On-line Parish Safeguarding Dashboard keeps us up to date with requirements.
- PSO accountability to the PCC is assisted by 6 monthly meetings with the Standing Committee.
- Safeguarding Training courses are available on line- and are good quality.
- Both training and DBS checks are now on a three-year cycle.

Some details:

- A number of DBS checks will need renewing as face-to-face activity resumes this year. While 71 church members were engaged in relevant activity before the pandemic, we do not know how many will return. Currently only 41 church members are DBS checked to work with Children or Vulnerable Adults. This number includes PCC members.
- We will therefore need to assess the safeguarding status of all volunteers (DBS check and Training) as activity resumes.
- We will also need to ensure we follow safer recruitment procedures where we recruit new volunteers to church activities.
- We are well supported by the Diocesan Safeguarding Officer when casework issues arise.
- Key document reference library, church notices, safeguarding jobs and website info kept up to date.
- The change from 5 yearly DBS checks to 3 yearly checks will be phased in by December 2023.
- Only 9 out of 41 church members working with Children or Vulnerable Adults are recorded as having completed safeguarding training in the last 3 years.

### **Training Courses**

- All church members involved in ministry with young or vulnerable people need to be aware of the need for three-yearly Diocesan training. Dates and venues available on the Diocesan webpage (<http://www.dioceseofcoventry.org/Safeguarding/SafeguardingTraining> ).
- There are three courses:
  - C0 online basic course to be completed before C1
  - C1 course for all those working with Children or Vulnerable Adults
  - C2 course for those in leadership roles including: clergy, readers, Church Wardens, Parish Safeguarding Officers and other lay leaders

### ***Compliance with House of Bishop's Policy***

As is standard practice each year, church wardens will be formally reminded of their safeguarding responsibilities (email from Safeguarding Officer to Wardens due April 22).

The Church has published new guidance on Safer Recruitment and Personnel Management. The guidance calls for a stronger lead from PCCs over recruitment to paid and volunteer posts in the church, and more clarity over the job descriptions and appointment procedures for both. It is challenging to find the right way to build these new requirements into our ambition for the development of missional communities. Our local guidance on SRPM is [here](#).

The Parish Safeguarding Dashboard is up to date (March 22). Red items (urgent), currently comprise:

- Review list of non-church activities (The list of Church activities is up to date).

There is one yellow (for action) item:

- Confirmation of individual names for safeguarding training courses

***Plans for the next 12 months include:***

- The resumption of face-to-face activity to include DBS check, Safeguarding training and safer recruitment.
- Maintain the On-line Parish Safeguarding Dashboard.
- Ensure Parish Data Privacy Notice includes a section on Use of Social Media and Live Streaming-Safeguarding Officer to suggest text for this.

More detail is included in the [Safeguarding Action Plan](#).

***Recommendations***

Safeguarding Officer develops an automated system for alerting church members to the need to update their safeguarding training.

Finally, many thanks to everyone in the parish for their help with this important work.

Charlie Palmer ([safeguarding@stjohn316.co.uk](mailto:safeguarding@stjohn316.co.uk) )

Safeguarding Officer

29th March 2022

## 5. Deanery Synod Business Summary

### Deanery Synod report for St John's Annual Report 2021

Deanery Synod met three times during 2021, twice on Zoom in March and June, and the third one in person at St Barbara's, Earlsdon. These were joint meetings between Kenilworth and Coventry South Deaneries.

The March meeting included a presentation by Emma Crick de Boom, the new Diocesan Reconciliation Enabler. Her role is to help churches and communities develop skills in reconciliation and enable us to disagree well. She introduced the Difference Course, which looks at diversity and difference including issues around Brexit and Black Lives Matter. The second presentation was by Christine Niven from Light House Counselling Services, which operates from Queen's Road Baptist church in Coventry. Tim Pollard Lay Chair of Coventry South, talked about the Deanery and Parish Share scheme and how it might change in the future. Revd Stella Bailey introduced discussions on the Deanery Plan, which looks at requirements for clergy, new housing challenges and parish boundaries.

The June meeting dealt mainly with Clergy Wellbeing, with a presentation by Archdeacon Pastor Sue Field, and Yvonne Warren, who has many years' experience of supporting clergy and their spouses.

Synod was split into small groups to discuss a number of issues in the Clergy Covenant, which is meant to ensure good practice around clergy wellbeing. This included care of clergy in their job, work/life balance and managing expectations, support offered to clergy, looking out for pressure points and danger signs. There was also further discussion of the Deanery Plan.

In September there was a presentation on the Diocesan Environment Strategy and how this impacts on individual churches and schools. Then Revd Gail Phillip introduced Living in Love and Faith (LLF), the course developed to look at identity, sexuality, relationships and marriage. The aim of the course is to enable listening, learning and discernment on these issues, through a number of video interviews, and also has a collection of other resources. Feedback will inform the debate due in July 2022 at the General Synod.

Current deanery reps for St John's are Felicity Hawke, Anthony Manning, Kim Matthews and Phil Sowards.

Felicity Hawke  
April 2022

## 6. Report from the Diocesan Synod

Diocesan Synod has met three times in 2021, twice on Zoom. The effects of the Pandemic have dominated much of the Bishops' addresses and had an impact on much of the work carried out in the Diocese. Not all has been negative – there has been an increase in co-working between churches and community groups, and churches are also increasingly using technology to make services more accessible. The Pandemic has also forced a rethink on values and priorities in the church and made congregations consider priorities. Bishop John, in June, asked "What does God want us to let go of?"

There were presentations on the Difference Course and Living in Love and Faith, which both seek to encourage listening and a better understanding between those who have different views. Tribute was paid to the work of Church Schools during the past year, when teachers had to become experts in technology, counselling and health in addition to teaching. In March, there was a discussion in small groups on how the cathedral could relate better to the diocese. The intended celebrations at the cathedral which were due to take place as part of the City of Culture, had been significantly altered.

Historic funds from the Diocese have been released to help support the work during a difficult year, and a Digital Mission Officer is due to be appointed. Many churches have streamed services during the past year, and where this is not possible, recordings have been distributed round the parish.

Felicity Hawke was Diocesan Synod rep for the beginning of 2021, with Phil Swards being elected from November 2021. At the November meeting, Phil was elected Chair of the House of Laity.

The new Synod in November heard Bishop Christopher talking about his vision for the next five years. He stressed the impact that Covid-19 had made on the church and on society.

First, Bishop Christopher hopes and prays for restored health. We have seen the power of death at work in the world and are still battling Covid. We look to God to heal our world. We've risen to the challenge of Covid in remarkable ways but everything that makes for healthy churches has been disrupted and it will take us some time to heal. We need to allow God time to restore our health and to re-grow our lives. Everything we've said about nurturing healthy church communities remains. God has given us the resources we need to do this.

Secondly, Bishop Christopher hopes and prays for new growth. Life is why we trust God to grow the life of the church. To grow the quality of that life and the quantity of people who experience the life of God through the gifts of life that God has given to the church since the beginning. Now he believes God wants us to grow something new. His hope is that, by 2030, every parish in the Diocese will grow from its own life a new worshipping community reaching out to a group of people currently missing. Most will be congregations of some sort; some, not many, will be a whole new church. Barry Dugmore was appointed as Archdeacon Missioner to take this initiative forward. Barry had asked the Bishop during the worst of Covid last year if he should put plans on hold and let the storm pass but Bishop Christopher said we need to keep moving and keep to the course that God has set us on.

Thirdly, Bishop Christopher hopes and prays for renewed relationships. The gift of life lived with others in relationship is why we pay so much attention to reconciliation in the Diocese of Coventry. The cathedral tells us that God's life is stronger than the world's death; that God's amazing grace is here to reconcile us to God, to each other and to the Earth. He longs for the day when the whole Diocese sees life giving growth for everyone whatever their background.

Felicity Hawke was Diocesan Synod rep for the beginning of 2021, with Phil Swards being elected from November 2021.

## 7. Electoral Roll Report

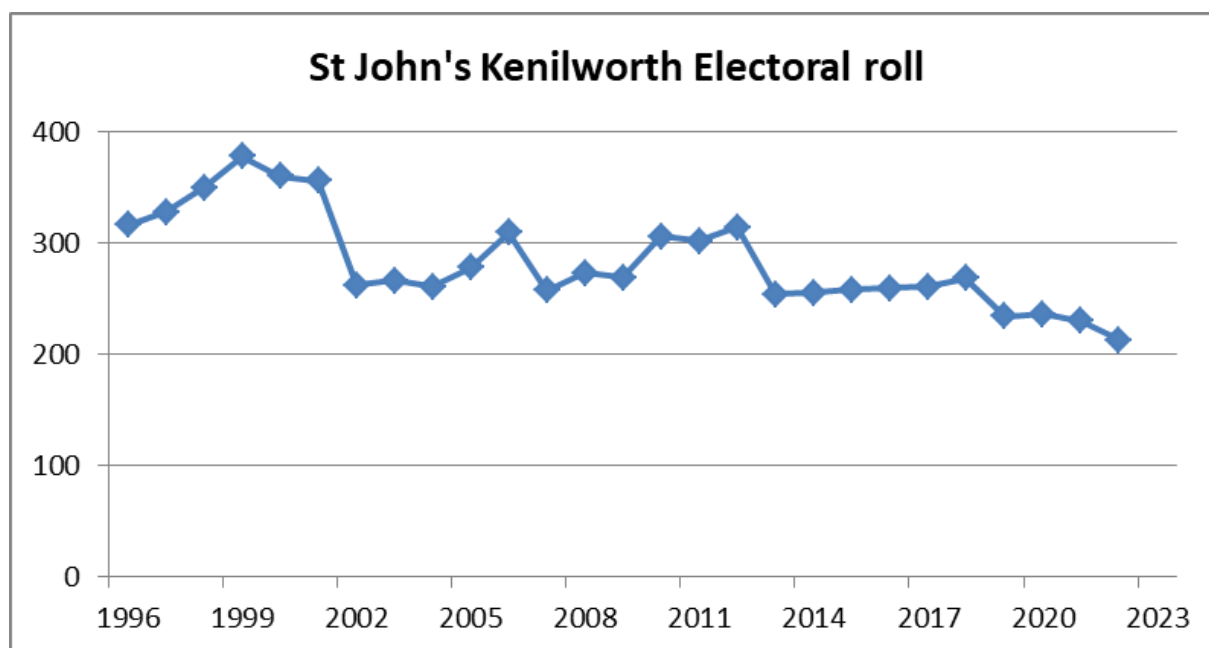
Every six years each parish is required to create a new electoral roll and this was last completed in 2019. This year the roll has been revised to include any new applicants and remove any people who have asked to be removed, have died, or are known to have moved away from the parish and no longer worship at St Johns.

Since last year when there were 231 names on the roll, there have been 2 new names added, 4 deaths, 5 people who have left Kenilworth and 11 people who have asked for their names to be removed.

Hence the new roll consists of **213** names.

The numbers on the roll for this and previous years are as follows:

1996 316	2006 309	2016 259
1997 328	2007 257 (Revision Year)	2017 261
1998 350	2008	2018 268
1999 378	2009 269	2019 234 (Revision
2000 360	2010 306	2020 236
2001 356	2011 302	2021 231
2002 262 (Revision Year)	2012 314	2022 <b>213</b>
2003 266	2013 254 (Revision Year)	
2004 261	2014 255	
2005 278	2015 258	



Kevin Broadbent, Electoral Roll Officer

14 April 2022

## 8. Financial Review

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011.

### Finance Committee

During the year the treasurer consulted members of the Finance Committee as necessary to assist the Treasurer in the execution of his duties. The current membership of the committee is Steve Coomber, Phil Sowards, Paul Lewis, Peter Jackson and Andy Garsed. The major purpose of consultation was in respect of cost management,

### Incoming Resources (Unrestricted and Restricted)

	Unrestricted		Variance		<u>Commentary</u>
	<u>2021</u> <u>£K</u>	<u>2020</u> <u>£K</u>	<u>£k</u>	<u>%</u>	
<b>Voluntary Income</b>					
Planned giving	212.9	218.7	(5.8)	(3)%	Attrition partly offset by one time donations
Tax recoverable	51.3	44.9	6.4	14%	2021 includes £2.5k relating to 2020
Collection	4.7	4.1	0.6	15%	Smaller impact of COVID on services in 2021
Donations	9.9	0.0	9.9	N/A	Kabin £3.8k, Broadcasting £2.7k, Other £3.4k
Legacies	0.2	1.0	(0.8)	(80)%	
<b>Sub-Total</b>	<b>279.0</b>	<b>268.7</b>	<b>10.3</b>	<b>4%</b>	
<b>Other Income</b>					
Hall Lettings	12.2	5.1	7.1	139%	Very low in 2020 impacted by COVID
Interest income	0.0	0.1	(0.1)	N/A	
Funeral & Wedding fees	2.9	1.8	1.1	61%	Additional services in 2021
23 Leyes Lane	15.6	16.8	(1.2)	(7)%	Short void period in 2021
Other (including GSHP)	7.1	13.8	(6.7)	(49)%	Lower level of claims in 2021
<b>Sub-Total</b>	<b>37.8</b>	<b>37.6</b>	<b>0.2</b>	<b>1%</b>	
<b>Unrestricted Total</b>	<b>316.8</b>	<b>306.3</b>	<b>10.5</b>	<b>3%</b>	

	Restricted		Variance		<u>Commentary</u>
	<u>2021</u> <u>£K</u>	<u>2020</u> <u>£K</u>	<u>£k</u>	<u>%</u>	
<b>Voluntary income</b>					
Donations	121.4	2.5	118.9	N/A	2021 Transfer of residual funds from the Kings Table which are to be used for projects that will seek to directly advance the Christian faith in Kenilworth on a town-wide and ecumenical basis
<b>Restricted Total</b>	<b>121.4</b>	<b>2.5</b>	<b>118.9</b>	<b>N/A</b>	

## Resources Expended

	Unrestricted		Variance		<u>Commentary</u>
	<u>2021</u> <u>£K</u>	<u>2020</u> <u>£K</u>	<u>£k</u>	<u>%</u>	
Missionary Giving	27.4	24.9	(2.5)	(10)%	2021 reflects tithe on 2020 voluntary income and amount not distributed in 2020
Diocesan Quota	105.0	103.0	(2)	(2)%	2021 includes £2.5k relating to 2020 Increased costs in 2021
Ministry	3.0	2.5	(0.5)	(20)%	
Youth Work (net)	18.8	23.4	4.6	20%	Youth worker left in October 2021
Outreach	0.5	0.3	(0.2)	(67)%	Reduced activities in 2020 due to COVID, lesser reduction in 2021
Cleaning etc	11.8	8.6	(3.2)	(37)%	
Insurance & Utilities	16.6	13.2	(3.4)	(26)%	Utilities low in 2020 due to COVID, lesser reduction in 2021
Administration	24.9	23.9	(1.0)	(4)%	2021 included first phase of replacing church roof
Maintenance	31.9	17.1	(14.8)	(87)%	
23 Leyes Lane	2.8	3.0	0.2	7%	Depreciation resulting from refurbishment ended in 2020 Short void period in 2021
Depn	4.1	26.8	22.7	85%	
Other	7.8	7.8	0.0	0%	
<b>Unrestricted Total</b>	<b>254.6</b>	<b>254.5</b>	<b>(0.1)</b>	<b>0%</b>	

### **Leyes Lane**

During 2018 the PCC received two loans totalling £36k (repayable during 2022) to cover the costs associated with the refurbishment of freehold property at 23 Leyes Lane. Since completion of the refurbishment the property has been rented on a commercial basis.

We are required (under FRS102) to adjust the value of the property to reflect the current value as an investment property. Following a valuation by Loveitts the 2019 accounts reflected a gain on revaluation of fixed assets of £305,000.

During 2021 all loans related to the refurbishment were repaid.

### **Refurbishment Loans**

During 2021 all outstanding loans received for the refurbishment of the church were repaid.

### **Volunteers**

The charity makes use of volunteers. These contributions cannot be economically quantified and these services are therefore not recognised in the financial statements.



## Free Cash

The following table gives an indication of Free Cash at the end of 2021 compared to the same metric at the end of 2020. This simulation provides a measure of the number of month's expenses, excluding depreciation, that could be sustained assuming no cash income. At the end of 2021 this is 4.1 months compared to 4.3 months at the end of 2020.

<b><u>Free Cash (£k)</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
Closing Cash Balance	271.3	135.1
Add Debtors	27.5	27.9
Deduct Current Liabilities	(11.1)	(29.0)
Deduct Mission and Tithe Balance	(27.9)	(27.0)
Deduct Restricted Funds	(129.7)	(8.0)
Deduct Roof Repairs	(55.0)	(20.0)
Free Cash	75.1	79.0
Budgeted Expenditure	304.4	266.0
Deduct Mission and Tithe	(27.9)	(25.0)
Deduct Depreciation	(4.1)	(3.0)
Deduct Roof Repairs	(55.0)	(20.0)
Total	217.4	218.0
Average per month	18.1	18.2
Number of months cash available	4.1	4.3

## Reserves Policy

During the year the Trustees agreed a reserves policy with the aim that the charity keeps free reserves (not fixed assets or restricted funds) of between 6 and 7 months of a single month's expenditure.

## Employees

The PCC had no employees at 31 December 2021 (2020 3). During 2021 the Youth Worker resigned (October 2021) to pursue a different career, the Administrator retired (December 2021) and the Book Keeper was made redundant (December 2021). A new Administrator started in March 2022, and the PCC is evaluating the Youth Worker role.

## Short Term Deposits

The Charity has a small amount of funds invested with CCLA Investment Management Ltd in The CBF Church of England Deposit Fund. Surplus cash is deposited with this organisation, and moved to the current account in order to satisfy working capital requirements. The PCC takes a low risk approach to managing cash reserves.

## Budget 2022

The following is a summary of the final budget approved by the PCC on 18 March 2022.

The budget presented below shows both the unrestricted budgeted income and expenditure for 2022 compared to actuals for 2021.

The budgeted deficit is attributed to roof repairs which are necessary to safeguard the fabric of the building. The PCC consider it appropriate to commence this work as soon as possible.

## **2022 Budget compared to 2021 Actual**

	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Change</u></b>	
	<b><u>2022 £k</u></b>	<b><u>2021 £k</u></b>	<b><u>Budg to</u></b>	<b><u>Commentary</u></b>
			<b><u>Act £k</u></b>	
<b><u>Unrestricted Income</u></b>				
Planned giving	167.2	212.9	(45.7)	Combination of attrition in 2022 and non recurring donations in 2021
Tax recoverable	37.5	51.3	(13.8)	Based on planned giving
Collection	3.6	4.7	(1.1)	
Donations	0.0	9.9	(9.9)	2021 included donations for Kabin, Broadcasting and Other
Legacies	0.0	0.2	(0.2)	
Hall Lettings	13.5	12.2	1.3	
Funeral and Wedding Fees	2.7	2.9	(0.2)	
23 Leyes Lane	15.8	15.6	0.2	Same level of rental as in 2021
Other (including GSHP)	6.0	7.1	(1.1)	
Total Income	246.3	316.8	(70.5)	
<b><u>Unrestricted Resource Expense</u></b>				
Missionary Giving	28.5	27.4	(1.1)	
Diocesan Quota	105.0	105.0	0.0	
Ministry	2.5	3.0	0.5	
Youth Work (net)	19.5	18.8	(0.7)	
Outreach	0.7	0.5	(0.2)	
Cleaning etc	16.4	11.8	(4.6)	No COVID related reductions in 2022
Insurance and Utilities	18.1	16.6	(1.5)	Increase in energy costs from Nov 2022
Administration	21.9	24.9	3.0	Savings
Maintenance	75.0	31.9	(43.1)	Budget includes £55k for next phase of roof repairs
23 Leyes Lane	2.5	2.8	0.3	
Depn	4.1	4.1	0.0	
Other	10.2	7.8	(2.4)	2022 Budget includes Kairos subscription
Total Expense	304.4	254.6	(49.8)	
Surplus/(Deficit)	-58.1	62.2	(120.3)	

The Treasurer, Finance sub-committee and PCC will need to continue to ensure that the resources needed in future years are available by careful management of costs. Importantly, church members where possible need to continue to give at or above their current level of giving if the church is to fulfil its stated aims and purposes. The PCC, with guidance from the Finance Committee, will need to consider the sustainability of the current level of costs and will continue to review where savings can be made during 2022.

## **Summary**

Our responsibility for 2022 will continue to properly resource the mission of this Parish.

I would like to express my thanks to everyone who has supported me in various ways.

If anyone wishes to ask any questions about the figures or Considered Giving please contact me.

Peter Jackson  
PCC Treasurer

## 9. Parish People

The section lists clergy and readers currently licensed to the parish, Churchwardens and other key people. It also lists PCC members, Policies, and Employees.

### 9.1 Parish Officers and Advisers

Vicar:	Revd. Andrew Attwood (inducted 20 <sup>th</sup> April 2010)
Curate:	
Non-Stipendiary Minister:	Revd. Mary Rai
Retired clergy:	Revd. Arthur Ash Revd. Jane Mullaney Revd. Rob Latham
Readers:	Anthony Manning Phil Sowards Val Whiteman
Youth Worker:	Michelle Harris (until October 2021)
Parish Administrator:	Denise Coomber (until 31st December 2021) Sue Dawson (from 9 <sup>th</sup> March 2022) St John's Church, 205 Warwick Road, Kenilworth CV81HY Tel 01926 853203 Email: <a href="mailto:admin@stjohn316.co.uk">admin@stjohn316.co.uk</a>
Churchwardens:	Karen Mills (from 2017 Annual Meeting of Parishioners) Kimberley Matthews (from 2018 Annual Meeting of Parishioners)
PCC Treasurer:	Peter Jackson
PCC Secretary:	Kevin Dowle (until 17 <sup>th</sup> March 2021) Phil Sowards (from 6 <sup>th</sup> April 2022)
PCC Standing Committee:	The Vicar, Churchwardens, PCC Treasurer, PCC Secretary, Roger Homes
Bank:	CAF Bank Limited, 25 King's Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
Independent Examiner:	Flemons & Co, 70 Priory Rd, Kenilworth, CV8 1LQ
Electoral Roll Officer:	Kevin Broadbent (retired 8 <sup>th</sup> May 2022)
Safeguarding Officer:	Charles Palmer
Cathedral Liaison Officer:	John Radford
Churches Together in Kenilworth and District Reps:	John Radford, Val Whiteman
Parish Information Officer	Vacant
Charity Correspondent <sup>1</sup>	Tim Horne
Website	<a href="http://www.stjohn316.co.uk/">http://www.stjohn316.co.uk/</a>
Charity Commission Link	<a href="http://www.charitycommission.gov.uk/find-charities/">http://www.charitycommission.gov.uk/find-charities/</a> (enter 1126412 in the box "search for a charity")

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<sup>1</sup> The person authorised to make changes to the online filed details for the PCC and to give and receive correspondence on behalf of the PCC from the Charity Commission including web and email instructions

## **9.2 Parochial Church Council (PCC)**

	<b>The Trustees:</b>
PCC Chairman	Legal position held by Revd. Andrew Attwood
PCC Chair for meetings	Kimberley Matthews and Karen Mills
PCC Secretary	Kevin Dowle (until 17 <sup>th</sup> March 2021) Phil Swards (from 6 <sup>th</sup> March 2022)
PCC Treasurer	Peter Jackson
Retired in 2021	Allen Busby
Retired in 2022	Kimberley Matthews, Karen Mills
Retired in 2023	Steve Coomber, Peter Jackson
Retired in 2024	Jeremy Bryans, Luke Coomber, Ruth Coomber, Steve Coomber, Kevin Dowle (resigned on 17/03/21), Andrew Garsed, Naomi Grew, Roger Homes, Julie Swards
Churchwardens	Karen Mills, Kimberley Matthews
Deanery Synod Members	Anthony Manning, Phil Swards, Felicity Hawke, Kimberley Matthews
Diocesan Synod Members	Felicity Hawke, Phil Swards

## **9.3 PCC Policies**

The PCC has developed or has in place the following policies (available on our website at <https://www.stjohn316.co.uk/pcc-public>)

- Safeguarding Policy
- Policy Statement on the Recruitment of Ex-Offenders
- Conflict of Interests Policy
- HR Policy
- Finance Policy, including Financial Controls, Mission Giving and Support
- Church Premises Policy (under review)
- Garden of Remembrance Policy and procedures
- Health & Safety Policy
- Lone Working Policy
- Fire Safety Policy
- Data Protection Policy
- Risk Management Policy
- Complaints Policy
- Infant Baptism Guidelines
- Children at Communion Policy
- Access and Inclusion Policy
- Complaints Policy
- Home Visiting Policy
- Social Media Policy
- Policy for use of ICT

#### **9.4 PCC Employees:**

Parish Administrator:	Denise Coomber (part-time, 22 hours per week until December 2021)
Youth Worker:	Michelle Harris (until October 2021)
Bookkeeper:	Neetha Paul (until December 2021)

## **10. Our Leadership and Organisation**

The Vicar (Andrew Attwood) is the person commissioned by the Bishop to share with him in the 'cure of souls', within the parish. In simple terms this asks Andrew to exercise mission and ministry for the benefit of 11,000+ people. Our agreed three Purposes are used as our compass towards this broad task, and Andrew, with the PCC, oversees the work of the collective church as we move forward as a missional community in Kenilworth.

The Vicar is the primary 'keeper of this vision' - and carries responsibility to ensure that everything we do is in line with our Purposes and our Five Year Vision.

### **10.1 Our purposes:**

We want to see:

1. Everyone becoming like Jesus by knowing and following Him, through the Holy Spirit.
2. A welcoming, loving community that encourages use of our gifts and abilities to serve God and each other.
3. Society transformed by the love of Jesus as we engage with Kenilworth and the world around us.

(Formally agreed by the PCC on 2<sup>nd</sup> May 2017)

### **10.2 Five Year Vision:**

In May 2017, the PCC reviewed the vision and Purposes and introduced a new single sentence summary of them:

PARISH PHRASE: Becoming like Jesus, Making disciples, Bringing real change

There was an extended period of listening by the whole church during early 2016 to prayerfully seek God about the future direction for St John's. Following that period of listening, a number of new ideas are being progressed and St John's is exploring the use of Mission Shaped Communities (MSCs) as a tool to help live out the Purposes more effectively.

### **10.3 PCC:**

The PCC meets regularly to assess ongoing ministry across all areas of parish life and makes decisions on future proposals and plans, all on the basis that we move steadily towards our Purposes and Vision.

The PCC agenda is focused on the responsibilities listed under Parochial Church Councils (Powers) Measure 1956 (see below) and the PCC has the roles of:

- Governance, including compliance, legal, financial, health & safety and employment
- Reviewing vision
- Reviewing strategy as recommended by the Leadership Teams and Staff Team
- Parish wide policies
- Parish Budget, financial accounts, ensuring accounts are audited
- Coherence across parish purposes, plans and activities
- Keeping boundaries between the respective teams

The PCC will operate using sub-committees, where appropriate, to conduct the necessary due diligence and development of plans and execution of governance. Such sub-committees will develop detailed recommendations for the PCC to approve and be responsible for carrying out the decisions of the PCC and working with the rest of the parish organisations, including the Leadership Teams. In addition, the Standing Committee of the PCC (see below) is empowered to make decisions on behalf of the PCC at its discretion and report back to the PCC.

PCC responsibilities according to Parochial Church Councils (Powers) Measure 1956 include:

- To care for, maintain, preserve and take out adequate insurance cover for the fabric, goods and ornaments of the Church
- To agree a budget and to be responsible for the income and expenditure of the parish
- To maintain proper financial records and accounting procedures
- To prepare annual financial statements and an annual report and present them to the Annual Parochial Church Meeting (APCM). In particular SORP 2005 requires the following to be provided:
  - Reference and administrative details of the charity, its trustees and advisers
  - Structure governance and management
  - Objectives and activities
  - Achievements and performance
  - Financial review
  - Plans for future periods
  - Funds held as custodian trustee for others
  - Risk management, governance, operational, financial, external and compliance with laws
- To arrange for independent examination or audit of the financial statements
- To care for and maintain the Churchyard
- To consult with the incumbent on matters of general concern and importance to the parish
- To co-operate with the incumbent in promoting the mission of the Church
- To make representations to the Bishop about any matter affecting the welfare of the parish
- PCC as employer:
  - Compliance with legislation (12 separate Acts listed)
  - Wages and salaries, reviews and increases, National minimum wage, NI and tax
  - Job descriptions
  - Contract or statement of conditions of employment
  - Expenses policy
  - Induction, grievance and discipline
  - Policies for equal opportunities, health & safety and child protection, protection of the vulnerable
  - Use of volunteers

#### ***10.4 Churchwardens and Standing Committee***

In 2021 the Churchwardens were Karen Mills, Kimberley Matthews who played a key role with the Vicar (Andrew), regularly communicating with him (and the PCC Standing Committee) either in meetings or via email, to check the direction and oversight of St John's. They offered wisdom and support to Andrew in implementing the Purpose and Vision, and brought important matters to his attention when the need arose.

The Churchwardens operated as a communication link between the Vicar and the PCC, and between the Vicar and the various congregations. They offered counsel and advice, made plans with him regarding issues of governance, major strategies or projects, and discussed and agreed matters in preparation for PCC meetings and the APCM.

Along with the Standing Committee (which comprises the Churchwardens, PCC Treasurer PCC Secretary and other PCC member(s) as appointed by PCC), the Churchwardens increasingly played a strategic role, being involved in discussions, reviews and decisions regarding the future.



### **10.5 Staff Team (Operational Ministry)**

Presently the Staff Team consists of Andrew Attwood (Vicar) and Sue Dawson (Church Administrator).

The Administrator's role is to provide administrative support for the vicar in helping him to meet the purposes and vision of the church.

### **10.6 Leadership Teams: their goal, support and accountability**

Several Leadership Teams exist to deliver the mission and ministry of St John's, overseeing different communities and areas of ministry. This delegating model empowers others to be the key implementers on behalf of the Vicar and PCC.

With the help of the Vicar, the Leadership Teams guide individuals and groups to fulfil the agreed Purposes and Vision.

Each team is supported in this task and given tailored help over time to fit each stage of the community's development. Each Leadership Team is directly accountable to the Vicar and PCC, and provides regular updates to PCC summarising progress and plans for the future. The Vicar meets with each Leadership Team regularly.

This genuinely delegated and empowered leadership, overseen but not run by the Vicar, is practically supported by the Staff Team (and other resources) to move the existing communities towards our Purposes and Vision.

The Leadership Teams of each of our distinctive communities are:

#### **Warwick Road (8am) Leadership Team**

Andrew Attwood, Mary Rai, Ian Macdonald

#### **Warwick Road (10am) Leadership Team**

Andrew Attwood and Co-leaders (Jane Garsed, Karen Mills, Michelle Harris, Simone Royle, Mary Rai, Lindsey Attwood, Roger Homes)

#### **Midweek Community**

Catherine Pennington, Steve and Jackie Prestwich, Jane Mullaney, Rob Latham and Mary Rai

#### **6pm Service**

Rob Cheetham, Ann Gibbons, Felicity Hawke, Lynda Howells, Anthony Manning

#### **Youth Strategy Team**

Andrew Attwood, Michelle Harris

## **11. Charity Compliance**

### **11.1 Name**

The full legal name of the PCC as a charity is "The Parochial Church Council of the Ecclesiastical Parish of St. John the Evangelist, Kenilworth" and it has a working name of St. John's PCC, Kenilworth.

### **11.2 Registered Number**

St. John's PCC, Kenilworth was registered as a charity on the 23<sup>rd</sup> October 2008 under registered number 1126412.

### **11.3 Address**

St. John's Church  
205 Warwick Road  
KENILWORTH  
Warwickshire  
CV8 1HY

### **11.4 Governing Documents**

The Parochial Church Councils (Powers) Measure 1956 as amended and The Church Representation Rules (contained in Schedule 3 to the Synodical Measure 1969 as amended).

The type of governing documents at the time of registration were treated as "excepted", are the approved governing documents issued by the Church of England and were adopted 2<sup>nd</sup> January 1957. The objects clause has not been changed. Readers of this Annual Report who would like to find out more about the governing documents are recommended to visit the web site [www.parishresources.org.uk/pccs/governing-documents/](http://www.parishresources.org.uk/pccs/governing-documents/) (link last checked 07 Feb 17).

The PCC is governed by charity law which is administered by the Charity Commission. Registration for previously exempt charities like the PCC was made compulsory for charities with income in excess of £100k p.a. under the Charities Act 2006. St. John's PCC was one of the first parishes to register, as Coventry and York acted as pilot dioceses in the Church of England.

### **11.5 Trustees**

Please refer to the section in this Annual Report on "Parish People" for the names of the trustees. Some PCC members are elected at each Annual Parochial Church Meeting in accordance with the Church Representation Rules to serve for three years. As well as elected members, there are also other people on the PCC, such as the Vicar and Churchwardens, and all PCC members are trustees of the charity.

Trustees' full details are known to the Charity Commission but only their names and other trusteeships are made public. The Charity Commission is able to contact individual trustees directly although it rarely does so. Although trustees usually have to be aged 18 or older, in the case of PCCs the charity commission accepts that PCC members can be legally elected aged 16 years or above and so the commission accepts such PCC members as trustees. One of the duties of the Charity Correspondent is to keep the details filed with the Commission up to date, so as PCC members change the details are updated with the Commission. Compliance statistics are now published for all charities on the Charity Commission web site.

It is important that all PCC members understand their individual legal responsibilities as trustees. Parish Resources [www.parishresources.org.uk](http://www.parishresources.org.uk) has produced jointly with the Charity Commission a booklet "Trusteeship: An Introduction for PCC Members" and the Charity Commission regularly update their publication "The Essential Trustee" which is required reading for all trustees. These booklets have been provided to all existing PCC members and will be made available to new PCC members. Further resources for PCC members can be found on the "Parish Resources" web site maintained by the Church of England to assist PCCs with their obligations.

The definition of Trustees extends to all PCC members and not just those elected at the Annual Meetings so Deanery Synod, Diocesan Synod and Co-Opted members, ex-officio members and all other members have to be registered with the Charity Commission and their details kept up to date by the Charity Correspondent.

Legal responsibilities continue to grow and so all PCC members need to be familiar with the Charity Commission web site which is the main source of advice and statutory requirements established by the Charity Commission. The web site of Parish Resources mentioned above is a specific source of advice to PCCs.

### **11.6 Web site and internet**

Web site: <https://www.stjohn316.co.uk/>

Email contact: [admin@stjohn316.co.uk](mailto:admin@stjohn316.co.uk)

### **11.7 Charity Correspondent**

Tim Horne is the Charity Correspondent. This means that he is the contact on the public record and is the person through whom the Charity Commission communicates with the trustees. He submits the statutory filing requirements including the Annual Report and Accounts (this report) and also an Annual Return which has to be submitted, although this is relatively straightforward as it can be submitted online. Compliance statistics appear against the PCC's charity records on the Charity Commission website: enter its charity number 1126412 in the search for a charity facility at <http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx>.

### **11.8 Public Benefit Statement**

A requirement of charity law is the reporting of public benefit, i.e. the charity must show that its activities are of benefit to the public. This is addressed below.

Under the Act it is a legal obligation for trustees of a charity to report the extent to which the activities for the year have met the public benefit requirements that any charity must meet. The Charity Commission has issued specific guidance to charities advancing religion. This is available on their web site if you wish to understand this in more detail. Please follow the link to

<http://forms.charitycommission.gov.uk/media/95013/advancement-of-religion-for-the-public-benefit.pdf>

It is accepted by the Charity Commission that the purpose and activities of the Church of England meet fully the definition of charitable purposes in charity law but of course the PCC should have regard to, and are required to report that they have had regard to, assessing the public benefit activities of St. John's parish.

The PCC has done so by considering and assessing the activities of the parish for the last year as covered in this report. To assist readers of this report we list below the activities for which the PCC has registered as a charity.

The activities under which the PCC registered as a charity are broadly the same as for any Church of England parish:

1. Regular public worship open to all.
2. The provision of sacred space for personal prayer and contemplation.
3. Pastoral work, including visiting the sick and bereaved.
4. Teaching of Christianity through sermons, courses, and small groups.
5. Taking of religious assemblies and other religious activities in schools.
6. Provision of youth clubs and other youth activities with a Christian ethos.
7. Promotion of Christianity through the staging of events and meetings, and distribution of literature and other media, including web site.
8. Promoting the whole mission of the church through provision of activities for senior citizens, parents and toddlers, children and youth, and other special need groups.
9. Supporting other charities in the UK and overseas.

The PCC considers that the activities for the last year have fully met the public benefit requirements and it is hoped that public benefit will increase in future as we continue to put our vision for future mission into practice.

### **11.9 Charity Commission**

The Charity Commission for England and Wales <http://www.charitycommission.gov.uk> is established by law as the regulator and registrar of charities in England and Wales. Its aim is to provide the best possible regulation of charities in order to increase charities' efficiency and effectiveness, and public confidence and trust in them.

The webpage [http://www.charitycommission.gov.uk/About\\_us/About\\_the\\_Commission/default.aspx](http://www.charitycommission.gov.uk/About_us/About_the_Commission/default.aspx) describes in more detail the values of the Charity Commission and how it operates as a regulator.

## **12. Statement of Trustees' Responsibilities**

Law applicable to charities in England & Wales requires the PCC as trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and its financial position at the end of the year. In preparing financial statements giving a true and fair view, the PCC as trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC as trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Church Accounting Regulations and the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **13. Approval**

This report, as set out on pages 4 to 41, was approved by the Parochial Church Council on 6th April 2022 and signed on its behalf by

Karen Mills (Warden)

## **14. Independent Examiner's Report to the Trustees of the Parochial Church Council of St John Kenilworth**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which are set out on pages 31 to 41.

### **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 charity's accounts carried out under section 145 of the 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**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 charity as required by section 130 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 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.

J. D. Groves ACA, CTA  
For and on Behalf of Flemons & Co Limited.  
70 Priory Rd  
Kenilworth  
CV8 1LQ

# **15. Parochial Church Council of St John Kenilworth: Statement of Financial Activities for the year ending 31 December 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOMING RESOURCES</b>					
Voluntary income	2a	279,013	121,396	400,409	271,153
Activities for generating funds	2b	12,182	-	12,182	5,113
Income from investments	2c	39	-	39	87
Income from charitable activities	2d	2,860	-	2,860	1,826
Other incoming resources	2e	22,693	-	22,693	30,623
<b>TOTAL INCOMING RESOURCES</b>		<b>316,787</b>	<b>121,396</b>	<b>438,183</b>	<b>308,802</b>
<b>RESOURCES EXPENDED</b>					
Church activities	3a	252,968	150	253,118	252,644
Governance costs	3b	1,600	-	1,600	1,914
<b>TOTAL RESOURCES EXPENDED</b>		<b>254,568</b>	<b>150</b>	<b>254,718</b>	<b>254,558</b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>		<b>62,219</b>	<b>121,246</b>	<b>183,465</b>	<b>54,244</b>
<b>OTHER RECOGNISED GAINS AND LOSSES</b>					
Gain on revaluation of fixed assets		-	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>62,219</b>	<b>121,246</b>	<b>183,465</b>	<b>54,244</b>
<b>BALANCES B/FWD 1 JANUARY 2021</b>		<b>547,113</b>	<b>8,413</b>	<b>555,526</b>	<b>501,282</b>
<b>BALANCE C/FWD 31 DECEMBER 2021</b>		<b>609,332</b>	<b>129,659</b>	<b>738,991</b>	<b>555,526</b>

The notes on pages 33 to 41 form part of these accounts

# **16. Parochial Church Council of St. John, Kenilworth** **Balance Sheet at 31 December 2021**

		<b>2021</b>	<b>2020</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>FIXED ASSETS</b>			
Tangible assets	5	<u>457,974</u>	<u>458,309</u>
<b>CURRENT ASSETS</b>			
Debtors	6	27,524	27,959
Short Term Deposits		9,983	9,973
Cash at bank and in hand		<u>261,290</u>	<u>125,246</u>
		298,797	163,178
Creditors - amounts falling due within one year	7	<u>(11,130)</u>	<u>(28,970)</u>
<b>NET CURRENT ASSETS</b>		<u>287,667</u>	<u>134,208</u>
<b>Total assets less current liabilities</b>		745,641	592,517
Creditors - amounts falling due after one year	8	<u>(6,650)</u>	<u>(36,991)</u>
<b>TOTAL NET ASSETS</b>		<u>738,991</u>	<u>555,526</u>
<b>PARISH FUNDS</b>			
Unrestricted	9	609,332	547,113
Restricted	9	<u>129,659</u>	<u>8,413</u>
		<u>738,991</u>	<u>555,526</u>

The notes on pages 33 to 41 form part of these accounts.

Approved by the Parochial Church Council on 6 April 2022 and signed on its behalf by

Mrs Karen Mills (Chairman)

Mr Peter Jackson (Treasurer)



## **17. Parochial Church Council of St. John, Kenilworth**

### **Notes to the financial statements for the year ending 31 December 2021**

#### **Note 1 ACCOUNTING POLICIES**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements have been prepared under the historical cost convention. 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 affiliation to another body, nor those that are informal gatherings of church members.

These financial statements have been prepared on a going concern basis in GBP which is the functional currency of the charity and are rounded to the nearest pound.

#### **Funds**

**Restricted funds** represent (a) income from trusts or endowments which may be expended only on those restricted objectives provided in the terms of the trust or bequest, and (b) donations or gifts 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 must be 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 for PCC ordinary purposes.

#### **Incoming Resources**

Planned giving, collections and donations are recognised when received. Rental income is recognised for the period which it relates to. 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 amounts due. Dividends are accounted for when receivable, interest is accrued when due. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources Expended**

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

#### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme for employees. Contributions are payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

## **Fixed Assets**

Consecrated and beneficed property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

**Moveable church furnishings** held by the Vicar and Churchwardens on special trust for the P.C.C. and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed on the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 1998 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1st January 1998 have been capitalized and depreciated in the accounts over their anticipated useful economic life. All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of moveable church furnishings is written off.

**Land and residential buildings** are not depreciated. Other buildings are depreciated on a straight line basis over 40 years.

**Other fixtures, fittings and equipment** Individual items with a purchase price of less than £1,000 are written off when the asset is acquired (unless these are acquired as part of a programme). Other fixtures, fittings and equipment acquired after 1 January 2005 are depreciated as follows: Computer equipment over a period of 3 years, with the first year bearing a full year's charge, other equipment over a period of 5 years with the first year bearing a full year's charge.

## **Current Assets**

Amounts owing to the P.C.C. in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Amounts owed by the P.C.C. in respect of services provided or goods received are shown as creditors. Short-term deposits include cash held on deposit with the C.B.F. Church of England Funds.

## **Concessionary loans**

Concessionary loans include those payable to third parties which are interest free and are made to advance charitable purposes. All loans are measured initially at the amount received.

## **Related Party Transactions**

Owing to the anonymous nature of some of the donations received, it is not possible to fully disclose the aggregate value of donations made by the trustees and related parties.

<b>Note 2 INCOMING RESOURCES</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
	<b>£</b>	<b>£</b>		
<b>2a Voluntary income</b>				
Planned Giving				
Gift Aid Donations	212,894	-	212,894	218,638
Tax Recoverable	51,294	-	51,294	44,884
Collections	4,712	-	4,712	4,099
Donations, appeals, etc.	9,913	121,396	131,309	2,532
Legacies	200	-	200	1,000
Other Donations	-	-	-	-
	<u>279,013</u>	<u>121,396</u>	<u>400,409</u>	<u>271,153</u>
<b>2b Activities for generating funds</b>				
Hall lettings	<u>12,182</u>	<u>-</u>	<u>12,182</u>	<u>5,113</u>
<b>2c Investment income</b>				
Interest income	<u>39</u>	<u>-</u>	<u>39</u>	<u>87</u>
<b>2d Income resources from charitable activities</b>				
Wedding and Funeral fees	<u>2,860</u>	<u>-</u>	<u>2,860</u>	<u>1,826</u>
	<u>2,860</u>	<u>-</u>	<u>2,860</u>	<u>1,826</u>
<b>2e Other incoming resources</b>				
Rental income	15,611	-	15,611	16,800
Income from GSHP	7,082	-	7,082	13,823
	<u>22,693</u>	<u>-</u>	<u>22,693</u>	<u>30,623</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>316,787</b></u>	<u><b>121,396</b></u>	<u><b>438,183</b></u>	<u><b>308,802</b></u>

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
<b>Note 3 RESOURCES EXPENDED</b>				
<b>3a Church activities</b>				
Missionary and charitable giving				
<b>Overseas:</b>				
Bethlehem School	2,500	-	2,500	2,300
Bible Society	1,700	-	1,700	1,500
CMS	2,750	-	2,750	2,500
Crosslinks	2,790	-	2,790	2,500
Uyogo	2,000	-	2,000	2,000
CHIT	600	-	600	-
<b>Home:</b>				
Kenilworth Youth for Christ	3,000	-	3,000	2,800
Church Army	1,800	-	1,800	1,600
Crossteach	1,800	-	1,800	1,600
Spring Playgroup	2,500	-	2,500	2,300
Dave & Kay Stoker	2,750	-	2,750	2,500
Foodbank*	1,000	-	1,000	1,000
Flourish	1,800	-	1,800	1,600
Taste Life	400	-	400	350
Days For Girls	-	-	-	350
Carried forward	<u>27,390</u>	<u>-</u>	<u>27,390</u>	<u>24,900</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
<b>Note 3 RESOURCES EXPENDED</b>				
<b>3a Church activities (continued)</b>				
Brought forward	27,390	-	27,390	24,900
Ministry: diocesan quota	105,000	-	105,000	103,000
Ministry: vicar and curate expenses	2,955	-	2,955	2,537
Ministry: youth worker's salary and exps	18,148	-	18,148	22,597
Junior Church and youth work	713	-	713	829
Adult training courses and materials	377	-	377	340
Funeral and Wedding fees (Diocese)	2,245	-	2,245	1,717
Funeral and Wedding fees (St Johns)	345	-	345	858
Outreach (including Alpha)	90	150	240	315
Knights Meadow rent	-	-	-	429
Insurance	5,334	-	5,334	5,826
Utilities	11,349	-	11,349	7,402
Cleaning, caretaking and waste disposal	11,802	-	11,802	8,632
Maintenance – Warwick Road Church	25,546	-	25,546	7,666
Maintenance – Hall and car park	6,355	-	6,355	9,411
Maintenance – 23 Leyes Lane	2,786	-	2,786	2,965
Depreciation – Church Hall building	526	-	526	526
Depreciation – Equipment	3,579	-	3,579	26,300
Church music costs	2,881	-	2,881	2,361
Other	2,285	-	2,285	1,019
Parish office salaries and expenses	13,866	-	13,866	13,134
Finance salaries	3,781	-	3,781	2,179
PCC pension costs	1,105	-	1,105	1,447
Stationery, postage and copying	2,421	-	2,421	4,585
Computer and other office equipment	407	-	407	227
Legal and Professional Fees	1,616	-	1,616	1,302
Bank charges	66	-	66	140
<b>Total Church activities</b>	<b>252,968</b>	<b>150</b>	<b>253,118</b>	<b>252,644</b>
<b>3b Governance costs (Independent examiner's remuneration)</b>	<b>1,600</b>	<b>-</b>	<b>1,600</b>	<b>1,914</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b>254,568</b>	<b>150</b>	<b>254,718</b>	<b>254,558</b>

#### Note 4 STAFF COSTS

	2021	2020
	£	£
<b>4a Wages and salaries</b>		
Wages and salaries	33,517	37,722
Social security costs	-	-
Pension costs	1,105	1,447
Redundancy and Termination costs	1,484	-
	<u>36,106</u>	<u>39,169</u>

4b The P.C.C. employed no people at the end of the year. The average monthly number of employees during the year was 2.8 (2020: 3).

4c Apart from the above no other members of the P.C.C. or connected persons received any reimbursement of expenses or remuneration other than to reimburse for miscellaneous disbursements made on behalf of the P.C.C.

4d No employees received emoluments in excess of £60,000.

#### Note 5 TANGIBLE FIXED ASSETS

	Freehold land and buildings	Church and other equipment	Total
	£	£	£
<b>COST and REVALUATION</b>			
At 1 January 2021	501,294	178,187	679,481
Additions	-	3,770	3,770
Revaluation of investment property	-	-	-
Disposals	-	(4,275)	(4,275)
<b>At 31 December 2021</b>	<u><b>501,294</b></u>	<u><b>177,682</b></u>	<u><b>678,976</b></u>
<b>DEPRECIATION</b>			
At 1 January 2021	45,813	175,359	221,172
Charge for the year	526	3,579	4,105
Disposals	-	(4,275)	(4,275)
<b>At 31 December 2021</b>	<u><b>46,339</b></u>	<u><b>174,663</b></u>	<u><b>221,002</b></u>
<b>NET BOOK VALUE</b>			
At 1 January 2021	<u>455,481</u>	<u>2,828</u>	<u>458,309</u>
<b>At 31 December 2021</b>	<u><b>454,955</b></u>	<u><b>3,019</b></u>	<u><b>457,974</b></u>

The freehold land and buildings comprise:

The church hall complex in Warwick Road, Kenilworth.

The house at 23 Leyes Lane, Kenilworth (cost £145,000) was subject to a mortgage repaid in 2018. During 2019 the trustees sought professional advice regarding the value of the investment property and subsequently revalued the property to £450,000.

#### Note 6 DEBTORS (UNRESTRICTED FUNDS)

	2021	2020
	£	£
Tax recoverable	21,749	22,500
Other debtors and prepayments	5,775	5,459
	<u>27,524</u>	<u>27,959</u>

**Note 7 CURRENT LIABILITIES (UNRESTRICTED FUNDS)**

	<b>2021</b>	<b>2020</b>
	£	£
Capital repayments on loan for purchase of 23 Leyes Lane	-	-
Other creditors	11,130	11,760
Concessionary Loans Repayable – due for repayment within one year	-	17,210
	<u>11,130</u>	<u>28,970</u>

**Note 8 LIABILITIES FALLING DUE BEYOND ONE YEAR**

	<b>2021</b>	<b>2021</b>
	£	£
Concessionary Loan Repayable – due for repayment in 1-2 years	-	14,611
Other creditors due in 1 - 2 years	6,650	5,980
Concessionary Loan Repayable – due for repayment in 3-5 years	-	14,400
Concessionary Loan Repayable – due for repayment after 5 years	-	2,000
	<u>6,650</u>	<u>36,991</u>

All loans were repaid in 2021.

**Note 9a FUNDS 2021**

	<b>Balance at 1 January 2021</b>	<b>Incoming resource s</b>	<b>Resource s expended</b>	<b>Transfer s</b>	<b>Balance at 31 December 2021</b>
	£	£	£	£	£
Unrestricted Funds					
General Funds	<u>8,964</u>	<u>307,775</u>	<u>(199,791)</u>	<u>(97,075)</u>	<u>19,873</u>
Designated Funds					
General Maintenance (note 11)	58,500	-	(22,065)	37,065	73,500
Hall building	24,882	-	(4,106)	(12,802)	7,974
Mission & charities (Tithe balance)	27,250	-	(27,390)	28,000	27,860
Contingency reserve (note 11)	25,000	-	-	-	25,000
Leyes Lane Property	402,517	-	-	47,483	450,000
Other	-	9,012	(1,216)	(2,671)	5,125
Total Designated Funds	<u>538,149</u>	<u>9,012</u>	<u>(54,777)</u>	<u>97,075</u>	<u>589,459</u>
Total Unrestricted Funds	<u>547,113</u>	<u>316,787</u>	<u>(254,568)</u>	<u>-</u>	<u>609,332</u>
Restricted Funds					
Kenilworth – Dresden link	2,694	-	-	-	2,694
Fun & Food	2,121	-	(150)	-	1,971
KT Legacy	-	121,396	-	-	121,396
Other	3,598	-	-	-	3,598
Total restricted funds	<u>8,413</u>	<u>121,396</u>	<u>(150)</u>	<u>-</u>	<u>129,659</u>
Total All Funds	<u>555,526</u>	<u>438,183</u>	<u>(254,718)</u>	<u>-</u>	<u>738,991</u>

**Note 9b FUNDS 2020**

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2020 £
Unrestricted Funds					
General Funds	(693)	306,315	(230,658)	(66,000)	8,964
Designated Funds					
General Maintenance (note 11)	18,500	-	-	40,000	58,500
Hall building	24,882	-	-	-	24,882
Mission & charities (Tithe balance)	25,150	-	(23,900)	26,000	27,250
Contingency reserve (note 11)	25,000	-	-	-	25,000
Leyes Lane Property	402,517	-	-	-	402,517
Total Designated Funds	496,049	-	(23,900)	66,000	538,149
Total Unrestricted Funds	495,356	306,315	(254,558)	-	547,113
Restricted Funds					
Kenilworth – Dresden link	2,694	-	-	-	2,694
Fun & Food	2,121	-	-	-	2,121
Other	1,111	2,487	-	-	3,598
Total restricted funds	5,926	2,487	-	-	8,413
Total All Funds	501,282	308,802	(254,558)	-	555,526

**Note 9c FUNDS 2020-2021 Total**

	Balance at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 December 2021 £
Unrestricted Funds					
General Funds	(693)	614,090	(430,449)	(163,075)	19,873
Designated Funds					
General Maintenance (note 11)	18,500	-	(22,065)	77,065	73,500
Hall building	24,882	-	(4,106)	(12,802)	7,974
Mission & charities (Tithe balance)	25,150	-	(51,290)	54,000	27,860
Contingency reserve (note 11)	25,000	-	-	-	25,000
Leyes Lane Property	402,517	-	-	47,483	450,000
Other	-	9,012	(1,216)	(2,671)	5,125
Total Designated Funds	496,049	9,012	(78,677)	163,075	589,459
Total Unrestricted Funds	495,356	623,102	(509,126)	-	609,332
Restricted Funds					
Kenilworth – Dresden link	2,694	-	-	-	2,694
Fun & Food	2,121	-	(150)	-	1,971
KT Legacy Outreach	-	121,396	-	-	121,396
Other	1,111	2,487	-	-	3,598
Total restricted funds	5,926	123,883	(150)	-	129,659
Total All Funds	501,282	746,985	(509,276)	-	738,991



**Note 10 ANALYSIS OF  
NET ASSETS (BY FUND)**

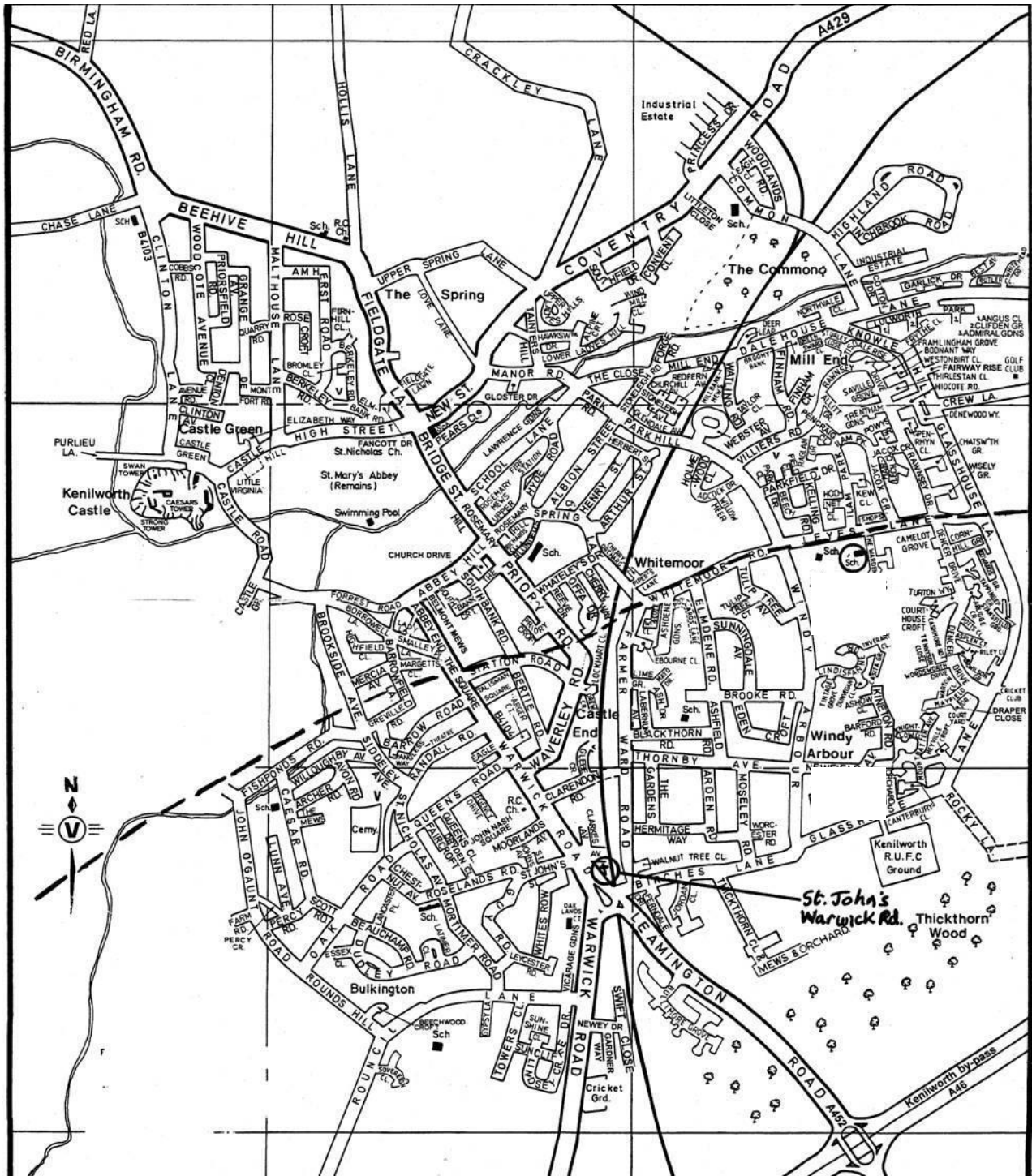
	<b>General Funds</b>	<b>Designated Funds</b>	<b>Total Unrestricted</b>	<b>Total Restricted</b>	<b>Total Funds</b>
	£	£	£	£	£
Tangible fixed assets (note 5)	-	457,974	457,974	-	457,974
Current assets	37,653	131,485	169,138	129,659	298,797
Liabilities					
Amounts falling due in one year	(11,130)	-	(11,130)	-	(11,130)
Amounts falling due after one year	(6,650)	-	(6,650)	-	(6,650)
<b>Total Funds</b>	<b>19,873</b>	<b>589,459</b>	<b>609,332</b>	<b>129,659</b>	<b>738,991</b>

**Note 11 FUND BALANCES**

**Fund balances at 31 December 2021 include the following:**

	£
<b>General Maintenance Fund</b>	
Bell frame	2,500
Grand piano – major overhaul	1,500
Church roof	55,000
Car park maintenance	1,500
DDA measures	3,000
Other quinquennial work	8,000
Provision for replacement equipment	2,000
	<u>73,500</u>
<b>Contingency Reserve Fund</b>	
The PCC has considered it prudent to set aside a sum of money as an emergency fund. It is the equivalent of approximately one month's budgeted expenditure for 2021.	<u>25,000</u>

## 18. Parish Map



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