

The Parish of Frindsbury with Upnor and Chattenden



LOVING – SERVING – CHANGING

Annual report and financial statements for the year ended 31 December 2021

Incumbent

The Reverend Nicholas Cooper
Frindsbury Vicarage
4 Parsonage Lane
Frindsbury
Rochester
Kent, ME2 4UR

Registered charity number 1127928

www.allsaintsfrindsbury.org.uk

The Parish of Frindsbury with Upnor and Chattenden

Annual Report for the year ended 31 December 2021

The report of the PCC has been prepared in accordance with the financial reporting standard for smaller entities (effective January 2005)

OUR PARISH VISION

Our focus as a Church remains summarised in our statement of purpose:

‘Loving – Serving – Changing’.

Governance and Membership as at 31 December 2021

Members of the PCC are either *ex-officio* or elected at the Annual Parochial Church Meeting. The members of the PCC are the trustees of the charity.

Vicar: The Reverend Nicholas Cooper (*ex officio*)

Churchwardens: Derek King (elected as CW at APCM 2015), Nigel Jones (elected as CW at APCM 2016) (*ex officio*)

Deanery Synod representatives: Jan Young and Andrew Whiteley (both elected October 2020)

LLM/Readers licensed to the Parish: Judith Armitt, Judy Carr, Carole Morrad (*ex officio*)

Elected members: John Bloomfield, Catherine Heffernan, Anne Levy, Anne Maillardet, Robert Mayhew, Nan McAleer, Alison Mings (Treasurer), Jill Payne, Peter Robbins, Victoria Webster, Elizabeth Williams (all elected April 2021)

Pioneer Minister: The Reverend Sue Vallente-Kerr

The following are not voting members or trustees:

PCC Secretary: Sue Jones

The responsibility of members of the PCC as Trustees remains unchanged, ensuring that it is solvent, well run and delivering its charitable purposes.

The PCC met 5 times during 2021 with an average attendance of 80%. The PCC has a Standing Committee which meets to transact minor business between the PCC meetings.

A new Electoral Roll was prepared in April 2021 and numbered 110.

Because of the COVID-19 pandemic ‘in person’ worship resumed on Ash Wednesday 2021 with provision for those worshipping at home to receive a paper copy of the service and DVD if wished or to join a livestream of the service via Zoom.

Risk Management

The PCC has examined the major strategic and operational risks and reviews risks on a regular basis, particularly in the light of Covid-19. The PCC confirms that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to mitigate these risks and any difficulties caused by the need to self-isolate.

All reports received by the PCC from its subcommittees are required to identify and highlight any health and safety risks and implications for safeguarding practice.

The PCC follows the guidelines for Serious Incident Reporting to the Charity Commission and National Safeguarding Team.

Safeguarding

Following the introduction of the Safeguarding and Clergy Discipline Measure 2016:

Vicki Webster continued in her role as Parish Safeguarding Officer. Lesley Wright resigned from her role as DSS renewals administrator; the PCC thanks her for her work with this. Vicki Webster has taken this role on.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults) at the appropriate dates of the Measure coming into force.

PCC adopted the House of Bishops 'Promoting a Safer Church' safeguarding policy statement.

All reports received by the PCC from its subcommittees are required to identify and highlight any safeguarding risks.

During the year the PCC Safeguarding subcommittee continued to highlight the importance of safeguarding, to review our practice, to make recommendations and arrange training.

General Data Protection Regulations

Data continues to be stored under the consents granted.

A Brief Summary of the Year

During 2021, due to the Covid-19 pandemic, 'in person' public worship recommenced from Ash Wednesday at All Saints, Frindsbury. With the Bishop's consent a new pattern of worship was established. The 10.30am service at All Saints was changed to 10am. The 8.00am service at All Saints was merged with the service at St Philip & St James, Upnor at a new time of 8.30am – the first service was on Pentecost Sunday. Some meetings took place in person and some by Zoom, depending on the Covid-19 infection rate.

Our Annual Parochial Church Meeting and Election of Churchwardens was held by Zoom on Tuesday 27 April 2021.

We received a generous grant from the AllChurches Trust which enabled the installation of Wifi at All Saints Church, via a link from the Parish Hall, allowing services at 10am to be livestreamed. The use of technology continued to help maintain social contact through Zoom quizzes and coffee mornings.

Ministry to young families continued with monthly and in person Zoom meetings through Up4It led by Pioneer Minister, Sue Vallente-Kerr. Sue Vallente-Kerr and team also provided recorded materials for schools to use in assemblies and lessons. At Christmas, Pioneer Minister, Sue Vallente-Kerr organised hamper deliveries for families in need of some extra help. Thanks are due for generous donations from Kings Hill Church.

Home Groups have met through the year by Zoom and in person where possible, for fortnightly Bible study, a 6 week Lent Course and for Advent used the Bible Course produced by the Bible Society.

The parish walk resumed in April and was well supported through 2021.

Medway Foodbank continued to use the Parish Hall as a distribution centre until the end of April 2021. The Parish Hall underwent significant refurbishment with a new kitchen, lighting and general maintenance, aided by a donation of £5,000 from a local business. Regular and casual bookings resumed from September 2021. The Parish Hall Booking Secretary gave notice of his intention to retire at the end of 2021, but two volunteers offered their services and a smooth handover ensued. For unrelated reasons, the Parish Hall cleaner gave notice following appointment to a new role. We are grateful for the services of both over several years.

Despite another challenging year there were many things to continue to be thankful for including:

- Church members' faithful financial support.
- Acceptance by Church members of the limitations imposed upon us and willingness to work and worship in different ways.
- Church members' active participation in worship even during lockdown, and music by the All Saints Singers and church musicians.
- The ministry exercised by the Pastoral Team which continued to contact weekly those in our congregation who are elderly and living on their own.
- Some young families who have become regular members of the congregation.

Eco Church

A new group agreed to meet on a monthly basis, using the survey from A Rocha Eco Church Awards as a starting point to assess how 'eco friendly' we are as a church and how we can improve our care of God's creation.

Buildings

- Significant work took place to All Saints Tower to remove buddleia growth which was damaging the stonework.
- Work was carried out to overhanging branches of an ash tree in the Old Churchyard.
- Following water ingress to the building, repairs took place to the roof St Philip & St James.

Financial Statements for the Year ended 31 December 2021

Financial Summary

The accounts for 2021 show that for the 12 months to the end of December 2021 there was a shortfall of £12,069 on its general fund.

Detailed explanation of the full year results

Overall income is below expectations reflecting the impact of COVID-19 resulting in the churches being closed and restrictions on weddings and funerals.

The figure for planned giving is very encouraging in the current circumstances and I am grateful to all those who have continued to give by standing order as well as to those who have set up new standing orders.

Our expenditure is higher than planned mainly due to higher utility bills for our churches. Administration and communication costs were higher reflecting the efforts to keep in touch with the church community while it hasn't been possible to use the churches for worship.

The Parish Hall was used by the Medway foodbank for half the year and during the summer we spent some £20,000 on the refurbishment of the hall. Only the cost of depreciating the fixtures and fittings is included in the accounts. We are grateful to Medway Funeral Directors for their kind donation of £5,000 towards the costs of this work.

We have also spent £2,147 on the installation of wi-fi in All Saints. Only the cost of depreciating this purchase is included in the accounts. A grant from the Allchurches Trust has been received to cover this cost as well as future spend on enhancements to the parish online capability.

Reserves

Unrestricted cash reserves available to spend now fell to £40,924. These are available to cover future costs of repairs and maintenance to our churches and parish hall as well as future shortfalls in income. It is the PCC's policy to maintain unrestricted reserves sufficient to fund three months expenditure.

The Parish holds £23,266 of restricted reserves and £107,966 of endowment reserves.

Funds not required immediately are invested in either the Diocesan General Deposit Account or the CBF Church of England Deposit fund, the CBF Church of England Investment Fund or the COIF Investment Fund managed by CCLA Investment Management Ltd.

Financial statements prepared by Alison Mings ACMA, CGMA (treasurer)

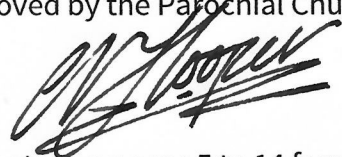
Statement of Financial Activities for the year ended 31 December 2021

		Unrestricted	Restricted	Endowment	Total Funds	
		Funds	Funds	Funds	2021	2020
Note		£	£	£	£	£
Income and Endowments						
Voluntary income	2(a)	75,990	4,100		80,090	95,840
Activities for generating funds	2(b)	0			0	0
Income from investments	2(c)	2,601			2,601	2,880
Income from church activities	2(d)	13,067			13,067	10,499
Other incoming resources	2(e)	1,132	338		1,470	889
Total income		92,790	4,438		97,228	110,108
Expenditure						
Church activities	3(a)	109,396	625		110,021	100,516
Generation of voluntary income	3(b)	76			76	75
Total expenditure		109,472	625		110,097	100,590
Net income / (expenditure) before investment gains		-16,683	3,813		-12,870	9,518
Net gains/(losses) on investments	5(b)			12,950	12,950	5,765
Net income / (expenditure)	14	-16,683	3,813	12,950	80	15,283
Transfer between funds		4,614	-4,614		0	0
Net movement in funds		-12,069	-801	12,950	80	15,283
Total funds brought forward		696,657	25,671	95,046	817,375	802,092
Total funds carried forward		684,589	24,871	107,996	817,456	817,375

Balance Sheet as at 31 December 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £	2020 £
Fixed assets						
Tangible	5(a)	633,540	-		633,540	615,611
Investments	5(b)			105,014	105,014	92,064
		633,540	-	105,014	738,554	707,675
Current assets						
Debtors and prepayments	6	14,455			14,455	16,286
Short term deposits		37,018	17,321	2,982	57,321	67,352
Cash at bank and in hand		2,300	7,550		9,850	33,314
		53,773	24,871	2,982	81,626	116,951
Liabilities						
Creditors: amounts falling due in one year	7	2,726	-		2,726	7,252
Net current assets		51,048	24,871	2,982	79,901	109,699
Total net assets		684,589	24,871	107,996	817,456	817,375
Parish funds						
Unrestricted		684,589			684,589	696,657
Restricted			24,871		24,871	25,671
Endowment				107,996	107,996	95,046
		684,589	24,871	107,996	817,456	817,375

Approved by the Parochial Church Council on 15 March 2022 and signed on its behalf by:



The Reverend Nicholas Cooper, Vicar

The notes on pages 5 to 14 form part of these accounts.

Notes to the Financial Statements

1. Accounting policies

Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006, governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. 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.

Funds

Unrestricted funds

These represent the income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project

Restricted funds

These are income funds that must be spent on restricted purposes.

Endowment funds

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted.

Notes to the Financial Statements continued

Recognition of income and endowments

Income

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

Expenditure

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. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Assets

Consecrated and beneficial property of any kind is excluded from the accounts by Section 10(2) (a) and (c) of the Charities Act 2011.

Depreciation on fixed asset properties has not been provided in these accounts as any charge is not considered material, on the basis that the asset has either, a very long useful life; or a residual value, based on its current value, which is not materially different from its carrying value

Moveable church furnishings held by the 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 (at any reasonable time). No inalienable property was acquired in 2020 and 2021.

All expenditure incurred in the year on consecrated or beneficed buildings or on the repair of moveable church furnishings is written off.

Investments are valued at market value at the year end.

Notes to the Financial Statements continued

Short term deposits include cash held on deposit either with the CBF Church of England Funds, with the Diocese or at HSBC bank.

Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. The organs at All Saints and Upnor are being depreciated on a straight-line basis over 25 years and equipment used within the church premises on a straight-line basis over 4 years. Parish hall fixtures and fittings are being depreciated over 10 years on a straight-line basis

Notes to the Financial Statements continued

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £
2 Income and endowments								
2(a) Voluntary income								
Collections and giving	50,499			50,499	54,059			54,059
GAYE	650			650	550			550
Tax recoverable	11,042			11,042	16,027	1,358		17,385
Donations, appeals, etc	10,526			10,526	4,261	5,480		9,741
Legacies	1,000			1,000	1,000			1,000
Grants	2,272	4,100		6,372	11,880	1,225		13,105
	75,990	4,100		80,090	87,778	8,062		95,840
2(b) Activities for generating funds								
Fund raising								
2(c) Income from investments								
Dividends and interest	2,601			2,601	2,880			2,880
	2,601			2,601	2,880			2,880
2(d) Income from church activities								
Church hall lettings	4,693			4,693	3,995			3,995
Fees for weddings and funerals	8,374			8,374	6,504			6,504
	13,067			13,067	10,499			10,499
2(e) Other incoming resources								
Insurance claim	700			700				
Other parish income	432	338		770	582	307		889
	1,132	338		1,470	582	307		889
Total Income	92,790	4,438		97,228	101,739	8,369		110,108

Notes to the Financial Statements continued

		Unrestricted	Restricted	Endowment	Total	Unrestricted	Restricted	Endowment	Total
		Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£	£	£
3	Expenditure								
3 (a)	Church activities								
	Missionary and charitable giving								
	Tearfund					2,000			2,000
	Medway Foodbank	10			10	268			268
		10			10	2,268			2,268
	Ministry: diocesan parish share	52,440			52,440	53,000			53,000
	Other ministry costs	2,978			2,978	3,741			3,741
	Church running and maintenance	21,190	27		21,217	12,803			12,803
	Church hall running costs	12,364			12,364	11,389			11,389
	Depreciation of church equipment and hall fixtures and fittings	3,917			3,917	2,067			2,067
	Upkeep of churchyard	2,896			2,896	1,922			1,922
	Mission and youth work	343	391		734	212	162		374
	Printing and stationery	4,072			4,072	3,598			3,598
	Other administration costs	9,186			9,186	8,424			8,424
	Other expenses		207		207	52	878		930
		109,386	625		110,011	97,207	1,040		98,247
3 (b)	Raising funds								
	Generation of voluntary income	76			76	75			75
	Total resources expended	109,472	625		110,097	99,550	1,040		100,590

Notes to the Financial Statements continued

4 STAFF COSTS

	2021	2020
wages and salaries	£13,236	£12,312
<u>Average no. of employees</u>	<u>2</u>	<u>2</u>

During the year the PCC employed a Parish administrator and hall cleaner (both part-time) but no payments were large enough to attract social security costs.

5. Related parties

During the year the parish employed Mrs Sue Jones, wife of a Churchwarden as Parish Administrator who was paid £9,186.

6 Fixed assets

6(a)	Tangible	(all unrestricted)			Total
		Parish Hall £	Church Equipment £	Parish Hall Fixtures and Fittings £	£
Cost of valuation	At 1 January 2021	600,000	27,389		627,389
	Additions at cost		2,147	19,699	21,846
	At 31 December 2021	600,000	29,536	19,699	649,235
Depreciation	At 1 January 2021		11,778		11,778
	Charge for the year		1,948	1,970	3,917
	At 31 December 2021		13,726	1,970	15,695
Net Book Value	At 31 December 2021	600,000	15,811	17,729	633,540
	At 31 December 2020	600,000	15,611		615,611

Equipment includes a projector, organ, speakers, other music equipment, a safe and Wi-fi equipment at All Saints and St Philip and St James.

Notes to the Financial Statements continued

6(b)	Investments (all endowment funds)	£
	Market value 1 January 2021	92,064
	Annual revaluation	<u>12,950</u>
	Market value 31 December 2021	<u>105,014</u>

7 Current assets

Debtors (Unrestricted funds)

	2021	2020
	£	£
Income tax recoverable	11,000	14,000
Other income due	1,420	206
Prepayments	<u>2,035</u>	<u>2,080</u>
	<u>14,455</u>	<u>16,286</u>

8 Liabilities

	2021	2020
	£	£
Amounts falling due within one year		
Creditors for goods and services	2,726	7,252
	<u>2,726</u>	<u>7,252</u>

Notes to the Financial Statements continued

9. Cash Balances

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2021 £	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £
Cash in hand and at bank	2,300	7,550	-	9,850	31,759	1,555	-	33,314
Short term deposits	37,018	17,321	2,982	57,321	40,253	24,117	2,982	67,352
	39,319	24,871	2,982	67,171	72,012	25,671	2,982	100,666

10. Funds

Restricted Funds in 2021 comprise the Hand Bell Ringers Fund, music funds, the Gavin Jupp Memorial Fund, Mothers and Toddlers, AV Equipment, Mission in New Homes, All Saints Organ and funds for new equipment.

The Endowment Funds are managed by CCLA and comprise various funds set up in past years, which require income to be spent on the running costs of All Saints, St Phillip and St James and the churchyards.

11. Endowment Investment Funds

CBF Income shares

131001137S	Church Repair Anderson	11,381
131001138S	L I Frindsbury Paine	33,441
131001193S	Upnor Parish Room	1,686
131001212S	MD (Bonham Pennistone Bourne)	6,651
131001192S	Anderson	5,714
131001139S	Anderson Endowment	5,714
131001523S	Frindsbury QAB	2,412
CBF Fixed Interest		
131001025F	Church Expenses	546
		67,546

Notes to the Financial Statements continued

COIF funds		
247790001T	S Fulkes Charity	2,957
325350001T	Newlands Field Charity	20,968
279710001T	Lesser Parish Field Charity	12,589
053820001T	J Rich National School	924
		37,439

Total Endowment funds **105,014**

The PCC also holds £35,498 in designated funds in respect of the running of the parish hall and future repairs to the churches.

12. Fund Movements

Summary of fund movements

	Unrestricted Funds		Restricted funds	Endowment funds	Total
	General	Designated			
	£	£	£	£	£
Balance at 1 January 2021	659,406	37,251	25,671	95,046	817,375
Incoming resources	80,209	12,581	4,438		97,228
Resources expended	-95,138	-14,334	-625		-110,097
Investment gains				12,950	12,950
Transfer between funds	4,614		-4,614		
Balance at 31 December 2021	649,091	35,498	24,870	107,996	817,456

Notes to the Financial Statements continued

13. Statement of cash flows

	Note	2021 £	2020 £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	14	-11,649	11,514
purchase of equipment		-2,147	-8,300
purchase of fixtures and fittings		-19,699	
Net cash provided by (used in) financing activities		-33,495	3,214
cash at the beginning of the period	9	100,666	97,452
cash at the end of the period	9	67,171	100,666

14. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	Note	2021 £	2020 £
Net surplus / shortfall per the SOFA		80	15,283
Adjustments for:			
Depreciation	6(a)	3,917	2,067
Gain on investments	6(b)	-12,950	-5,765
(increase) / decrease in debtors	7	1,829	-2,210
increase / (decrease) in creditors	8	-4,526	2,139
Net cash provided by (used in) operating activities		-11,649	11,514



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF FRINDSBURY WITH UPNOR & CHATTENDEN

**On accounts for the year
ended**

31 December 2021

**Charity no
(if any)**

117928

Set out on pages

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended **31/12/2021**.

**Responsibilities and
basis of report**

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination which gives me
cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report in
order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

16/05/22

Name:

Katherine Gray

**Relevant professional
qualification(s) or body
(if any):**

Address:

6 Colegate Drive

Bearsted

Kent ME14 4DP

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.