

THE PARISH OF ST MARTIN WITH ST PETER

In the Worcester East Deanery of the Diocese of Worcester

Worcester South East Team Ministry

**ANNUAL REPORT
&
FINANCIAL STATEMENTS**

of the

PAROCHIAL CHURCH COUNCIL

For the year ended 31st December 2020

Incumbent: Rev'd Peter Hart
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Registered Charity No. 1128519

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Current PCC members (until 2021 Annual Parochial Church Meeting)

Ex officio:

Rector:	Chair	Revd Peter Hart	
Other Clergy:	Assistant Curate	Revd Dr Robin Parry	
Licensed Reader:	<i>(Appointed by APCM)</i>	Mike Bunclark	
Churchwardens:	<i>(Elected annually by AVM)</i>	Elizabeth Yarker	Vacancy
Deputy Churchwardens:	<i>(Elected annually by AVM)</i>	Barbara Richards	Vacancy
Representatives on the Deanery Synod:	<i>(Elected by APCM for 3yrs to 31st May 2023)</i>	Michael Bunclark	
		Anthony Glossop	
		Shirley Scott	

Representatives of the laity

(Four elected by APCM each year, for 3 years)

<i>To 2021 APCM:</i>	Ginny Duckett	Joy Grimwood
	Ruth Kirwan	
<i>To 2022 APCM:</i>	Elizabeth Frani	Julia Glossop*
	Gail Rowley*	Martin Rowley
<i>To 2023 APCM:</i>	Bill Simpson	Christine Williams*
	Sheila Farthing	David Scott

Co-opted: (Max'm of 2) *(Elected annually by PCC)*

Maximum voting members: 23, actual: 19 A quorum is one third of voting members

PCC Officers:

(Elected annually By PCC)

Lay Vice Chair	Elizabeth Yarker
Secretary	Nick Harrison
Hon. Treasurer	Garth Williams
Hon. Deputy Treasurer	Bill Simpson
Planned Giving Recorder	Christine Williams
<i>(Appointed by APCM)</i> Safeguarding Officer	Malcolm McMurray (pro-tem)
Electoral Roll Officer	Julia Glossop
Independent Examiner	Roger Waters-Duke

AVM:- Annual Vestry Meeting.

The Lay Vice Chair must be a PCC member. Appointments continue until changed by the APCM.

Deputy Churchwardens and PCC Officers are NOT PCC members unless otherwise elected or co-opted.

**Trustees (three) to whom responsibility has been delegated for the reporting of serious safeguarding and other incidents to the Charity Commission.*

Structure, Governance and Management:

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC carries out its activities via a number of committees and working parties, using a mixture of PCC members and co-opted members. It has a Standing Committee to undertake any urgent PCC business between PCC meetings, and to prepare agendas for the PCC meetings.

Other committees are:

Community Care (Chair: Isobel Maher)	Concerts (Chair: Shirley Scott)
Finance & Management (Chair: Anthony Glossop)	Magazine & Publicity (Chair: Jim Wheldon)
Missionary (Chair: Elizabeth Yarker)	Social (Chair: Alison Fraser)

Rector's Report

It gives me great pleasure to commend this report to the parish. These have been difficult times, we have been hugely restricted, but faith, prayer and a desire to worship have enabled us to continue functioning as a parish through three lockdowns and the limitations imposed by social distancing. I have only been here for 8 months, but I still feel that we have done a lot of work together, as well as maintain our worship and our social contacts.

I owe a great deal of thanks to many people. Elizabeth Yarker has worked tirelessly as warden, and has even mastered Zoom for PCC meetings. Her initiative and week by week commitment to the life of St Martin's is admirable. John Swindells has continued to provide us with excellent music, both in church and online, and he has been coaxing the choir back little by little. David & Shirley Scott have ensured the digital presence of the parish has continued, so that both on a Sunday and through the week parishioners – and many others from around the world - have been able to join us in worship from their own homes.

I am delighted that Sheila Farthing has taken up the challenge of co-ordinating our work with children and families, working alongside Sian Morgan our Mission Enabler to bring families together online and to start realistic planning for the safe return of parish activities for families through the week at St Martin's. Carol Parry, ably helped by Robin, has already got us started with Forest Church, meeting in Whittington churchyard, and the response has been very positive. There are many opportunities ahead, and everyone can get involved in one way or another with all our work with families. Nick Harrison and his merry band of contributors and editors have kept the parish magazine going through thick and thin, and we are most grateful to all of them for their hard work. Special thanks also go to Anthony Glossop and David Hall for making such quick progress with the development work in the lower vestry – it is a space of which we can be very proud. Terry Dillingham has worked with Garth Williams, our excellent treasurer, to raise over £45,000 already for this work, and we must acknowledge his expertise in fundraising and wish him well as he steps back from this task: he has got the Widening our Welcome fundraising campaign off to a flying start.

Mike Bunclark has assisted me wonderfully with the administration of worship, both in church and online – it is Mike who has kept our prayer and worship going through these difficult times, and we are very grateful for all that he has done over the year. At the heart of St Martin's and the Worcester South East Team is Rebecca, our administrator, who keeps me on the straight and narrow, quietly but efficiently maintains our parish communications and ensures the smooth running of the office. I would be lost without her.

The future remains uncertain, despite various easings of restrictions being dangled before us. We will proceed with caution, doing our utmost not to put people's health at risk as we start to spend more time together in church and in our homes. The first thing to look out for is the return of the full choir, and soon we will start to welcome families to St Martin's for the baptism of their children. We have been able to hold some Bible Study sessions online, but we will be looking to meet together in church for study and spiritual development, especially now that we have such good facilities in the lower vestry. The clergy team will be holding regular baptism preparation sessions in church, starting in May, so that families who are looking for baptism know and understand exactly what we will be doing for their child and their wider family on the day. Music in its rich variety is set to return to St Martin's too, starting (we hope) on Saturday 3rd July with a concert and other contributions from our choir and organists, local schools and the Worcester Philharmonic Orchestra as we officially launch our Widening our Welcome Appeal. We will also be hosting some of the Three Choirs Festival concerts this summer, which will bring a wider audience into St Martin's.

How we set out priorities now will determine how we can grow as a parish. We have great facilities, a large pool of people and expertise on which to draw, a lot of creative thinking and energy, backed up by prayer and faithful witness. I trust that this coming year will be one of opening St Martin's up increasingly to the

local community, so that we can share Christ's love in practical ways as well as spiritual ways, and so that Christ's kingdom of justice and peace can be ushered in more fully in our parish. The Kingdom priorities of love, care and worship, social engagement and action to address the climate emergency must characterise the life and work of St Martin's in this year of opportunity. It is very exciting, and I look forward to exploring all that God has in store for us over the coming year.

Peter

Churchwarden's Report

We survived 2020, a very strange year.

When we first heard of a dangerous new illness in Wuhan in January, it seemed very remote. By the end of February coronavirus was rampant in Europe, and spreading in Britain. By 15th March government precautions peremptorily cancelled our Lent Hunger Lunch. And by Mothering Sunday all churches were shut for the first time since King John quarrelled with the Pope in 1208. Services were quickly moved onto "Zoom." People unfamiliar with this technology adapted rapidly. We thank our clergy Andy Stand and Robin Parry for team-wide worship, which Mike Bunclark "hosted." As well as the Sunday service, Morning Prayer and Compline have been said most days. A telephone chain was established to keep the congregation in touch, which has been a lifeline for many people who have valued the regular contacts. After eleven ordinary Sundays we were shut for nineteen, before we were able to re-open cautiously on 2nd August in the Lady Chapel with chairs precisely two metres apart. The following week services resumed in the Nave, with the Peter and Paul Altar below the Chancel steps. David and Shirley Scott live-streamed them on Facebook. We rejoiced to be back, to hear the organ, then the choir, back in good voice, though it was hard not to be able to sing with them. At last we could take communion again, though with hands slathered in sanitiser, and no chalice, it did not feel quite right. We were locked down again in November after fourteen weeks of freedom, just after a successful All Souls Day memorial service. However our Remembrance Day Ceremony was limited to the Rector and churchwarden, with the bugler, John Swindells our organist, attended by David and Shirley on camera and sound. A small crowd of parishioners watched from the pavement. Luckily the lockdown was lifted after four weeks, so we could celebrate Advent and Christmas in a rather sober style, before going back on-line again in the New Year. What a year!

While worship and all church social activities were badly affected, administration and finance also took a hit. Rebecca Caskie has been working from home, emailing the Bulletin and Magazine. Luckily, she found a business which printed and posted the bulletin to people not on-line. We thank her for juggling work with home-schooling, keeping us all informed, and helping us through all uncertainties. Garth and Christine Williams, with help from Bill Simpson, have guarded the Church finances, hard hit by closure of the Parish Centre, orchestra and concerts, with more than usual efficiency. They took advantage of the government furlough scheme to support John Swindells, and Donna Vickers our cleaner. Other supporting grants, generous donations and faithful planned givers have helped us pay the Parish Share in full, and to give our usual Alms. Thank you, everyone.

In January we welcomed Sian Morgan as Mission Enabler to the Team, on the Calling Young Disciples scheme. She has helped Messy Church and Jam Club with on-line activities, while encouraging cross-team co-operation for future activities. Gail and Martin Rowley with Liz Frani and Karen Vallance have been in constant touch with our church families, giving practical support where needed. Barbara Richards has sent all of them birthday cards. The young people made a banner thanking the NHS which went up outside Church. Many of them also 'joined our flock', making sheep which went round the crib at Christmas. The 4 Front Theatre came again in December. Then the children were given a Real Advent Calendar with the Christmas story included, and they enjoyed the Posada. We thank Gail and Martin for all they have done for our young people, particularly through this difficult time.

In July we said farewell to Lindsey Coulthard as she was licensed to work at St Stephen's before her Ordination in September. Our loss is St Stephen's gain. We thank Lindsey for her long and thoughtful involvement at St Martin's, and for her loving care for us.

However, the most eagerly anticipated event in 2020 was the arrival of our new Rector, Rev'd Peter Hart and Beverley. We expected them in May, but coronavirus delayed them until 1st September. We were allowed just thirty people at the Institution, so everyone present took a part. (In fact we had thirty one, as the new Bishop of Dudley slipped in to see how it was done.) Despite our regret at the limited festivities the sense of relief was palpable. Social distancing and restrictions have made it a difficult start, but Peter soon got us moving.

As the APCM was delayed until October Peter was able to chair it. First, we thanked Philip Clayton, Deputy Warden, and Sheila Treacher, Safeguarding Officer, who were both standing down. Malcolm McMurray retired after his six enormously valuable years as Church Warden, having spent an extra six months in office because of the delayed APCM. Malcolm worked tirelessly to keep us in line with Covid regulations and restrictions, and spent lockdown sweeping the church free of cobwebs! (Sadly, the spiders are fighting back.) He remains Parish Centre Manager, and continues to nurse the boiler. He has also taken over Safeguarding. We owe Malcolm a huge debt of gratitude. Then Peter outlined his clear intention to reach out to far more people in the Parish, and urged us to develop the plans that had been aired for some time. This was widely welcomed. By December David Hall had organised the refurbishment of the Lower Vestry with a much enlarged kitchen, and appropriate permissions were applied for, ready to start in January. Interesting moves to insert a disabled toilet in the Boiler Room were also well in hand, and longer-term thought was being given to improving the existing upstairs toilets.

We began 2021 in lockdown again, but encouraged and optimistic

Report on the fabric, goods and ornaments of the church

The Finance and Management Committee have worked hard to ensure that the fabric of the Church is in good repair.

Efforts have so far failed to establish the cause of a leak in the roof during a particularly heavy downpour. A drone has been used to inspect the area of the leak without success. Other measures are in hand.

A new sink and water-heater have been installed in the Sacristy to enable the Communion vessels to be washed in hot water, as the existing heater was worn out, and the sink was very small.

The Nave floor was repolished during the summer, and worn locks were replaced on the Office door and on the main East End door.

Efforts to improve the heating in church continue. A leaking valve has been replaced in the boiler. It was unreliable, and has subsequently found to be faulty. We hope its replacement has solved the problem. A sensor has also been installed which can be read remotely.

The broken Warden's staff has been replaced.

Plans to refurbish the Lower Vestry have been approved to begin work in January. Plans to install a disabled toilet in the boiler room are well advanced, but await appropriate permissions.

A Quinquennial Inspection is due in 2021.

Safeguarding Report

The Parochial Church Council and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, the incumbent and the PCC have implemented The House of Bishops' Safeguarding Policy 'Promoting a Safer Church', and is compliant with its 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).

Our Safeguarding Officer, Sheila Treacher, has stood down after 7 years in the role. We are thankful for all her work over a period that has seen dramatic changes to safeguarding practices in the Church of England. No nominations for the role were received at the APCM.

Malcolm McMurray has agreed to stand as acting P.S.O. until such time as a permanent appointment can be made.

The PCC has adopted a policy statement on the recruitment of ex-offenders, and ensures that all those responsible for working with children, young people and vulnerable adults on behalf of the church are recruited in accordance with the House of Bishops' Safer Recruitment Practice Guidance.

We currently have three activities involving children: Messy Church, JAM (Jesus and Me) Club, and Tiny Tunes, although all three have been suspended since March due to coronavirus.

Activities involving adults are: Home Communion, Community Care home visits and Community Care outings and lunches.

Role descriptions for most posts to which safeguarding applies have been adopted by the PCC, and others are in preparation.

Two DBS referrals for working with children were processed in 2020. Four DBS accreditations lapsed, two of which are being renewed and two are no longer active.

No training took place due to Coronavirus. 'Foundations' (C1) repeat training is now overdue for ten people. Also, PCC members are now required to undertake 'Basic Awareness' (CO) training.

Both of these courses are now available on the CofE safeguarding training portal:

<https://safeguardingtraining.cofeportal.org> Any member of the church who is interested in finding out more about safeguarding in the Church of England should view the 'Basic Awareness' training module.

Currently, we have ten people working with children, ten with adults and five with both.

Clergy and Churchwardens are processed by the Diocesan Office.

It was not necessary to seek advice from the Diocesan Safeguarding Advisor or her assistant.

There are no current safeguarding agreements in place.

No serious incidents have occurred which would require a report to the Charity Commission.

The PCC agenda includes a standing item for a Safeguarding report, and it regularly reviews our safeguarding policy and procedures. An updated Safeguarding policy was adopted by the PCC at its meeting on 14th January 2020.

The safeguarding audit is now actioned using the online Safeguarding Dashboard App, and at the end of 2020 we were compliant with 45 of the 77 measures.

The Dashboard generates an Action Plan for the PCC to consider, and identifies specific issues to be addressed in order to achieve greater compliance. In particular, we need to catch up with training, and ensure compliance with the "Safer Recruitment Practice Guide", and the "Safer Environment and Activities Practice Guide".

The Parochial Church Council of St Martin with St Peter

Decisions and Actions 2020

Mtg Date	Decisions	Actions	Notes
14 th Jan. L. Vestry	<p>AGREED to adopt a Policy for Legacies</p> <p>AGREED to adopt a new Safeguarding Policy, replacing the previous two policies.</p>	<p>The Missionary Committee has made donations to 8 charities totalling £825.</p> <p>Julia Glossop was appointed to the Trustee Panel for the reporting of serious safeguarding events.</p>	<p>No date yet for the Induction of Peter Hart as Rector.</p> <p>The community Care lunch will be on 14th February, and the Lent Lunch on 15th March.</p>
11 th Feb. L. Vestry	<p>The PCC Handbook was ADOPTED</p> <p>It was AGREED that the Treasurer should set up an arrangement to enable donations to be received via the church website</p>	<p>A report was received from Gail about the Calling Young Disciples Hub meeting. The work that the Mission Enabler, Sian Morgan, will be undertaking in the team over the next three years was outlined.</p>	<p>A date of 17th May has been suggested for the Induction of Peter Hart, but there are no further details as yet.</p> <p>58 bookings had been received for the Community Care Lunch on 14th February</p>
10 th Mar. L. Vestry	<p>The results of the questionnaire about the Weekly Bulletin were considered and it was AGREED to continue with the new format and to provide 10 copies of "Live the Word" for those who required them.</p> <p>It was AGREED that Malcolm should act as Assistant Safeguarding Officer to process the safeguarding audit using the Parish Dashboard App.</p> <p>The draft Annual Report was ADOPTED</p>	<p>It was reported that we are complying with the recent C of E Coronavirus guidance for church services.</p> <p>The Electoral Role and the APCM Notices have been issued. The APCM is to be on 28th April.</p>	<p>The Lent Lunch is to be held on Sunday 15th March.</p> <p>A Team Barbecue is being planned for 11th July</p>
DUE TO THE GOVERNMENT LOCKDOWN, THE CHURCH WAS CLOSED TO ALL PUBLIC SERVICES FROM TUESDAY 22 ND MARCH			
14 th July ZOOM	<p>It was AGREED that the first public service will be on 9th August at 10.00am</p> <p>The Induction of Peter Hart as Rector will be on 1st September. Further details are awaited.</p> <p>It was AGREED that the APCM will be on 11th October.</p> <p>A Lone Worker Policy was ADOPTED</p>	<p>The Zoom Services were generally felt to be a success. When Services resume in church, they will be live-streamed on Facebook.</p> <p>A Coronavirus Risk Assessment has been prepared for the re-opening of the church for public worship.</p> <p>The annual financial report has been signed off by the auditor.</p>	<p>The Revd Peter Hart and Sian Morgan joined the meeting</p>
8 th Sept L. Chapel	<p>A procedure for managing safeguarding concerns or allegations was ADOPTED.</p> <p>A list of church members authorised to work with children or vulnerable adults was ADOPTED and will be displayed in the church.</p> <p>For safeguarding purposes, Messy Church, Jam Club and Tiny Tunes were Confirmed as church activities.</p> <p>Role descriptions for Home Communion Assistant, Children's Work Leader and Children's Work Assistant were ADOPTED.</p>	<p>Peter Hart is to give consideration to the pattern of worship.</p> <p>Robin presented proposals for Forest Church for children and families.</p> <p>Sheila Treacher has decided to step down as Parish Safeguarding Officer. Malcolm will 'stand in' until a new PSO is appointed.</p> <p>All PCC members are now required to complete 'Basic Awareness' Safeguarding Training.</p>	<p>Services during lockdown were reviewed, what was missed / not missed, and what should be kept or dropped.</p> <p>It is planned to hold the APCM in the church on 11th October</p> <p>Peter Hart explained the consultation document on the reduction of deaneries from 13 to 6.</p>

**DUE TO THE GOVERNMENT LOCKDOWN, THE CHURCH WAS CLOSED TO ALL PUBLIC SERVICES FROM
THURSDAY 5th NOVEMBER UNTIL SUNDAY 6th DECEMBER**

Mtg Date	Decisions	Actions	Notes
11 th Oct AVM & APCM In Church	Elizabeth Yarker elected as Churchwarden (one vacancy) Barbara Richards elected as Deputy Churchwarden (one vacancy) Julia Glossop elected as Electoral Roll Officer There were no nominations for Parish Safeguarding Officer (Malcolm McMurray will continue as Acting PSO) Roger Waters Duke appointed as Independent Examiner. Mike Bunclark, Anthony Glossop & Shirley Scott elected as Deanery Synod Representatives. Sheila Farthing, David Scott, Bill Simpson, Christine and Garth Williams elected to the PCC.	Reports received: - Electoral Roll report - Annual Report of the PCC - Safeguarding report - Fabric, Goods & Ornaments report - Audited Financial Statement - Deanery Synod Proceedings	
11 th Oct PCC In Church	Elected: - Elizabeth Yarker as Vice Chair - Nick Harrison as PCC Secretary - Garth Williams as Treasurer - Bill Simpson as Deputy Treasurer - Christine Williams as Planned Giving Recorder - Sidespersons		
10 th Nov ZOOM	It was AGREED to: - donate Alms to the ten Charities supported in previous years (approx. £7000) - Continue to pay our full Parish Share for 2020 - Continue to pay our three employees their full pay. It was AGREED to progress the proposed improvements to the Lower Vestry. Policies relating to the recruitment of ex-offenders and the use of Social Media were ADOPTED It was AGREED to donate the old concert lighting to another church.	Peter Hart introduced his draft Mission Statement and indicated that the Mission Action Plan should now be reviewed. Arrangements need to be put in place for the regular review of PCC Policies All PCC members are now required to undertake the safeguarding 'Basic Awareness' training. This can be done online.	Elizabeth is cataloguing the church archives. The Treasurer reported that the full year deficit for 2020 is likely to be £15,000 to £20,000. The Harvest Produce Sale realised £579. The Advent Appeal will be in aid of 'Embrace the Middle East'
8 th Dec ZOOM	The refurbishment of the Lower Vestry and the alterations to the boiler room to provide a disabled toilet were considered and APPROVED.	Peter outlined the plans for Christmas Services.	It was confirmed that the WSO have a Safeguarding Policy in place. There are ongoing problems with the church boiler which are being addressed. The Treasurer reported that due to several generous donations, the full year deficit for 2020 will be less than anticipated.

The Parochial Church Council of St Martin with St Peter

Church Statistics

	2020	2019	2018	2017	2016
Number on the electoral roll (31 December)	123	118 ⁽¹⁾	155	157	158
Average attendance at Sunday services (adults/children)	[2]	92/4	102/2	106/3	109/5
Total attending services on Easter eve/day	[2]	131	218	161	176
Total attending services on Christmas eve/day	[2]	272	378	471	449
Average attendance at Messy Church, Children	[2]	32	27	22	26
Adults (including helpers)		36	34	30	34
Total "worshipping community"	165	189	161	156	158
Safeguarding					
Persons registered as working with children	16	9	9	9	N/A
Persons registered as working with vulnerable adults	16	16	22	27	N/A
Audit: Fully compliant measures	<i>See Safe-guarding Report</i>	<i>See Safe-guarding Report</i>	12	13	N/A
Partially compliant measure			6	5	N/A
Not compliant measures			1	1	N/A
Number of weddings/blessings at St. Martin's	3	7	5	7	7
Number of baptisms	2	15	12	14	15
Number of church funerals/burial of ashes/ crem. funerals	13	20	26	29	28
Planned giving (including gift aid)	£109,376	£110,518	£101,318	£100,136	£100,148
No. of Planned Givers (S.O.'s and envelopes)	92	96	104	106	108
Average giving per giver	£1,188.87	£1,151.23	£974.21	£944.68	£927.30
Parish Share (to Diocese)	£105,914	£103,837	£110,411	£91,894	£78,655
Total expenditure	£173,784	£179,499	£158,710	£165,178	£161,341
Surplus / (Deficit)	(£4,611)	(£3,820)	(£16,847)	(£107)	£16,722
Current Assets less Liabilities "liquid assets"	£189,998	£195,254	£198,411	£215,257	£215,365
Total funds c/f	£372,775	£369,493	£340,894	£362,017	£350,048

NOTES: [1] New Electoral Roll.

[2] Due to COVID19, Services were held in church on 11 Sundays only; Easter and Christmas attendance was much reduced

The Parochial Church Council of St Martin with St Peter

Balance sheet (Church of England)

As at: 31 December 2020

	As at 31/12/2020	As at 31/12/2019
	£	£
Fixed assets		
Investments	182,777	171,441
	<u>182,777</u>	<u>171,441</u>
Current assets		
Debtors	6,153	4,934
Cash at bank and in hand	186,641	192,814
	<u>192,794</u>	<u>197,748</u>
Liabilities		
Creditors: Amounts falling due in one year	2,796	3,138
Net current assets less current liabilities	<u>189,998</u>	<u>194,610</u>
Total assets less current liabilities	<u>372,775</u>	<u>366,051</u>
Total net assets less liabilities	<u>372,775</u>	<u>366,051</u>
Represented by		
Unrestricted		
Unrestricted - General fund	14,203	18,388
Designated		
Designated - Concerts Fund	1,500	1,500
Designated - Parish Centre Fund	2,000	2,000
Designated - Reserve Fund	151,806	150,843
Restricted		
Restricted - Biliki Fund	—	—
Restricted - Community Care Fund	293	441
Restricted - Flower Fund	1,352	1,475
Restricted - Missionary Appeals Fund	1,536	1,250
Restricted - Organ and Church Music Fund	13,778	15,351
Restricted - Youth Fund	4,356	4,158
Endowment		
Endowment - John Frederick Carter Bequest	181,951	170,645
Funds of the church	<u>372,775</u>	<u>366,051</u>

The financial report was approved by the Parochial Church Council on March 16th 2021, subject to any errors found in the Independent Examination. The approval is recorded in the minutes.

The meeting was held on Zoom due to CoronaVirus restrictions.

There may be minor discrepancies in the totals as the pence are not being shown

The Parochial Church Council of St Martin with St Peter
Statement of Financial Activities
For the period from 01 January 2020 to 31 December 2020

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<i>Income and endowments from:</i>					
Donations and legacies	129,481	3,405	—	132,885	120,164
Income from charitable activities	20,606	937	—	21,543	39,194
Investments	12,153	—	—	12,153	12,904
Other income	2,592	—	—	2,592	3,416
Total income	164,831	4,342	—	169,173	175,679
<i>Expenditure on:</i>					
Raising funds	224	—	—	224	222
Expenditure on charitable activities	167,858	5,701	—	173,560	179,257
Total expenditure	168,083	5,701	—	173,784	179,479
Net income / (expenditure) resources before transfer	(3,251)	(1,360)	—	(4,611)	(3,801)
<i>Transfers</i>					
Gross transfers between funds - in	9,821	0	—	9,821	15,403
Gross transfers between funds - out	(9,821)	—	—	(9,821)	(15,403)
<i>Other recognised gains / losses</i>					
Gains / losses on investment assets	29	—	11,307	11,336	28,958
Net movement in funds	(3,222)	(1,360)	11,307	6,725	25,157
<i>Reconciliation of funds</i>					
Total funds brought forward	172,731	22,675	170,645	366,051	340,894
Total funds carried forward	169,509	21,315	181,951	372,775	366,051

In the Statement of Financial Activities (SOFA) above:

- *Unrestricted Funds* includes Unrestricted and Designated Funds
- *Donations and Legacies* includes Planned Giving and Gift Aid
- *Income from charitable activities* includes Parish Centre rents, magazine income, fees from weddings and funerals etc.
- *Expenditure on raising funds* includes Planned Giving and Concerts expenses
- All other expenditure is classed as *charitable activities*, including Parish Share, insurance, energy costs, salaries etc.
- The *transfers between funds* are predominantly the transfers of income from the Concerts and Parish Centre Funds to the General Fund, and from the transfers of funds between the General Fund and the Reserve Fund.

The SOFA classifications are defined by the Church of England and listed in "PCC Accountability" (Church House Publications).

There may be minor discrepancies in the totals as the pence are not being shown

The Parochial Church Council of St Martin with St Peter

Notes to the Financial Statements From January 1st 2020 to December 31st 2020

Analysis of Income and Expenditure	2020 (£)			2019 (£)		
	Income	Expenditure	Difference	Income	Expenditure	Difference
Planned giving	87,743			88,362		
Gift Aid received	21,633			22,156		
Plate collections	656			4,622		
Legacies	1,000			0		
Donations	8,797			578		
Coronavirus Grants	9,080			0		
Bank & Building Society interest	1,015			1,860		
John Carter Bequest	5,109			4,960		
Parish Share		105,914			103,837	
Church Insurance		5,520			5,558	
Church utility bills		5,459			7,341	
Church maintenance and repairs		3,748			3,361	
Alms from St Martin's		7,150			6,560	
Sub-total	135,033	127,791	7,242	122,538	126,657	(4,119)
Salaries, honoraria and expenses	2,000	28,773	(26,773)	2,000	26,356	(24,356)
Missionary Fund	2,023	1,872	151	2,842	2,431	411
Biliki Fund	88	88	0	323	323	0
Young People inc. Messy Church	1,903	1,792	110	2,323	1,778	545
Parish Centre	14,398	6,330	8,068	20,709	8,956	11,753
Garages	6,029	0	6,029	6,084	1,265	4,819
Concerts	1,787	474	1,313	6,954	1,128	5,826
Magazines	3,416	496	2,920	3,909	1,292	2,617
Other income and expenditure	2,496	6,168	(3,672)	7,997	9,293	(1,296)
Total	169,173	173,784	(4,611)	175,679	179,479	(3,801)

There may be minor discrepancies in the figures above as the pence are not being shown

1 Statement of Accounting Policies

- The statements have been prepared under the historic cost convention.
- Gift Aid received from donations (including the Gift Aid Small Donations Scheme) is recognised during the financial year in which the donation is received.
- Rental income from the letting of church premises and from church magazine adverts is recognised when due.
- Other incoming resources are recognised when received.
- Expenditure on equipment used within the church is depreciated on a straight line basis over 4 years. Individual items of equipment costing £1,500 or less are written off when the asset is acquired.

2 PCC policies

- The PCC will try to maintain a balance on Free Reserves equivalent to at least six months Unrestricted Funds expenditure. This is held to smooth out fluctuations in cash flow and to meet emergencies. If the reserves fall below this level, the PCC will plan to reduce expenditure and increase income so that this balance can be achieved. Free Reserves comprise the General Fund and the Reserve Fund. See Note 8 for Fund designations.
- The General Fund must be maintained at a higher level than the total of the other unrestricted funds (except the Reserve Fund). If needed, the Treasurer can transfer money from the Reserve Fund to the General Fund.
- For financial management purposes, a balance of £2,000 in the Parish Centre Fund is maintained at year end by transfer to or from the General Fund.
- The Concerts Fund generates profits received from concert performances. A balance of £1,500 in this fund is maintained at year-end, with the surplus being transferred to the General Fund.

The Parochial Church Council of St Martin with St Peter

Notes to the Financial Statements From January 1st 2020 to December 31st 2020

3 Fixed Assets (Capital value)

a) Church Furniture, Office Fittings and Equipment, etc.

Assets have been written off in the year of purchase or depreciated to Nil.

b) Investment assets

(i) CBF Church of England Fixed Interest Securities Fund

The income from this is paid into the General Fund.

(ii) CBF Church of England Investment Fund

The income is paid into the General Fund and can be used for any ecclesiastical purpose for the Parish but the capital (received from a 2008 bequest) cannot be spent.

	Investment Value 31/12/20	Investment Value 31/12/19	Change
CBF Fixed Interest Securities Fund	£826	£796	£30
CBF Investment Fund (capital)	£181,951	£170,645	£11,306
Total	£182,777	£171,441	£11,336

4 Analysis of Net Assets by Fund

Unrestricted Funds

Restricted Funds

Endowment Funds

2020 Total

Fixed and Investment Assets	£826	£0	£181,951	£182,777
Current Liabilities	-£2,796	£0	£0	-£2,796
Current Assets	£171,479	£21,315	£0	£192,794
Total	£169,509	£21,315	£181,951	£372,775

5 Debtors

2020

2019

Gift Aid rebate	£3,232	£2,041
Other debtors	£2,921	£2,893
Total	£6,153	£4,934

6 Liabilities: Amounts falling due within one year

Creditors for goods and services	£2,796	£3,138
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7 Staff Costs

a) Mrs Rebecca Caskie continued as Team Administrator in 2020.

St Martin's PCC contribution to Team Administrator's salary: £10,724 £10,458

Worcester South East Team contribution: £2,000 £2,000

b) During 2020 Mrs Donna Vickers continued as cleaner. £7,692 £7,461

c) During 2020 John Swindells (employed from October 2019) continued as Director of Music £7,000 £1,166

8 Fund Categories – a short guide

a) Unrestricted General Fund – this general-purpose fund is used to pay for the day-to-day expenses of the church at the discretion of the PCC.

b) Unrestricted Designated Funds – these funds are used by the PCC for particular projects and purposes, for example the administration of the Parish Centre. The money can be moved to other unrestricted funds by the PCC.

c) Restricted Funds – these funds contain donations for particular purposes specified by the donor. By law these funds cannot be used by the PCC for any other purposes unless determined by the courts or the Charity Commissioners.

d) Endowment Funds – these funds are donated to the PCC for longer-term investment. The donor can specify whether the capital or income is to be spent.

Definitions with acknowledgement to "PCC Accountability – The Charities Act and the PCC", 5th Edition

9 Check for compliance to Reserves Policy

Free Reserves (General Fund + Reserve Fund) at year-end: £166,009

Six months Unrestricted Funds expenditure: £84,042

Therefore St Martins Church conforms to the PCC Reserves Policy (see note 2a).

The Parochial Church Council of St Martin with St Peter

Notes to the Financial Statements From January 1st 2020 to December 31st 2020

10 Donations to Charity

St Martin's aims to donate at least 5% of the church's income, and the Missionary Committee fundraise through the year. Donations to local, national and international charities are made from these sources and from other income. During 2020 donations to these good causes from St Martin's Church were severely disrupted due to the effect of the Coronavirus pandemic which affected normal fundraising activities. However some donations were possible and the following gifts are included in the church accounts.

USPG	£1,250	Worcester Foodbank	£650
Church Army	£1,198	Worcester Home for the Deaf	£650
Children's Society	£736	Christian Aid	£269
Maggs Day Centre	£715	Embrace the Middle East	£160
Acorns Childrens Hospice	£650	Bible Society	£100
Christians Against Poverty	£650	Messy Church national organisation	£100
Church Mission Society	£650	Mission Aviation Fellowship	£65
Mothers Union	£650	Diocese of Cyprus & The Gulf	£65
St Pauls Hostel	£650	TOTAL	£9,208

St Martin's sponsors concerts featuring local artists who choose a charity to benefit from a collection during the performance. The proceeds are paid directly to the charity and are not included in the church accounts. Due to Covid restrictions only two concerts took place in 2020. The table below shows the amounts raised net of gift-aid as this is claimed by the charity concerned.

Support Dogs	£262	St Richards Hospice	£132
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St Martin's also organises collections for many charities (including for Christian Aid Week), and facilitates charitable donations at funerals and other events which are not included in the church accounts, but many of these were not possible in 2020 due to Covid restrictions. However a steady stream of gifts (including the Harvest Festival food collection) went to St Paul's Hostel, Maggs Day Centre, Worcester Foodbank, the Worcester Home for the Deaf and to HM Prison Hewell.

11 Treasurer's Comments

2020 has been very challenging in many ways, not least financially due to the effects of the Coronavirus pandemic. This led to the closure of St Martin's Church and Parish Centre at various times which considerably affected our income from hall and church rental and service plate collections. However, we are very grateful to our planned givers who have continued to support the church financially, in some cases digging deep to give very generous donations well above their normal gifts. We also continued to monitor costs to ensure that any expenditure was justified and gave value-for-money. All this enabled the PCC to pay our full Parish Share for 2020 to the Worcester Diocese, plus donate 5% of the church income from 2019 to worthy causes, as outlined in note 10 (above).

During 2020 two of our three employees were furloughed but we continued to pay them their normal pay. We claimed grants from the Coronavirus Job Retention Scheme and also received Covid-19 Discretionary Business grants from Worcester City Council. Both of these helped considerably to reduce the widening gap between income and expenditure, so although we needed to raid our reserves by £4,600 to cover expenditure, this was much less than predicted earlier in the year.

Independent Examiner's Report to the Trustees of The Parish of St Martin with St Peter

I report on the accounts of the church for the year ended 31 December 2020, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act).
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

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



Roger Waters-Duke FCCA
Jasmine House, 77 Glaziers Lane, Normandy Surrey