

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JAMES' EXETER

England & Wales · Charity number 1128877

Details

Other names	ST JAMES' PCC,EXETER
Status	Registered
Legal form	Previously excepted
Registered	2009-03-30
Register	View on the Charity Commission register

Contact

Address	St. James Church Hall Mount Pleasant Road Exeter EX4 7AH
Phone	01392420407
Email	office@stjamesexeter.org
Website	www.stjamesexeter.org

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Religious Activities

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Devon

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£167,214	£157,628	-	-
2023-12-31	£159,508	£154,980	-	-
2022-12-31	£138,747	£138,288	-	-
2021-12-31	£143,619	£138,180	-	-
2020-12-31	£112,795	£109,500	-	-

Trustees

Name	Role	Appointed
AMY LOUISA MARY HURLOCK		2026-03-22
ANNE MARIE KILLINGBACK		2024-03-17
CAROLINE MOLLY ADAMS		2022-03-20
GARY DAVID PATCH		2023-03-26
JAMES WILLIAM WHEELER		2026-04-22
JIM WEEKS		2011-06-18
Joan Florence Ridgway		2021-10-04
Joanna Mimmack		2024-03-17
MARILYN IRENE PEGG		
NIGEL DAVID WILLIAMS		2014-03-23
Patricia Anne Read		2024-03-17
RACHEL MARIE MARTINDILL		2011-06-18
SUSAN MARY COOMBS		2013-06-23
SUSAN PINN		2025-03-23
THE REVD HUGH HENRY DAVID PRYSE		
Timothy Michael Bayton		2013-06-23

Accounts

St James' Parish Church, Exeter

Annual Report and Financial Statements of the Parochial Church Council

for the year ended 31 December 2024

Incumbent: Reverend Prebendary Henry Pryse

Bankers:

NatWest, 59 High St, Exeter
CCLA, One Angel Lane, London

Independent examiner:

Mr David Robertson, FCA

Website: www.stjamesexeter.org

St James' Church, Mount Pleasant Road, Exeter, EX4 7AH

Charity Commission number: 1128877

St James' PCC, Exeter – Annual Report, y/e 31st December 2024

Background

St James' Church is situated in Exeter and is part of the Diocese of Exeter within the Church of England. The address is: St James' Church, Mount Pleasant Road, Exeter EX4 7AH.

E-mail: office@stjamesexeter.org. Website: www.stjamesexeter.org.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JAMES' EXETER is registered with the Charity Commission (number 1128877). Working name: St James' PCC, Exeter

St James' PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church. When planning our activities, the PCC has considered the Charity Commission's guidance on public benefit, and in particular the specific guidance on charities for the advancement of religion. Additionally, the PCC has maintenance responsibilities for the church buildings and grounds.

Structure, Governance and Management

The PCC is a body corporate (PCC Powers Measure 1956, and the Church Representation Rules 2022). The method of appointment of PCC members is set out in the Church Representation Rules. Members of the PCC are either co-opted ex-officio or elected at the Annual Parish Meeting and the Annual Parochial Church Meeting (APCM). In 2024 this took place on 17th March.

During the year, the following served as members of the PCC:

<i>Incumbent:</i>	Fr Henry Pryse*
<i>Licensed Lay Minister:</i>	Mrs Joan Ridgway*
<i>Churchwardens:</i>	Mrs Rachel Martindill* Mr Andrew Mimmack* (<i>Safeguarding Representative</i>)
<i>Deanery Synod Representatives:</i>	Mr Mike Payne, Mrs Marilyn Pegg and Mrs Joan Ridgway
<i>Elected:</i>	Mrs Caroline Adams* (<i>Safeguarding Representative</i>) Mrs Anita Atherton (until 17 th March 2024) Mr Tim Bayton Mrs Susan Coombs Mrs Anne Killingback (from 17 th March 2024) Mr Stuart Macwilliam (until 17 th March 2024) Mrs Joanna Mimmack (from 17 th March 2024) Mr Gary Patch Mrs Pat Read (from 17 th March 2024) Ms Louise Spencer (until 17 th March 2024) Mr Jim Weeks Mr Nigel Williams
<i>Co-opted (at the meeting in May):</i>	Ms Jill Mather* (<i>Secretary</i>) Mr Nigel Ridgway* (<i>Treasurer</i>)

In addition, the PCC appoints: a Health and Safety Officer, a Planned Giving Officer and an Electoral Roll Officer.

The PCC met six times during 2024. The Standing Committee met five times additionally. Other Committees and working groups normally meet between the PCC meetings. Minutes of their deliberations are received and discussed by the PCC. Notes of Standing Committee meetings are circulated to all PCC members.

Committees and sub-groups

The PCC operates through a number of committees and sub-groups, who report to the PCC and which normally meet at varying intervals throughout the year:

Standing Committee

This group comprises the clergy, Churchwardens, Readers, Treasurer and two members of PCC, as well as the Secretary (*as marked with asterisks **).

Pastoral Care Team

This group offers help and care mainly to those in the Church who have a particular need.

Social Committee

This group organises social events on behalf of the PCC and encourages participation by as many people as possible in social and fundraising events at St James'.

Communications Group

This group is responsible for the production and distribution of *Contact* magazine as well as maintenance of the website and general publicity.

Hall Committee

This group oversees the maintenance and use of the church hall.

Gardening Team

This group looks after lawns, gardens, trees, hedges and benches in the church grounds.

Young People's Leaders (11-Ups, JAM and Messy Church) Team

Semi-autonomous, Fresh Expressions churches

Messy Church, for young children and their parents or carers, meets monthly in the church and in the hall.

"Celebrate Together" is a church that is for adults with needs and their carers normally meeting once a month at St James' Church.

Achievements during the year

There remains a spirit of optimism and renewed hope for all that lies ahead. Although there was some collateral damage caused by the COVID lockdowns, generally, we have come out stronger. Regular "in-person" attendance at our Sunday services remains at a level similar to what we were used to in 2019. We still have live streaming which adds significant numbers to those who attend "in-person". Some areas of blessing include:

- **Children and Young People.** We are seeing more of our young people (from 11-ups) involved with Church activities such as the choir, the serving team, and the welcoming. Whilst the numbers in our younger Sunday School, JAM (Jesus And Me) have decreased slightly, the numbers in our older group, 11-Ups have increased. There is much to celebrate with our committed and faithful groups of young people. Another highlight of the year was again the Nativity extravaganza performed for the whole church, led by our older children and their leaders. In June last year we took a small group of 11-ups to Spree and hope to attend in 2025 as well. We owe much to a very dedicated group of leaders.
- **Messy Church.** Messy Church continues to thrive with typical numbers of 50 plus attending. Families and helpers alike experience the enthusiastic and joyous atmosphere of Messy Church, seeing God's work in action. Every month we are indebted to our team of dedicated helpers. As always they contribute to something bigger than the sum of the individuals. In 2025, we will be celebrating our 100th meeting to be marked by a special event on Saturday 8th March.

- **Celebrate Together** met (enthusiastically) at St James' once a month, for those adults with needs and their helpers. Our thanks to Revd. Sheila Swarbrick in assisting Shirley Croft and the rest of the St James' home team.
- **Our close cooperation with other churches** is a great blessing. The church hall is regularly used by our local Eastern Orthodox Church for coffee after their service, and some 300 people attended the Orthodox Easter vigil in the church. Additionally we are pleased that the church is now also host to the Jacobite Syrian Orthodox Church for Holy Mass on some Saturdays.
- **Community bonds.** The church hall and the church are the main community facilities in the parish, and through our highly successful hire of both venues, the 4,000 or so footfall is an indication of our bond with the local community. The hall is used by exercise classes, children's parties, numerous dance groups, health support teams and many more while the church is used by other church groups, various choirs and for music lessons. Our cooperation with Ellen Tinkham college is also mutually beneficial. The Big Cream Tea in May and later the Summer Fête (with the scones and bouncy castles) and then Santa's Grotto and the Christmas bazaar are all big crowd pullers.
- **Friendship groups.** There are number of friendship and fellowship groups. Notably the fortnightly **craft group** (which attracts 25 or more people), the monthly **coffee mornings** (attracting 30 or more), which continue to go from strength to strength and the monthly **house group**.
- **Music at St James'.** Within the regular pattern of rehearsals and services, the choir continues to attract newcomers and to grow in ability. Once again, highlights of the year included choral Evensong, the patronal festival and the Christmas carol service, as well as various social events for choir members and friends. For its first ever outing, the choir sang choral Evensong at St Peter's Church in Tiverton. On Sunday mornings when the choir is not singing an anthem, instrumentalists contribute to our worship during the distribution of Communion. In 2024, the Musical Director arranged a visit to a neighbouring church, where a number of young people from St James' had a go at church bell ringing.

PCC business. A good proportion of PCC attention has been devoted the mission action plan (MAP) survey, an extensive and highly successful piece of work with nearly 100 respondents, has been chewed over and dissected and as a consequence the MAP is now being finalised. Work has already commenced in some areas such that some of the action points proposed are now becoming areas for encouragement! As in previous years, much attention is paid to safeguarding policies, associated documents and implementation both within the church and, where appropriate, to non-church organisations using our premises.

Appeals and fabric. The PCC ran two appeals in the year, one being the Tearfund South Sudan appeal where over £4,000 was given, the other for church fabric as a result of which the Lady Chapel and much of the interior has now been cleaned and redecorated and is a pleasure to behold. Meanwhile external works continue, dealing with both corrosion of railings, pillars to the hall and to rainwater goods and also to repairs to stone and mortar joints around the church building.

Adieu and welcome. With funerals in 2024, we experienced the sad departing of a number of those dear to us, who have been a precious part of the St James' family, and in some cases the last contact we had with the pre-WWII St James' church building. However we celebrate many newcomers who have become a part of the family at St James' church, with baptisms and confirmation being a special highlight.

Volunteers

The members of the PCC would like to thank all the volunteers who give of their time and effort so tirelessly to make our Church a vibrant but also a warm and embracing community. Our especial thanks go to our Churchwardens, Rachel Martindill and Andrew Mimmack.

Safeguarding

The PCC is committed to the safeguarding of our young people and vulnerable adults and reviews its Safeguarding Policy annually. Details of safeguarding contacts can be found on St James' Church website and on the notice boards in the church and church hall. Safeguarding reports are submitted to each PCC meeting, with updates on training and information from the Diocese. An action plan produced by the Parish Safeguarding Dashboard is submitted at least twice a year to PCC. A safeguarding report is also given at the APCM. Additionally, our volunteers who work with children complete the appropriate online safeguarding training courses as well as our members of PCC, Servers, Assistant churchwardens, Welcomers and many others who have roles in the church. In carrying out these actions we consider that we have had 'due regard' to the guidance issued by the House of Bishops and the PCC has complied with its duty regarding safeguarding.

Health and Safety

A Health and Safety report is submitted to each PCC meeting and risk assessments are regularly reviewed and updated as necessary. The congregation was reminded of the emergency exits, in church and the church hall. All the portable electrical equipment has been tested for safety during the last year. Thanks to all those, in particular the Churchwardens and the Treasurer, who keep a vigilant eye on the buildings and grounds to ensure any minor repairs are completed promptly.

Financial review

The accounts show another reliable and sound year with general unrestricted funds increasing by over £5,500. During the year a successful fabric appeal has enabled much of the interior to be cleaned and redecorated, while £12,000 was given to charities, mainly overseas, like those working in South Sudan. There has been a slight decline in planned giving (stewardship and collections) but this has been more than made up for by hall and church hire (now over £35,000). Other sources of income continue to perform well, and expenses remain contained. With the hall hire and church hire continuing apace (thanks to Michelle, our new bookings administrator), and with the generous financial giving in the church, the outlook for the future years gives us cause for encouragement. We continue to be hugely grateful for the sacrificial giving by so many, working for the collective good of St James'.

Reserves Policy

The PCC considers that a contingency may be prudent in the case of the loss of the major donors. It may take one year to recover from or adjust to such a calamity. A maximum reserve of £25,000 may be required, which is adequately provided for our Unrestricted Cash at Bank and Short-term investments. In 2023, £40,000 was set aside for roof repairs and, whilst the worst has been dealt with, there is still some water ingress, a provision is considered necessary.

Approved by the PCC on 25 February 2025 and signed on its behalf by:

Henry Pryse
Reverend Prebendary Henry Pryse

Mr Nigel Ridgway
Mr Nigel Ridgway (Treasurer)

Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of:

St James', Exeter

Parochial Church Council

On accounts for the year ended:

31/12/2024

Charity Number (if applicable):

1128877

**Respective responsibilities
of trustees and examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 the 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 (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:



Date:

25/2/25

Name:

DAVID BALFOUR ROBERTSON

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

F. C. A.

Address:

28 PARKLAND DRIVE
EX2 5RX

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2024

<u>CASH FLOW STATEMENT</u>	<u>2024</u>		<u>2023</u>
	£	£	£
Total Receipts in year (Note 2)	167,214		159,508
Less: Short term deposit interest	-1,477		0
Total Payments in year (Note 3)	-156,151		-154,980
Excess of Receipts over Payments		9,587	4,528
NatWest Bank account at 1 January		11,798	47,270
Transfer - Designated funds - Roof repairs	0		-40,000
NatWest Bank account at 31 December	29,222		53,936
Cheques not presented	-7,838		-42,138
	21,385		11,798
Bank current account (NatWest)		21,385	11,798
Short term deposits (CCLA CBF)		41,477	40,000

<u>BREAKDOWN of funds</u>	<u>2024</u>	<u>2023</u>
	£	£
Unrestricted (includes <i>Designated</i> -see below)	53,145	46,653
Restricted Funds (see below)	9,716	5,145
Cash at Bank and Short term investment	62,861	51,798

<u>UNRESTRICTED funds</u>		
General - unrestricted funds	11,838	6,153
Designated - Roof repairs	38,778	40,000
Designated - Bequests	2,530	500
Total Unrestricted Funds	53,145	46,653

<u>RESTRICTED funds :</u>		
Legacy	355	355
Rector's Discretionary Fund	1,815	1,815
Flower Fund	906	924
Organ and Fabric Fund	6,146	1,587
Celebrate Together	494	465
Total Restricted Funds	9,716	5,145

<u>Income-generating Investments, including Endowment Funds :</u>			
	<u>Shares</u>	<u>2024</u>	<u>2023</u>
		£	£
CBF Investment Fund Shares	18,452.23	426,665	417,118
<i>(held for PCC by Exeter Diocesan Board of Finance)</i>			
	<u>Shares</u>		
<u>Endowment Funds</u>			
25p Ordinary Shares Astra Zeneca Group plc	360.00	37,685	38,160
CBF Investment Fund Shares	3,666.78	84,786	82,889
M & G Charifund Units (Flower Fund)	224.00	3,298	3,214
		125,769	124,263

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2024

2) INCOMING RESOURCES

	2024			2023
	Unrestricted	Designated	Restricted	TOTAL
	funds £	funds £	funds £	£
RECEIPTS - UNRESTRICTED				
<u>Incoming resources from donors</u>				
Stewardship and Collections	70,575			73,625
Income Tax recovered	16,464			17,488
Sundry donations	830			454
Bequests and grants	0	4,772		2,000
	87,869	4,772		93,567
<u>Other voluntary incoming resources</u>				
Fundraising and social events	3,310			2,309
<u>Income from investments</u>				
Dividends and Interest	14,721	1,477		14,512
<u>Income from activities</u>				
Hall hire receipts	30,458			25,705
Funerals, marriages fees (nett)	2,740			1,938
Magazine	1,615			1,593
Church hire and others	6,633			3,794
	41,446			33,030
Total Receipts - UNRESTRICTED	147,346	6,249		153,595
RECEIPTS - RESTRICTED				
<u>Incoming resources from donors</u>				
Donations - Fabric and equipment			7,601	10,123
Donations - Gardens and Grounds			774	1,658
Donations - Charities			4,398	2,357
Donations - Others			500	1,584
			13,272	15,722
<u>Income from investments</u>				
Flower Fund - Dividend income & receipts			347	367
Total Receipts - RESTRICTED			13,619	16,089
TOTAL RECEIPTS	147,346	6,249	13,619	167,214
				159,508

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2024

3) OUTGOINGS - Resources expended

	2024			2023
	Unrestricted	Designated	Restricted	TOTAL
	funds	funds	funds	
	£	£	£	£
PAYMENTS - UNRESTRICTED				
<u>Church activities:</u>				
Diocesan Parish Share	82,889			81,621
Clergy expenses	1,797			2,145
Secretarial and Parish Office	1,327			4,647
Church running expenses	12,943			9,244
Fabric - Church and Grounds	899	2,742		1,835
Maintenance of Church buildings	2,126	2,699		2,126
Organist and music	4,357			4,128
Altar requisites	1,088			1,913
Funerals, marriages (nett)	0			0
Magazine expenses	1,528			1,455
Children & Messy church expenses	503			257
	109,458	5,441		114,899
				109,371
<u>Hall</u> - Operating expenses	15,473			13,790
<u>Hall</u> - Fabric costs	8,400			7,260
<u>Fundraising expenses</u>	600			243
<u>Giving to Charities: (Note 4)</u>	7,730			7,130
Total Payments - UNRESTRICTED	141,661	5,441		147,102
				137,794
PAYMENTS - RESTRICTED				
Donations - Fabric and equipment			3,042	11,722
Donations - Gardens and Grounds			774	1,484
Donations - Charities			4,398	2,357
Donations - Others			471	1,365
			8,684	16,928
Flower Fund			364	257
Total Payments - RESTRICTED			9,048	17,185
TOTAL PAYMENTS	141,661	5,441	9,048	156,151
				154,980

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2024

4) GIVING TO CHARITIES, MISSIONS, etc.

<u>Giving through St James</u>	UNRESTRICTED	RESTRICTED
	PCC Donations	Special Appeals and Donations
<u>Overseas</u>		
USPG	1,080	
Tearfund	1,080	
Melanesian Mission UK	1,080	
The Jerusalem and Middle East Church Association (JMECA)	1,080	
<u>UK based</u>		
The Fairtrade Foundation	720	
Mothers' Union	720	
Hospiscare	720	
Christians Against Poverty	720	
Devon Historic Churches	30	
Transform Trade (Traidcraft)	500	
Tearfund - South Sudan Appeal		4,260
Macmillan Cancer Support		138
TOTALS	7,730	4,398
<i>(Figures for 2023)</i>	<i>7,130</i>	<i>2,357</i>

<u>Direct giving</u>	
Children's Society - Christingle	271

ST. JAMES' PARISH CHURCH, EXETER

Notes to the Financial Statements for the Year Ended 31st December 2024

1. Accounting Policies

The Financial Statements have been prepared in accordance with the Charities Act 2011 and the Statement of Recommended Practice, on the Receipts and Payments basis.

2. Analysis of Fund Movements for the Year

- i. UNRESTRICTED FUNDS may be used by the PCC for any of its ordinary purposes. The PCC has chosen to set aside bequests and memorial donations to be used for fitting future projects or commitments. There is therefore a DESIGNATED fund that remains part of the unrestricted funds. Movements in the funds are shown in the cash flow statement.
- ii. RESTRICTED FUNDS represent income which may be spent only on the specific purpose for which they were given or for which they were invited. Any balance remaining unspent is carried forward as a balance on that fund and may not be absorbed into general funds.
- iii. ENDOWMENT FUNDS are funds whose capital must be maintained: only income arising from the investment of the endowment may be used, either as restricted or as unrestricted funds depending upon the purpose for which the endowment was established.

3. Investments

Quoted investments are valued at bid-market prices as at 31st December. Apart from bank and deposit balances, there are no other investment assets.

4. Assets and Liabilities

- i. The church and grounds as well as the Rectory are vested in the Representative Body of the Church of England and are not parish assets.
- ii. Moveable church contents (plate, furniture etc.) are inalienable property and require a faculty for disposal. They are recorded in the Church Terrier log. Many are historic and no reliable cost basis exists for them; they are neither recognised nor listed in the Statement of Assets and Liabilities below.
- iii. Other assets and property, which are retained for or occupied for Church purposes and which are not investment assets, are listed below in the Statement of Assets and Liabilities as non-monetary assets.

5. Statement of Assets and Liabilities

ASSETS

Hall: The building, kitchen equipment, cooker, fridge/freezer, water heater, cupboards, chairs, tables, stage curtains, heaters, fire guards and copper piping.

Grounds: Lawnmower, shed, cycle rack, notice boards.

Parish Office: PC, software, photocopier and office equipment.

Church: Organ, silverware, vestments, altar frontals, statues, pictures, Clavinova, CCTV equipment, loop system, PA equipment, Optoma projector and screens, heaters, guards and copper piping.

DEBTORS

HMRC December 2024 claim received in January 2025: £1,355.14 (*December 2023: £1,272.64 - received in January 2024*)

Hall receipts December 2024 received in January 2025: £975 (*December 2023: £245 - received in January 2024*)

LIABILITIES

There were no liabilities at the year end.

Accounts

ST JAMES' PCC, EXETER

**Annual Report
and
Financial Statements
of the
Parochial Church Council**

for the year ended 31 December 2023

Incumbent: Reverend Prebendary Henry Pryse

Bankers:

NatWest, 59 High St, Exeter
CBF/CCLA, 85 Queen Victoria Street, London

Independent examiner:

Mrs Dawn Bird, MIMA, C.Math

Website: www.stjamesexeter.org
St James' Church, Mount Pleasant Road, Exeter, EX4 7AH

Charity Commission number: 1128877

St James' PCC, Exeter – Annual Report, y/e 31st December 2023

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During the year, the following served as members of the PCC:

<i>Incumbent:</i>	Fr Henry Pryse*
<i>Assistant Priest:</i>	Fr Martin Poolton* (until 20 th August 2023)
<i>Reader with PTO:</i>	Dr Mark Davie* (until 26 th March 2023)
<i>Licensed Reader:</i>	Mrs Joan Ridgway*
<i>Churchwardens:</i>	Mrs Rachel Martindill* Mr Andrew Mimmack* (<i>Safeguarding Representative</i>)
<i>Deanery Synod Representatives:</i>	Mr Mike Payne, Mrs Marilyn Pegg and Mrs Joan Ridgway
<i>Elected:</i>	Mrs Caroline Adams* (<i>Safeguarding Representative</i>) Mrs Anita Atherton Mr Tim Bayton Mrs Susan Coombs Mr Stuart Macwilliam Mr Gary Patch (from 26 th March 2023) Mrs Pat Read (until 26 th March 2023) Ms Louise Spencer Mr Jim Weeks Mr Nigel Williams
<i>Co-opted (at the meeting in May):</i>	Ms Jill Mather* (<i>Secretary</i>) Mr Nigel Ridgway* (<i>Treasurer</i>)

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Communications Committee

This group is responsible for the production and distribution of *Contact* magazine as well as maintenance of the website and general publicity.

Hall Committee

This group oversees the maintenance and use of the church hall.

Gardening Team

This group looks after lawns, gardens, trees, hedges and benches in the church grounds.

Young People's Leaders (11-Ups, JAM and Messy Church)

Semi-autonomous, Fresh Expressions churches

Messy Church, for young children and their parents or carers, meets monthly in the church and in the hall.

"Celebrate Together" is a church that is for adults with needs and their carers normally meeting once a month at St James' Church.

Achievements during the year

There remains a spirit of optimism and renewed hope for all that lies ahead as we recover from the collateral damage caused by the COVID lockdowns. 2023 is the first year that we've been fully operational since 2019. Regular "in-person" attendance at our Sunday services remains at a level similar to what we were used to in 2019. However of course now we have live streaming which adds significant numbers to those who attend "in-person". Some areas of blessing include :

- **Children and Young People.** We are seeing more of our young people involved with Church activities such as the choir, the serving team, and the welcoming. Whilst the numbers in our younger Sunday School, JAM (Jesus And Me) have decreased slightly, the numbers in our older group, 11-Ups have increased. There is much to celebrate with our committed and faithful groups of young people, five of whom were confirmed in the cathedral in November by Bishop James. Another highlight of the year was again the Nativity extravaganza performed for the whole church, led by our older children and their leaders. We owe much to a very dedicated group of leaders.
- **Messy Church.** Messy Church continues to thrive with typical numbers of 50 plus attending. We have been pleased to welcome new families as well as saying a fond farewell to a number of regular members as they have moved onto secondary school. Families and helpers alike experience the enthusiastic and joyous atmosphere of Messy Church, seeing God's work in action. Every month we are indebted to our team of dedicated helpers. As always they contribute to something bigger than the sum of the individuals.

- **Celebrate Together** met (enthusiastically) at St James' once a month, for those adults with needs and their helpers. Revd. Debbie Starling and Revd. Sheila Swarbrick assist St James' home team.
- **Our close cooperation with other churches** is a great blessing. Our church hall is regularly used by the Orthodox Church for coffee after their service, and some 300 people attended the Orthodox Easter vigil in the church.
- **Community events.** 2023 was like old times, in the summer with the Big Cream Tea and later the Fête (with the scones and bouncy castles) and then Santa and Christmas bazaar; all big crowd pullers from among the locals, all having fun!
- **Friendship groups.** There are number of friendship and fellowship groups. Notably the fortnightly **craft group** (which attracts 25 or more people) and the monthly **coffee mornings** (attracting 30 or more), which have been going from strength to strength during 2023.
- **Music at St James'.** Our choir has grown in number and ability, and we are pleased that it now includes 4 treble voices. The singers have welcomed friends from other churches to swell their ranks on special occasions, such as Choral Evensong and the carol service. On Sunday mornings when the choir is not singing an anthem, a range of instrumentalists contribute to our worship during the distribution of Communion. The restoration work on the organ was a resounding success, and a showcase concert with live pictures both of the console and from inside the organ was well received by all. Later in the year, our musical director offered an introduction to reading music, which was a brilliantly informative session open to all.

Milestones in the life of St James' in 2023 include:

The successful organ restoration in January which caught the imagination of many people and consequently it was generously supported in fund raising.

Later in January there was a blessing ceremony for the (substantial) cherry tree planted as part of the Queen's green canopy as a memorial for her reign and paid for by generous donations.

On the 29th January the PCC hosted a welcome tea party for the 40 or so adults and children that have joined us since the beginning of lockdown (March 2020).

On 22nd March, Mike Clark, the Transition Support Minister for Exeter Diocese met with the PCC and wider group to help us to reflect on the sort of community we are and what makes us distinctive, to discuss our shared values and priorities, in addition to our hopes for the future. This was a significant meeting, laying the foundations for the St James' survey and, ultimately the Mission Action Plan.

From April, an Ellen Tinkham pupil joined us every Tuesday (with their tutor) on a term-time work experience placement, mainly assisting with gardening. This has been a mutually beneficial experience.

On 21st May, we had our first quarterly service of wholeness and healing.

We regularly enjoy people coming to St James' on observational placements, often from very different types of churchmanship. Kat Parker from Cullompton was with us in June and July.

On 20th August, anticipating the sale of their house, we said farewell to our Fr Martin Poolton, and Fiona. Subsequently their house sale fell through, and we are delighted to have them back.

The Archbishops' Emergency Appeal for the Anglican-run al-Ahli Arab Hospital's vital work in Gaza was adopted in response to events following the 7th October atrocities.

On 29th October, Fr Henry formally introduced the Mission Action Plan survey, through November and into December. An extensive and highly successful piece of work with nearly 100 respondents, the results of which are still being disseminated.

With the funerals in 2023 and on into 2024, we all experienced the sad loss of those dear to us, many of whom have been a precious part of the St James' family.

At present there are 158 parishioners on the Electoral Roll.

Volunteers

The members of the PCC would like to thank all the volunteers who give of their time and effort so tirelessly to make our Church a vibrant but also a warm and embracing community. Our especial thanks go to our Churchwardens, Rachel Martindill and Andrew Mimmack.

Safeguarding

The PCC is committed to the safeguarding of our young people and vulnerable adults and reviews its Safeguarding Policy annually. Details of safeguarding contacts can be found on St James' Church website and on the notice boards in the church and church hall. Safeguarding reports are submitted to each PCC meeting, with updates on training and information from the Diocese. An action plan produced by the Parish Safeguarding Dashboard is submitted at least twice a year to PCC. A safeguarding report is also given at the APCM. Additionally, our volunteers who work with children complete the appropriate online safeguarding training courses as well as our members of PCC, Servers, Assistant churchwardens, Welcomers and many others who have roles in the church. In carrying out these actions we consider that we have had 'due regard' to the guidance issued by the House of Bishops and the PCC has complied with its duty regarding safeguarding.

Health and Safety

Our Churchwardens and the Health and Safety representative attended a health and safety course, run by the Diocese which focused on prevention and taking sensible precautions, particularly when lone working. It stressed that health and safety should not be a barrier to volunteering and that risk assessments were seen as beneficial and a good method of record keeping. The congregation was reminded of the emergency exits. Improvements were made to the emergency exits in the hall by providing ramps to the grass area. Thanks to all those, in particular the Churchwardens and the Treasurer, who keep a vigilant eye on the buildings and grounds to ensure any minor repairs are completed promptly.

Financial review

As a result of the generosity of many, the accounts show a surplus of £4,528 for 2023, having paid the deposit of £6,000 for the repair work on the huge French windows in the hall.

Receipts: Our income (stewardship and collections) has increased by over £5,000 with a corresponding increase in Gift Aid tax recovered. In addition to this we have been blessed by generous giving for special collections (in Restricted Receipts) such as the organ renovation (over £10,000), the Gaza appeal (over £2,000), the Queen's memorial tree (over £850) and the new garden bench (£800).

We are grateful to the Feofees of St Sidwell's for a £2,000 grant for fabric and upkeep.

Payments: We have enjoyed a reduction in our Common Fund payments resulting from the temporary reduction in attendees caused by the collateral damage of the COVID lockdowns.

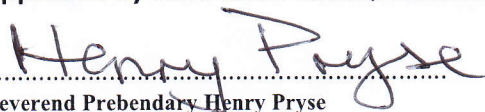
Both church and hall running costs have increased due to electricity and gas price increases. Hall fabric costs of £7,265 includes work to be done on the huge French windows (£6,000).

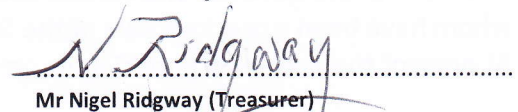
A provision has been made for a persistent water ingress in the bell tower of £40,000, on the advice of our surveyor, Mark Ledgard of Savills.

Reserves Policy

The PCC consider that a contingency may be prudent in the case of the loss of the major donors. It may take one year to recover from or adjust to such a calamity. A maximum reserve of £25,000 may be required, which is adequately provided for our Unrestricted Cash at Bank and Short-term investments.

Approved by the PCC on 6th February 2024 and signed on its behalf by:


Reverend Prebendary Henry Pryse


Mr Nigel Ridgway (Treasurer)

Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of:

St James', Exeter

Parochial Church Council

On accounts for the year ended:

31/12/2023

Charity Number (if applicable):

1128877

**Respective responsibilities
of trustees and examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 the 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 (~~other than that disclosed below*~~)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:

D. E. Bird

Date:

22/02/2024

Name:

DAWN BIRD

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

Member of the Institute of Mathematics and Its
Applications, Chartered Mathematician

Address:

166 Cowick Lane

Exeter

EX2 9JF

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2023

<u>CASH FLOW STATEMENT</u>	<u>2023</u>		<u>2022</u>
	£	£	£
Total Receipts in year (Note 2)	159,508		138,747
Total Payments in year (Note 3)	154,980		138,288
Excess of Receipts over Payments		4,528	459
NatWest Bank account at 1 January		47,270	46,811
Transfer - CBF Deposit Fund - Roof repairs		-40,000	0
NatWest Bank account at 31 December	53,936		54,414
Cheques not presented	-42,138		-7,144
	11,798		47,270
Cash at Bank and in hand		11,798	47,270

<u>BREAKDOWN of funds</u>	<u>2023</u>	<u>2022</u>
	£	£
Unrestricted (includes Designated - see below)	46,153	41,029
Restricted Funds (see below)	5,145	6,242
Cash at Bank and Short term investment	51,298	47,270

<u>UNRESTRICTED funds</u>		
General - unrestricted funds	6,153	40,529
Designated - CBF Deposit Fund - Roof repairs	40,000	0
Designated - Bequests and Memorial donations	500	500
Total Unrestricted Funds	46,153	40,529

<u>RESTRICTED funds :</u>		
Messy Church Legacy	355	355
Rector's Discretionary Fund	1,815	1,315
Flower Fund	924	814
Organ and Fabric Fund	1,587	3,028
Celebrate Together	465	730
Total Restricted Funds	5,145	6,242

<u>Income-generating Investments, including Endowment Funds :</u>			
	<u>Shares</u>	<u>2023</u>	<u>2022</u>
		£	£
CBF Investment Fund Shares	18,452.23	417,118	380,963
<i>(held for PCC by Exeter Diocesan Board of Finance)</i>			
<u>Endowment Funds</u>			
	<u>Shares</u>		
25p Ordinary Shares Astra Zeneca Group plc	360.00	38,160	40,385
CBF Investment Fund Shares	3,666.78	82,889	75,704
M & G Charifund Units (Flower Fund)	224.00	3,214	3,292
		124,263	119,380

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2023

2) INCOMING RESOURCES

	2023			2022
	Unrestricted	Restricted	TOTAL	
	funds	funds		£
	£	£	£	
RECEIPTS - UNRESTRICTED				
<u>Incoming resources from donors</u>				
Stewardship and Collections	73,625		73,625	68,281
Income Tax recovered	17,488		17,488	14,618
Sundry donations for general purposes	454		454	1,853
Grant income	2,000		2,000	1,040
	93,567		93,567	85,791
<u>Other voluntary incoming resources</u>				
Fundraising and social events income	2,309		2,309	2,523
<u>Income from investments</u>				
Dividends from investments	14,512		14,512	14,390
<u>Income from activities</u>				
Hall receipts	25,705		25,705	25,752
Funerals, marriages - PCC fees (nett)	1,938		1,938	1,609
Magazine	1,593		1,593	1,256
Luncheon Club	0		0	342
Church hire and others	3,794		3,794	2,042
Insurance receipts (nett)	0		0	0
	33,030		33,030	31,000
Total Receipts - UNRESTRICTED	143,419		143,419	133,705
RECEIPTS - RESTRICTED				
<u>Incoming resources from donors</u>				
Legacy - Messy Church		0	0	500
Donations - Fabric and equipment		10,123	10,123	1,470
Donations - Gardens and Grounds		1,658	1,658	0
Donations - Charities		2,357	2,357	857
Donations - Others		1,584	1,584	1,950
		15,722	15,722	4,777
<u>Income from investments</u>				
Flower Fund - Dividend income & receipts		367	367	266
Total Receipts - RESTRICTED		16,089	16,089	5,043
TOTAL RECEIPTS	143,419	16,089	159,508	138,747

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2023

3) OUTGOINGS - Resources expended

	2023			2022
	Unrestricted	Restricted	TOTAL	
	funds	funds		£
	£	£	£	£
PAYMENTS - UNRESTRICTED				
<u>Activities directly relating to the work of the Church:</u>				
Ministry:- Common Fund - Diocese of Exeter	81,621			88,139
Clergy expenses (incl. visiting Priests)	2,145			3,365
Secretarial and Parish Office	4,647			4,200
Church running expenses (including insurance)	9,244			7,602
Fabric - Church and Grounds	1,835			2,079
Maintenance of Church buildings	2,126			2,508
Organist and music	4,128			4,269
Altar requisites	1,913			713
Funerals, marriages (nett)	0			0
Magazine expenses	1,455			1,396
Children & Messy church expenses	257			66
<i>Insurance claims (nett)</i>	0			45
	109,371		109,371	114,382
<u>Hall</u> - running expenses	13,790		13,790	11,727
<u>Hall</u> - Fabric costs	7,260		7,260	0
<u>Fundraising expenses</u>	243		243	345
<u>Giving to Charities</u> , missions etc. (Note 4)	7,130		7,130	7,550
Total Payments - UNRESTRICTED	137,794		137,794	134,004
PAYMENTS - RESTRICTED				
Legacy - Messy Church		0		145
Donations - Fabric and Organ		11,722		1,109
Donations - Gardens and Grounds		1,484		0
Donations - Charities		2,357		857
Donations - Others		1,365		1,950
		16,928	16,928	4,061
Flower Fund		257	257	223
Total Payments - RESTRICTED		17,185	17,185	4,284
TOTAL PAYMENTS	137,794	17,185	154,980	138,288

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2023

4) GIVING TO CHARITIES, MISSIONS, etc.

<u>Giving through St James</u>	UNRESTRICTED	RESTRICTED
	PCC Donations	Special Appeals and Donations
<u>Overseas</u>		
USPG	1,005	
Tearfund	1,005	
Melanesian Mission UK	1,005	
Archbishops' Emergency Appeal Gaza - JMECA (Jerusalem and Middle East Church Association)	1,005	2,017
<u>UK based</u>		
The Fairtrade Foundation	670	
Mothers' Union	670	
Hospiscare	670	
Christians Against Poverty	670	
Devon Historic Churches	30	
Transform Trade (Traidcraft)	400	
The Childrens Society		340
TOTALS	7,130	2,357
(Figures for 2022)	7,550	857

ST. JAMES' CHURCH, EXETER

Notes to the Financial Statements for the Year Ended 31st December 2023

1. Accounting Policies

The Financial Statements have been prepared in accordance with the Charities Act 2011 and the Statement of Recommended Practice, on the Receipts and Payments basis.

2. Analysis of Fund Movements for the Year

- i. UNRESTRICTED FUNDS may be used by the PCC for any of its ordinary purposes. The PCC has chosen to set aside bequests and memorial donations to be used for fitting future projects or commitments. There is therefore a DESIGNATED fund that remains part of the unrestricted funds. Movements in the funds are shown in the cash flow statement.
- ii. RESTRICTED FUNDS represent income which may be spent only on the specific purpose for which they were given or for which they were invited. Any balance remaining unspent is carried forward as a balance on that fund and may not be absorbed into general funds.
- iii. ENDOWMENT FUNDS are funds whose capital must be maintained: only income arising from the investment of the endowment may be used, either as restricted or as unrestricted funds depending upon the purpose for which the endowment was established.

3. Investments

Quoted investments are valued at bid-market prices as at 31st December. Apart from bank and deposit balances, there are no other investment assets.

4. Assets and Liabilities

- i. The church and grounds as well as the Rectory and the curate's house are vested in the Representative Body of the Church of England and are not parish assets.
- ii. Moveable church contents (plate, furniture etc.) are inalienable property and require a faculty for disposal. They are recorded in the Church Terrier log. Many are historic and no reliable cost basis exists for them; they are neither recognised nor listed in the Statement of Assets and Liabilities below.
- iii. Other assets and property, which are retained for or occupied for Church purposes and which are not investment assets, are listed below in the Statement of Assets and Liabilities as non-monetary assets.

5. Statement of Assets and Liabilities

ASSETS

Hall: The building, kitchen equipment, cooker, fridge/freezer, water heater, cupboards, chairs, tables, stage curtains, heaters, fire guards and copper piping.

Grounds: Lawnmower, shed, cycle rack, notice boards.

Parish Office: PC, software, photocopier and office equipment.

Church: Organ, silverware, vestments, altar frontals, statues, pictures, Clavinova, CCTV equipment, loop system, PA equipment, Optoma projector and screens, heaters, guards and copper piping.

DEBTORS

HMRC December 2023 claim received in January 2024: £1,272.64 (*December 2022: £1,334.91 - received in January 2023*)

Hall receipts December 2023 received in January 2024: £245 (*December 2022: £765 - received in January 2023*)

LIABILITIES

There were no liabilities at the year end.

Accounts

ST JAMES' PCC, EXETER

Annual Report and Financial Statements of the Parochial Church Council

for the year ended 31 December 2022

Incumbent: Reverend Prebendary Henry Pryse
Assistant Priest: Reverend Martin Poolton

Bankers:

NatWest, 59 High St, Exeter
CBF/CCLA, 85 Queen Victoria Street, London

Independent examiner:

Mr David Robertson, FCA
28 Parkland Drive, Exeter EX2 5RX

Website: www.stjamesexeter.org

St James' Church, Mount Pleasant Road, Exeter, EX4 7AH

Charity Commission number: 1128877

St James' PCC, Exeter – Annual Report, y/e 31st December 2022

Background

St James' Church is situated in Exeter and is part of the Diocese of Exeter within the Church of England. The address is: St James' Church, Mount Pleasant Road, Exeter EX4 7AH.

E-mail: office@stjamesexeter.org. Website: www.stjamesexeter.org.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JAMES' EXETER is registered with the Charity Commission (number 1128877). Working name: St James' PCC, Exeter

St James' PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church. When planning our activities, the PCC has considered the Charity Commission's guidance on public benefit, and in particular the specific guidance on charities for the advancement of religion. Additionally, the PCC has maintenance responsibilities for the church buildings and grounds.

Structure, Governance and Management

The PCC is a body corporate (PCC Powers Measure 1956, and the Church Representation Rules 2022). The method of appointment of PCC members is set out in the Church Representation Rules. Members of the PCC are either co-opted ex-officio or elected at the Annual Parish Meeting and the Annual Parochial Church Meeting (APCM). In 2022 this took place on 20th March.

During the year, the following served as members of the PCC:

<i>Incumbent:</i>	Fr Henry Pryse*
<i>Assistant Priest:</i>	Fr Martin Poolton*
<i>Assistant Curate:</i>	Fr Steve Turner* (until 4 th December 2022)
<i>Reader with PTO:</i>	Dr Mark Davie*
<i>Licensed Reader:</i>	Mrs Joan Ridgway*
<i>Churchwardens:</i>	Mrs Rachel Martindill* Mr Andrew Mimmack* (<i>Safeguarding Representative</i>)
<i>Deanery Synod Representatives:</i>	Mr Mike Payne, Mrs Marilyn Pegg and Mrs Joan Ridgway
<i>Elected:</i>	Mrs Caroline Adams* (<i>Safeguarding Representative</i>) Mrs Anita Atherton Mr Tim Bayton* Mrs Susan Coombs Mr Stuart Macwilliam Mr Michael Payne Mrs Pat Read Ms Louise Spencer Mr Jim Weeks Mr Nigel Williams
<i>Co-opted (at the meeting in May):</i>	Ms Jill Mather* (<i>Secretary</i>) Mr Nigel Ridgway* (<i>Treasurer</i>)

In addition, the PCC appoints: a Health and Safety Officer, a Planned Giving Officer and an Electoral Roll Officer.

The PCC met five times during 2022. The Standing Committee met eight times. Other Committees and working groups normally meet between the PCC meetings. Minutes of their deliberations are received and discussed by the PCC. Notes of Standing Committee meetings are circulated to all PCC members.

Some of the normal activities of parish life did not take place in early 2022, as a result of precautions taken during and after the Coronavirus (COVID-19) pandemic.

Committees

The PCC operates through a number of committees, which normally meet at varying intervals throughout the year:

Standing Committee

This group comprises the clergy, Churchwardens, Readers, Treasurer and two members of PCC, as well as the Secretary (*as marked with asterisks **).

Pastoral Care Team

This group offers help and care to those in the Church and wider community who have a particular need.

Social Committee

This group organises social events on behalf of the PCC and encourages participation by as many people as possible in social and fundraising events at St James'.

Communications Committee

This group is responsible for the production and distribution of *Contact* magazine as well as maintenance of the website and general publicity.

Hall Committee

This group oversees the maintenance and use of the church hall.

Gardening Team

This group looks after lawns, gardens, trees, hedges and benches in the church grounds.

Young People's Leaders (11-Ups, JAM and Messy Church)

This group coordinates and stimulates the growth of groups for children and young people within the Church and local community.

Semi-autonomous, Fresh Expressions churches

Messy Church, for young children and their parents or carers, meets normally in the church and in the hall.

"Celebrate Together" is a church that is for adults with needs and their cares normally meeting once a month at St James' Church.

Achievements during the year

As we move into 2023, we should celebrate some of the success stories at St James' over these last 12 months. There is a spirit of optimism and renewed hope for all that lies ahead. In so many areas we are thankful that we seem to be blessed, and to be a part of something bigger than our combined individual efforts. The ability to meet together in person (rather than months of meeting on Zoom or on line), whether it be in meetings or house groups or Sunday worship, has unleashed a renewed dynamism in much of what we do, such as:

- **Children and Young People.** We are seeing them more involved with Church activities such as the choir, the serving team, and the welcoming. The Sunday groups have newcomers join to the leadership team and are picking up in strength. In addition these groups have had some wonderful outings in 2022. It was a joy also to be able to perform again the annual nativity play in the hall, our first live performance since the pandemic.
- **Messy Church.** Numbers have been steadily increasing over the year since we started again in May 2022, approaching our pre-COVID numbers. We have been pleased to welcome new families as well as enjoying reconnecting with loyal Messy Church families. Approximately 50 plus attending, 30 plus of them children. Every month we are indebted to our team of dedicated helpers, who again contribute to something bigger than the sum of individuals. December 2022 was the 75th Messy Church to be held at St James' Church.

- **Celebrate Together** is now meeting again at St James' once a month, for those adults with needs and their helpers. Revd. Debbie Starling and Revd. Sheila Swarbrick assist St James' home team. Most recently, the Archdeacon of Exeter, the Ven Andrew Beane, took a leading role.
- **Our close cooperation with other churches** is a great blessing. During this last year we have had a joint service with City Community Church, and our church building is regularly used by our friends from the Orthodox Church.
- **Newcomers.** We are particularly pleased that so many people have joined us. We trust and pray that these people feel embraced and accepted, while we in turn learn from them.
- **Discipleship.** Newcomers and old hands alike are encouraged to deepen their faith here. We rejoice that members of St James' congregation came to baptism and confirmation during 2022. For further Bible study and exploration of faith, the monthly house has welcomed a number of fresh faces.
- **Music at St James'.** Our choir (a COVID success story) has continued to go from strength to strength this year, tackling some more challenging arrangements, and singing at least one anthem each month, helping others in the Church to join in the sung worship with joy and confidence. Highlights were certainly the carol service (which included a talented recorder group) and the Choral Evensong, at both of which the choir shone. Several musicians from St James' regularly play their instruments (including the organ, piano, violin, cello, euphonium, flute and handbells) during the giving of Communion, holding people in worship as they receive. We enjoyed a well-attended piano recital to celebrate the arrival of the new baby grand piano, and there has been a groundswell of support for the long overdue organ restoration work which will be completed soon.
- **Visiting Choirs.** It is a privilege to be told by the increasing number of choirs now using our church that St James' has a "very good" atmosphere, which has an effect on what they do. We hope that our worship of God and the tender loving care by so many people who look after our building, and all that goes on in it, are contagious.

The Turners at Torrington. We celebrate that Fr Steve and his family have flown the safe nest of St James' and are exercising God's calling in Great Torrington.

- **Streaming of Church Services.** After months of temporary cabling, iffy cameras, a pop-up control desk and temperamental software, we now have a fully functioning system which enables many of our on-line followers to feel included every Sunday morning and at other times too.
- **Outreach.** St James' actively seeks to make new links within the parish. A newly established monthly coffee morning offers a space where all are welcome, to keep warm, to socialise and to be refreshed. The triannual magazine, Contact, is delivered to every house in the parish and often attracts newcomers especially for special services. New connections with the schools near the church present exciting opportunities to explore.

At present there are 162 parishioners on the Electoral Roll.

Volunteers

The members of the PCC would like to thank all the volunteers who give of their time and effort so tirelessly to make our Church a vibrant but also a warm and embracing community. Our especial thanks go to our Churchwardens, Rachel Martindill and Andrew Mimmack.

Safeguarding

The PCC is committed to the safeguarding of our young people and vulnerable adults and reviews its Safeguarding Policy annually. This year as well as revising and approving our policy, we revised and simplified some of our 'Welcome Packs' for parents, volunteers working with children and volunteers working with adults. Details of safeguarding contacts can be found on St James' Church website and on the notice boards in the church and church hall. We have had 'due regard' to the guidance issued by the House of Bishops and the PCC has complied with its duty regarding safeguarding.

Safeguarding reports are submitted to each PCC meeting, with updates on training, the action plan produced by the Parish Safeguarding Dashboard and information from the Diocese. A safeguarding report is also given at the APGM. During 2022 our Churchwardens and Parish Safeguarding Representative have completed the Leadership Pathway course with respect to safeguarding. Additionally, our volunteers who work with children complete the appropriate online safeguarding training courses as well as our members of PCC, Servers, Assistant Wardens, Welcomers and many others who have roles in the church.

Health and Safety

During 2022 the restrictions due to Coronavirus (COVID-19) were gradually lifted and risk assessments were revised accordingly. Our risk assessments are revised annually or when a different event or activity takes place. The path from the car park to the hall was replaced at Easter and is much improved providing good level access, with no cracks and holes.

Thanks to all those, in particular the churchwardens and the treasurer, who keep a vigilant eye on the buildings and grounds to ensure any minor repairs are completed promptly.

Financial review

The financial results for the year to 31st December 2022 have shown a surplus of £459.

- On the Income side, Stewardship and Collections have not recovered from the COVID pandemic, and are at the same level as they were some 10 years ago. (2020 was badly hit and 2021 was boosted by an appeal for general funds which raised over £7,000). The decline is attributable to people not returning to church as well as some people's belt-tightening. Mercifully, a good number of new folks have decided to come along to St James' which may arrest the decline in Stewardship and Collections. The various other sources of income all show a modest increase, and we are grateful for the Energy Grant (£1,040) from the Diocese.

- On the Outgoings side, I am confident that our costs can be held in check. A few of the cost increases are inflationary, but generally the cost increases are either due to a higher level of church activity (where 2019 serves as a better comparison) or are due to one-off, non-recurring causes.

- In line with Biblical principles and our ongoing commitment, St James' once again gave away over 5% of its income to charitable causes, many of which were overseas.

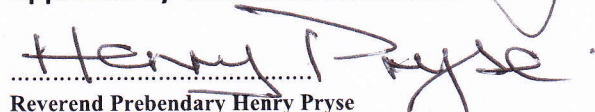
Reserves Policy

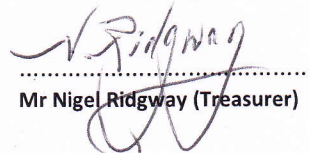
The PCC consider that a contingency may be prudent in the case of the loss of the major donors. It may take one year to recover from or adjust to such a calamity. A maximum reserve of £25,000 may be required, which is adequately provided for our Unrestricted Cash at Bank. We are in the fortunate position of having sufficient reserves of over £40,000 which are comfortably in excess of the £25,000 required.

Going Concern

The PCC has reviewed the budget for income and expenditure and it has considered various different outcomes for 2023. Taking into account the available reserves and investments, the PCC is reassured about the financial stability of the parish.

Approved by the PCC on 28th February 2023 and signed on its behalf by:


Reverend Prebendary Henry Pryse


Mr Nigel Ridgway (Treasurer)

Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of: Parochial Church Council

On accounts for the year ended: Charity Number (if applicable):

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination was carried out in accordance with 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 the 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 (~~other than that disclosed below~~ *)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

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

Signed: Date:

Name:

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

Address:

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2022

CASH FLOW STATEMENT	2022		2021
	£	£	£
Total Receipts in year (Note 2)	138,747		143,619
Total Payments in year (Note 3)	138,288		138,180
Excess of Receipts over Payments		459	5,439
NatWest Bank account at 1 January		46,811	41,373
NatWest Bank account at 31 December	54,414		53,746
Cheques not presented	-7,144		-6,935
	47,270		46,811
Cash at Bank and in hand		47,270	46,811

BREAKDOWN of funds	2022	2021
	£	£
Unrestricted (includes <i>Designated</i> -see below)	41,029	41,049
Restricted Funds (see below)	6,242	5,762
Cash at Bank and in hand	47,270	46,811

UNRESTRICTED funds		
General - unrestricted funds	40,529	40,549
Designated - Bequests and Memorial donations	500	500
Total Unrestricted Funds	41,029	41,049

RESTRICTED funds :		
Legacy	355	0
Rector's Discretionary Fund	1,315	1,315
Flower Fund	814	771
Hall refurbishment	0	279
Organ and Fabric Fund	3,028	2,667
Celebrate Together	730	730
Total Restricted Funds	6,242	5,762

Income-generating Investments, including Endowment Funds :			
	Shares	2022	2021
		£	£
CBF Investment Fund Shares	18,452	380,963	431,537
<i>(held for PCC by Exeter Diocesan Board of Finance)</i>			
Endowment Funds		Shares	
25p Ordinary Shares Astra Zeneca Group plc	360	40,385	31,241
CBF Investment Fund Shares	3,667	75,704	85,754
M & G Charifund Units (Flower Fund)	224	3,292	3,486
		119,380	120,481

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2022

2) INCOMING RESOURCES

	<u>2022</u>			<u>2021</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>TOTAL</u>	
	<u>funds</u>	<u>funds</u>		£
	£	£	£	£
RECEIPTS - UNRESTRICTED				
<u>Incoming resources from donors</u>				
Stewardship and Collections	68,281		85,791	76,015
Income Tax recovered	14,618		85,791	17,038
Sundry donations for general purposes	1,853			112
Energy Grant	1,040			0
	85,791		85,791	93,165
<u>Other voluntary incoming resources</u>				
Fundraising and social events income	2,523		2,523	235
<u>Income from investments</u>				
Dividends from investments	14,390		14,390	13,873
<u>Income from activities</u>				
Hall receipts	25,752		31,000	24,678
Funerals, marriages - PCC fees (nett)	1,609		31,000	1,467
Magazine	1,256			1,208
Luncheon Club	342			133
Church hire	2,042			1,275
Insurance receipts (nett)	0			222
	31,000		31,000	28,984
Total Receipts - UNRESTRICTED	133,705		133,705	136,257
RECEIPTS - RESTRICTED				
<u>Incoming resources from donors</u>				
Legacy - Messy Church		500		0
Donations - Fabric and equipment		1,470		7,101
Donations - Charities		857		0
Donations - Others		1,950		0
		4,777	4,777	7,101
<u>Income from investments</u>				
Flower Fund - Dividend income & receipts		266	266	261
Total Receipts - RESTRICTED		5,043	5,043	7,362
TOTAL RECEIPTS	133,705	5,043	138,747	143,619

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2022

3) OUTGOINGS - Resources expended

	<u>2022</u>			<u>2021</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>TOTAL</u>	
	<u>funds</u>	<u>funds</u>		£
	£	£	£	£
PAYMENTS - UNRESTRICTED				
<u>Activities directly relating to the work of the Church:</u>				
Ministry:- Common Fund - Diocese of Exeter	88,139			84,823
Clergy expenses (incl. visiting Priests)	3,365			2,182
Secretarial and Parish Office	4,200			3,796
Church running expenses (including insurance)	7,602			7,104
<i>Fabric costs - replacement path</i>	0			8,310
Fabric - Church and Grounds	2,079			180
Maintenance of Church buildings	2,508			3,154
Organist and music	4,269			2,459
Altar requisites	713			632
Magazine expenses	1,396			1,293
Children & Messy church expenses	66			104
<i>Vestments</i>	0			90
Insurance claims (nett)	45			0
	114,382		114,382	114,127
<u>Hall</u> - running expenses	11,448		11,448	9,366
<u>Fundraising expenses</u>	345		345	39
<u>Giving to Charities</u> , missions etc. (Note 4)	7,550		7,550	5,530
Total Payments - UNRESTRICTED	133,725		133,725	129,062
MOVEMENT - RESTRICTED				
Hall lighting contribution	279		279	
PAYMENTS - RESTRICTED				
<i>Common Fund</i>		0		4,000
Legacy - Messy Church		145		0
Donations - Fabric and equipment		1,109		5,000
Donations - Charities (Note 4)		857		0
Donations - Others		1,950		0
		4,061	4,061	9,000
Flower Fund		223	223	118
Total Payments - RESTRICTED		4,284	4,284	9,118
TOTAL PAYMENTS	134,004	4,284	138,288	138,180

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2022

4) GIVING TO CHARITIES, MISSIONS, etc.

<u>Giving through St James</u>	Special Appeals and Donations	PCC Donations	
<u>Overseas</u>			
USPG		1,400	
Tearfund		1,400	
Melanesian Mission UK	357	1,400	
Disasters Emergency Committee (Pakistan floods)	350		
<u>UK based</u>			
The Fairtrade Foundation		700	
Mothers' Union		700	
Hospiscare		700	
Christians Against Poverty		700	
Devon Historic Churches		30	
Transform Trade (Traidcraft)		520	
The Childrens Society	74		
National Association of Child Contact Centres	76		
TOTALS	857	7,550	8,407
<i>(Figures for 2021)</i>	<i>0</i>	<i>5,530</i>	<i>5,530</i>

ST. JAMES' CHURCH, EXETER

Notes to the Financial Statements for the Year Ended 31st December 2022

1. Accounting Policies

The Financial Statements have been prepared in accordance with the Charities Act 2011 and the Statement of Recommended Practice, on the Receipts and Payments basis.

2. Analysis of Fund Movements for the Year

- i. UNRESTRICTED FUNDS may be used by the PCC for any of its ordinary purposes. The PCC has chosen to set aside bequests and memorial donations to be used for fitting future projects or commitments. There is therefore a DESIGNATED fund that remains part of the unrestricted funds. Movements in the funds are shown in the cash flow statement.
- ii. RESTRICTED FUNDS represent income which may be spent only on the specific purpose for which they were given or for which they were invited. Any balance remaining unspent is carried forward as a balance on that fund and may not be absorbed into general funds.
- iii. ENDOWMENT FUNDS are funds whose capital must be maintained: only income arising from the investment of the endowment may be used, either as restricted or as unrestricted funds depending upon the purpose for which the endowment was established.

3. Investments

Quoted investments are valued at bid-market prices at 31st December. Apart from bank balances, there are no other investment assets.

4. Assets and Liabilities

- i. The church and grounds as well as the Rectory and the curate's house are vested in the Representative Body of the Church of England and are not parish assets.
- ii. Moveable church contents (plate, furniture etc.) are inalienable property and require a faculty for disposal. They are recorded in the Church Terrier log. Many are historic and no reliable cost basis exists for them; they are neither recognised nor listed in the Statement of Assets and Liabilities below.
- iii. Other assets and property, which are retained for or occupied for Church purposes and which are not investment assets, are listed below in the Statement of Assets and Liabilities as non-monetary assets.

5. Statement of Assets and Liabilities

ASSETS

Hall: The building, kitchen equipment, cooker, fridge/freezer, water heater, cupboards, chairs, tables, stage curtains, heaters, fire guards and copper piping.

Grounds: Lawnmower, shed, cycle rack, notice boards.

Parish Office: PC, software, photocopier and office equipment.

Church: Organ, silverware, vestments, altar frontals, statues, pictures, Clavinova, CCTV equipment, loop system, PA equipment, Optoma projector and screens, heaters, guards and copper piping.

DEBTORS

HMRC December 2022 claim received in January 2023: £1,334.91 (*December 2021: £995.62 - received in January 2022*)

Hall receipts December 2022 received in January 2023: £765 (*December 2021: £390 - received in January 2022*)

LIABILITIES

There were no liabilities at the year end.

ST. JAMES' CHURCH, EXETER

Notes to the Financial Statements for the Year Ended 31st December 2022

Finance Report

The financial results for the year to 31st December 2022 have shown a surplus of £459.

On the Income side, Stewardship and Collections have not recovered from the COVID pandemic, and are at the same level as they were some 10 years ago. (2020 was badly hit and 2021 was boosted by an appeal for general funds which raised over £7,000). The decline is attributable to people not returning to church as well as some people's belt-tightening. Mercifully, a good number of new folks have decided to come along to St James' which may arrest the decline in Stewardship and Collections. The various other sources of income all show a modest increase, and we are grateful for the Energy Grant (£1,040) from the Diocese.

On the Outgoings side, I am confident that our costs can be held in check. A few of the cost increases are inflationary, but generally the cost increases are either due to a higher level of church activity (where 2019 serves as a better comparison) or are due to one-off, non-recurring causes.

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Reserves Policy

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Going Concern

The PCC has reviewed the budget for income and expenditure and it has considered various different outcomes for 2023. Taking into account the available investments, the PCC is reassured about the financial stability of the parish.

Accounts

St James' Church, Exeter – Annual Report for 2021

Background

St James' Church is situated in Exeter and is part of the Diocese of Exeter within the Church of England. The address is: St James' Church, Mount Pleasant Road, Exeter EX4 7AH.

E-mail: office@stjamesexeter.org. Website: www.stjamesexeter.org.

The parochial church council (PCC) is registered with the Charity Commission (number 1128877).

St James' PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church. Additionally, the PCC has maintenance responsibilities for the church buildings and grounds. Our strap line, "Sharing God's Love through Worship, Fellowship and Service", underpins all we aim to do.

PCC Membership

Members of the PCC are either co-opted ex-officio or elected at the Annual Parish Meeting and the Annual Parochial Church Meeting (APCM). In 2021 this took place on 21st March.

During the year, the following served as members of the PCC:

<i>Incumbent:</i>	Fr Henry Pryse
<i>Assistant Priest:</i>	Fr Martin Poolton
<i>Assistant Curate:</i>	Fr Steve Turner
<i>Reader with PTO:</i>	Dr Mark Davie
<i>Licenced Reader:</i>	Mrs Joan Ridgway
<i>Churchwardens:</i>	Mr Nigel Ridgway and Mr Nigel Williams (until 7 th July) Mr Andrew Mimmack and Mrs Rachel Martindill (after 7 th July)
<i>Deanery Synod Representatives:</i>	Mr Mike Payne, Mrs Marilyn Pegg and Mrs Joan Ridgway
<i>Elected:</i>	Mrs Anita Atherton Mr Tim Bayton Mrs Susan Coombs Mr Stuart Macwilliam Mrs Charlotte Payne Mrs Pat Read Ms Louise Spencer Mr Jim Weeks Mr Nigel Williams
<i>Co-opted (at the meeting in May):</i>	Mrs Caroline Adams (<i>Safeguarding Representative</i>) Mr Nigel Ridgway (<i>Treasurer</i>) Ms Jill Mather (<i>Secretary</i>)

In addition, the PCC appoints: a Health and Safety Officer, a Planned Giving Officer and an Electoral Roll Officer.

The Standing Committee met twelve times. The PCC met six times during 2021. Committees and working groups normally meet between meetings. Minutes of their deliberations are received and discussed by the PCC. Notes of Standing Committee meetings are circulated to all PCC members.

Many of the normal activities of parish life did not take place in 2021, as a result of the restrictions imposed and precautions taken during the Coronavirus (COVID-19) pandemic.

Committees

The PCC operates through a number of committees, which normally meet at varying intervals throughout the year:

Standing Committee

This group comprises the clergy, Churchwardens, Readers, Treasurer and two members of PCC, as well as the Secretary.

Pastoral Care Team

This group offers help and care to those in the Church and wider community who have a particular need.

Social Committee

This group organises social events on behalf of the PCC and encourages participation by as many people as possible in social and fundraising events at St James'.

Communications Committee

This group is responsible for the production and distribution of *Contact* magazine as well as maintenance of the website and general publicity.

Hall Committee

This group oversees the maintenance and use of the church hall.

Gardening Team

This group looks after lawns, gardens, trees, hedges and benches in the church grounds.

Young People's Leaders (11-Ups, JAM and Messy Church)

This group coordinates and stimulates the growth of groups for children and young people within the Church and local community.

Semi-Autonomous, Fresh Expressions churches

Messy Church, for young children and their parents or carers, meets normally in the church and in the hall. "Celebrate Together" is a church that is for people with disabilities normally meeting once a month in various different churches across the city.

Substantive PCC Business in the Year

Churchwardens' Report

2021 was dominated by the ongoing Coronavirus (COVID-19) pandemic, which saw continued restrictions on all types of social activities including public worship. Our 2020 Annual Report documents the history of the pandemic from 23rd March 2020, and its effect on St James' Church. We take up the story from **6th December 2020**, when the 8.00am and 10.00am Sunday services resumed once again following the re-closure of church buildings on 2nd November 2020. A booking system for the 10.00am services then replaced the 3-weekly rota, and this continued until **25th July, St James' Day**. For us St James' Day was a milestone, with the congregation singing the mass setting and a hymn for the first time in 16 months, "To God be the Glory" (albeit wearing facemasks!). Also, an icon of St James was presented to us by our Orthodox church friends. The booking system was no longer required, hymnbooks and kneelers were put back, and a more normal seating arrangement was put in place with one metre distancing between rows. In addition, coffee was served after the service in the hall, and there was a cake! As from **2nd August**, we were no longer required to record the names of those attending the services for Track and Trace purposes, but it was not until **26th September** that the chairs were finally returned to their usual position.

Our flagship Sunday 10.00am Parish Eucharist has not yet returned to pre-pandemic numbers, and the 8.00am Communion Service is small. As from **19th September**, we have had Sunday evening services held on 1st and 3rd Sundays of each month. During Holy Week 2021, on **Wednesday 31st March**, we introduced our midday (midweek) Mass, which continues to attract a faithful following including several church members who do not feel able to join in the larger Sunday event. Morning prayer is also said at 8.30am on each weekday (on-line on Monday and Wednesday and in church on Tuesday, Thursday and Friday). We continue to ask the congregation to wear face masks in line with Government guidance and have tried to ensure effective ventilation by opening the windows throughout the services (even in winter!).

Music has always played a major part in our services, and the restriction on singing was keenly felt; it is a joy that we are able to sing again in church. We have been delighted that St James' is bucking the trend by having started up a choir during this last year. This developed out of the weekly individual recordings by singers which Jim Weeks encouraged and put together during 2020, and from **22nd April**, some members of the fifteen regular singers have been singing each week in a choir which Tim Bayton now directs and rehearses. Several of the choir members are also accomplished instrumentalists and so from **1st August** different musicians and singers have been providing various musical contributions during communion. Our 2021 Carol Service was a highlight, with our own choir and instrumentalists, together with visiting singers and musicians joining us.

Since 29th March 2020 St James' services have been broadcasted online providing, a lifeline every week for many and holding us as a family together and the PCC have decided to continue to stream every Sunday Parish Eucharist service. After consulting with the Archdeacon, the funds were raised for suitable audio-visual equipment. With its usual generosity, the church family raised the required funds with ease. We have been deeply indebted to the small but highly skilled team responsible, masterminded by Jim Weeks.

Away from our regular services, the pandemic has inevitably meant that some of our usual activities have not taken place during the year. Having successfully operated for over 30 years in September, our Luncheon Club and Outreach have had to cease but we are in discussions with another provider nearby, who is backed by Exeter City Council.

Messy Church did not meet in 2021, although the team of volunteers plan to re-start the monthly meetings with the onset of lighter evenings and milder weather.

From March 2020, our children (JAM) and young people (11-ups) were only able to meet up online with occasional outdoor events such as a Christmas treasure hunt, but they did enjoy a Zoom pancake party, pizza party, Christingle event etc. They have now resumed meeting on Sunday mornings (JAM from September, and 11-Ups from November).

Throughout, Fr Brian Tubbs has continued to lead a lively house group monthly. This in-depth study, currently focusing on the Gospels, is available to all the church family through Zoom meetings.

At present there are 158 parishioners on the Electoral Roll. 4 names have been removed, either because of death or moving away, and 3 added.

Safeguarding

The PCC is committed to the safeguarding of our young people and vulnerable adults and reviews its safeguarding policy annually. Details of safeguarding contacts can be found on St James' Church website and on the notice boards in the church and church hall. We have had 'due regard' to the guidance issued by the House of Bishops and the PCC has complied with its duty regarding safeguarding. We undertake the necessary training, DBS checks, review our policies and implement these to the best of our ability.

A safeguarding report is submitted to each PCC meeting throughout the year, with updates on training, the action plan produced by the Parish Safeguarding Dashboard and information from the Diocese. Members of the PCC undertake the online training courses on Safeguarding and Raising Awareness of Domestic Abuse. We also follow the guidance on 'Safer Recruitment' provided by the Diocese.

Health and Safety

As Coronavirus (COVID-19) is still present, the past year has seen a variety of restrictions on services and activities which could take place. A number of precautions were put in place, to minimise the risk of transmission of the virus. These varied throughout the year as we followed advice from the government and the Church of England. Regular risk assessments were undertaken following the restrictions and advice at the time for various services and events to take place. Some of the main precautions were wearing face coverings, hand sanitising, good ventilation (even if this meant it was a little chilly), regular cleaning and social distancing.

Regular inspections of our portable electrical equipment take place and full PAT testing was completed in September 2021. The smoke alarms in the hall and the emergency lighting in the hall and the church are regularly tested.

In January 2022 ten people completed a one-day course on Emergency First Aid at Work which included the use of a defibrillator.

Thanks to all those, in particular the churchwardens and the treasurer, who keep a vigilant eye on the buildings to ensure any minor repairs are completed promptly.

Finance Report

The financial results for the year to 31st December 2021 have been sound, and have exceeded pre-pandemic levels as a result of:

1. The generosity of the family of St James' Church. An appeal for general funds made in 2021 raised over £7,000, and a further appeal in September for the audio-visual equipment raised a further £7,100.
2. Hall bookings performed well, because many of the other venues were either closed or were not COVID-safe. Our large, airy venue has proved a most valuable asset, producing nearly £25,000 in revenue, and a resulting surplus of £15,500.
3. Our expenses remained muted due to both the lower level of church activity until recently, and thanks to the many who voluntarily gave their services unpaid.

As a result, we were able to repay some of the £11,000 Common Fund discount kindly given to us in 2020 by the Diocese. We remain grateful for that support, and we hope to be able to repay the remainder. In line with Biblical principles and our ongoing commitment, St James' once again gave away over 5% of its income to charitable causes, many of which were overseas.

Going Concern

The PCC has reviewed the budget for income and expenditure and it has considered various different outcomes for 2022. Taking into account the available reserves, the PCC is reassured about the financial stability of the parish.

ST JAMES' CHURCH, EXETER

Annual Report and Financial Statements of the Parochial Church Council

for the year ended 31 December 2021

Incumbent: Reverend Prebendary Henry Pryse
Assistant Priest: Reverend Martin Poolton
Curate: Reverend Steve Turner

Bankers:
NatWest, 59 High St, Exeter
CBF/CCLA, 85 Queen Victoria Street, London

Independent examiner:
Mr David Robertson, FCA

Website: www.stjamesexeter.org
St James' Church, Mount Pleasant Road, Exeter, EX4 7AH

Charity Commission number: 1128877

Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of: St James', Exeter **Parochial Church Council**
 On accounts for the year ended: 31/12/2021 Charity Number (if applicable): 1128877

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 ~~(other than that disclosed below *)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:



Date:

16/2/22

Name:

DAVID ROBERTSON

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

FELLOW OF THE INSTITUTE OF
CHARTERED ACCOUNTANTS IN ENGLAND & WALES

Address:

28 PARKLAND DRIVE
EXETER
DEVON EX2 5RX

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2021

CASH FLOW STATEMENT	2021		2020
	£	£	£
Total Receipts in year (Note 2)	143,619		108,795
Total Payments in year (Note 3)	138,180		105,500
Excess of Receipts over Payments		<u>5,439</u>	<u>3,295</u>
NatWest Bank account at 1 January		41,373	38,077
NatWest Bank account at 31 December	53,746		48,073
Cheques not presented	-6,935		-6,700
	<u>46,811</u>		<u>41,373</u>
Cash at Bank and in hand		<u>46,811</u>	<u>41,373</u>

BREAKDOWN of funds	2021	2020
	£	£
Unrestricted (includes <i>Designated</i> -see below)	41,049	33,854
Restricted Funds (see below)	5,762	7,518
Cash at Bank and in hand	<u>46,811</u>	<u>41,373</u>

UNRESTRICTED funds		
General - unrestricted funds	40,549	33,354
Designated - Bequests and Memorial donations	500	500
Total Unrestricted Funds	<u>41,049</u>	<u>33,854</u>

RESTRICTED funds :		
Common Fund Provision	0	4,000
Rector's Discretionary Fund	1,315	1,315
Flower Fund	771	629
Hall refurbishment	279	279
Organ and Fabric Fund	2,667	566
Celebrate Together	730	730
Total Restricted Funds	<u>5,762</u>	<u>7,518</u>

Income-generating Investments, including Endowment Funds :			
	Shares	2021	2020
		£	£
CBF Investment Fund Shares	18,452	<u>431,537</u>	<u>377,287</u>
<i>(held for PCC by Exeter Diocesan Board of Finance)</i>			
Endowment Funds			
25p Ordinary Shares Astra Zeneca Group plc	360	31,241	26,366
CBF Investment Fund Shares	3,667	85,754	74,974
M & G Charifund Units (Flower Fund)	224	3,486	3,075
		<u>120,481</u>	<u>104,415</u>

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2021

2) INCOMING RESOURCES

	2021			2020
	Unrestricted	Restricted	TOTAL	
	funds	funds		£
	£	£	£	£
RECEIPTS - UNRESTRICTED				
<u>Incoming resources from donors</u>				
Stewardship and Collections	76,015		76,015	65,089
Income Tax recovered	17,038		17,038	13,782
Sundry donations for general purposes	112		112	2,168
Designated - Bequests and Memorial donations	0		0	0
	93,165		93,165	81,039
<u>Other voluntary incoming resources</u>				
Fundraising and social events income	235		235	0
<u>Income from investments</u>				
Dividends from investments	13,873		13,873	13,472
<u>Income from activities</u>				
Hall receipts	24,678		24,678	8,722
Funerals, marriages - PCC fees (nett)	1,467		1,467	1,424
Magazine	1,208		1,208	995
Luncheon Club	133		133	428
Church hire, coffee, etc	1,275		1,275	524
Insurance receipts (nett)	222		222	0
	28,984		28,984	12,094
Total Receipts - UNRESTRICTED	136,257		136,257	106,604
NON-CASH MOVEMENT - RESTRICTED				
<i>Common Fund Discount</i>		0	0	4,000
RECEIPTS - RESTRICTED				
<u>Incoming resources from donors</u>				
Donations - Audio Visual equipment		7,101	7,101	1,966
Celebrate Together		0	0	0
		7,101	7,101	1,966
<u>Income from investments</u>				
Flower Fund - Dividend income & receipts		261	261	225
Total Receipts - RESTRICTED		7,362	7,362	2,191
TOTAL RECEIPTS	136,257	7,362	143,619	108,795

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2021

3) OUTGOINGS - Resources expended

	2021			2020
	Unrestricted	Restricted	TOTAL	
	funds	funds		£
	£	£	£	£
PAYMENTS - UNRESTRICTED				
<i>Activities directly relating to the work of the Church:</i>				
Ministry:- Common Fund - Diocese of Exeter	84,823			68,046
Clergy expenses (incl. visiting Priests)	2,182			2,947
Secretarial and Parish Office	3,796			5,384
Church running expenses (including insurance)	7,104			5,896
Church and Office fabric (including Quinquennial)	180			720
Fabric costs - replacement path	8,310			0
Maintenance of Church buildings	3,154			3,682
Organist and music	2,459			1,156
Altar requisites	632			548
Funerals, marriages (nett)	0			0
Magazine expenses	1,293			1,215
Children & Messy church expenses	104			0
Vestments	90			0
Insurance claims (nett)	0			100
	114,127		114,127	89,693
<u>Hall</u> - running expenses	9,366		9,366	5,591
<u>Fundraising expenses</u>	39		39	26
<u>Giving to Charities</u> , missions etc. (Note 4)	5,530		5,530	7,305
Total Payments - UNRESTRICTED	129,062		129,062	102,615
NON-CASH MOVEMENT - UNRESTRICTED				
<i>Common Fund Discount</i>	0		0	4,000
PAYMENTS - RESTRICTED				
Common Fund - Diocese of Exeter		4,000		0
Audio Visual & other equipment		5,000		1,845
<i>Donations - vestments</i>		0		900
Celebrate Together		0		0
		9,000	9,000	2,745
Flower Fund		118	118	140
Total Payments - RESTRICTED		9,118	9,118	2,885
TOTAL PAYMENTS	129,062	9,118	138,180	105,500

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2021

4) GIVING TO CHARITIES, MISSIONS, etc.

<u>Giving through St James</u>	Special Appeals and Donations	PCC Donations	
<u>Overseas</u>			
USPG		1,100	
Tearfund		1,100	
St Peters Malawi Education Trust		1,100	
<u>UK based</u>			
Hospiscare		550	
Mothers' Union		550	
Exeter Community Initiatives		550	
ICE (<i>Initiative in Christian Education</i>)		550	
Devon Historic Churches		30	
TOTALS	0	5,530	5,530
<i>(Figures for 2020)</i>	<i>450</i>	<i>6,855</i>	<i>7,305</i>

ST. JAMES' CHURCH, EXETER

Notes to the Financial Statements for the Year Ended 31st December 2021

1. Accounting Policies

The Financial Statements have been prepared in accordance with the Charities Act 2011 and the Statement of Recommended Practice, on the Receipts and Payments basis.

2. Analysis of Fund Movements for the Year

- i. UNRESTRICTED FUNDS may be used by the PCC for any of its ordinary purposes. The PCC has chosen to set aside bequests and memorial donations to be used for fitting future projects or commitments. There is therefore a DESIGNATED fund that remains part of the unrestricted funds. Movements in the funds are shown in the cash flow statement.
- ii. RESTRICTED FUNDS represent income which may be spent only on the specific purpose for which they were given or for which they were invited. Any balance remaining unspent is carried forward as a balance on that fund and may not be absorbed into general funds.
- iii. ENDOWMENT FUNDS are funds whose capital must be maintained: only income arising from the investment of the endowment may be used, either as restricted or as unrestricted funds depending upon the purpose for which the endowment was established.

3. Investments

Quoted investments are valued at bid-market prices at 31st December. Apart from bank balances, there are no other investment assets.

4. Assets and Liabilities

- i. The church and grounds as well as the Rectory and the curate's house are vested in the Representative Body of the Church of England and are not parish assets.
- ii. Moveable church contents (plate, furniture etc.) are inalienable property and require a faculty for disposal. They are recorded in the Church Terrier log. Many are historic and no reliable cost basis exists for them; they are neither recognised nor listed in the Statement of Assets and Liabilities below.
- iii. Other assets and property, which are retained for or occupied for Church purposes and which are not investment assets, are listed below in the Statement of Assets and Liabilities as non-monetary assets.

5. Statement of Assets and Liabilities

ASSETS

Hall: The building, kitchen equipment, cooker, fridge/freezer, water heater, cupboards, chairs, tables, stage curtains, heaters, fire guards and copper piping.

Grounds: Lawnmower, shed, cycle rack, notice boards.

Parish Office: PC, software, photocopier and office equipment.

Church: Organ, silverware, vestments, altar frontals, statues, pictures, Clavinova, CCTV equipment, loop system, PA equipment, Optoma projector and screens, heaters, guards and copper piping.

DEBTORS

HMRC December 2021 claim received in January 2022: £995.62 (*December 2020: £983.99 - received in January 2021*)

LIABILITIES

There were no liabilities at the year end.

ST. JAMES' CHURCH, EXETER

Notes to the Financial Statements for the Year Ended 31st December 2021

Finance Report

The financial results for the year to 31st December 2021 have been sound, and have exceeded pre-pandemic levels as a result of:

1. The generosity of the family of St James' Church. An appeal for general funds made in 2021 raised over £7,000, and a further appeal in September for the audio-visual equipment raised a further £7,100.
2. Hall bookings performed well, because many of the other venues were either closed or were not COVID-safe. Our large, airy venue has proved a most valuable asset, producing nearly £25,000 in revenue, and a resulting surplus of £15,500.
3. Our expenses remained muted due to both the lower level of church activity until recently, and thanks to the many who voluntarily gave their services unpaid.

As a result, we were able to repay some of the £11,000 Common Fund discount kindly given to us in 2020 by the Diocese. We remain grateful for that support, and we hope to be able to repay the remainder.

In line with Biblical principles and our ongoing commitment, St James' once again gave away over 5% of its income to charitable causes, many of which were overseas.

Going Concern

The PCC has reviewed the budget for income and expenditure and it has considered various different outcomes for 2022. Taking into account the available reserves, the PCC is reassured about the financial stability of the parish.

Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of: St James', Exeter **Parochial Church Council**

On accounts for the year ended: 31/12/2021 Charity Number (if applicable): 1128877

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

It is my responsibility to:

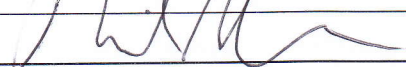
- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination was carried out in accordance with 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 the 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 ~~(other than that disclosed below *)~~.

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:  Date: 16/2/22

Name: DAVID ROBERTSON

Relevant professional qualification(s) or body (if any): FELLOW OF THE INSTITUTE OF
CHARTERED ACCOUNTANTS IN ENGLAND & WALES

Address: 28 PARKLAND DRIVE
EXETER
DEVON EX2 5RX

Accounts

St James' Church, Exeter – Annual Report for 2020

Background

St James' Church is situated in Exeter and is part of the Diocese of Exeter within the Church of England. The address is: St James' Church, Mount Pleasant Road, Exeter EX4 7AH.

E-mail: office@stjamesexeter.org. Website: www.stjamesexeter.org.

The parochial church council (PCC) is registered with the Charity Commission (number 1128877).

St James' PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church. Additionally, the PCC has maintenance responsibilities for the church buildings and grounds. Our strap line, "Sharing God's Love through Worship, Fellowship and Service", underpins all we aim to do.

PCC Membership

Members of the PCC are either co-opted ex-officio or elected at the Annual Parish Meeting and the Annual Parochial Church Meeting (APCM). In 2020 this took place on 15th March.

During the year, the following served as members of the PCC:

Incumbent: Fr Henry Pryse

Assistant Priest: Fr Martin Poolton

Assistant Curate: Fr Steve Turner

Reader with PTO: Dr Mark Davie (*not licensed to St James' but on the electoral roll and therefore invited by the PCC*)

Churchwardens: Mr Nigel Ridgway
Mr Nigel Williams

Deanery Synod Representatives: Mr Mike Payne, Mrs Marilyn Pegg and Mrs Joan Ridgway

Elected: Mrs Anita Atherton
Mr Tim Bayton
Mrs Susan Coombs
Mrs Anne Killingback
Mr Stuart Macwilliam
Mrs Charlotte Payne
Mrs Pat Read
Mrs Cherie Snell
Mr Jim Weeks

Co-opted (at the meeting in May): Mrs Caroline Adams (*Safeguarding Officer*)
Mrs Rachel Martindill (*Treasurer*)
Ms Jill Mather (*Secretary*)

In addition, the PCC appoints: a Health and Safety Officer, a Safeguarding Officer for Young People and for Vulnerable Adults, a Planned Giving Officer, and an Electoral Roll Officer.

Because of the unusual events of 2020, the standing committee met some thirty-six times, in various forms. The PCC met six times during 2020. Committees and working groups met between meetings. Minutes of their deliberations were received and discussed by the PCC. Notes of standing committee meetings were circulated to all PCC members.

Many of the regular activities of parish life did not take place in 2020, as a result of the disturbance caused by the lockdowns and precautions taken for the pandemic.

Committees

The PCC operates through a number of committees, which normally meet at varying intervals throughout the year:

Standing Committee

This group comprises the clergy, Churchwardens, Readers, Treasurer and two members of PCC, as well as the Secretary.

Pastoral Care Team

This group offers help and care to those in the Church and wider community who have a particular need.

Social Committee

This group organises social events on behalf of the PCC and encourages participation by as many as people possible in social and fundraising events at St James'.

Communications Committee

This group is responsible for the production and distribution of *Contact* magazine as well as maintenance of the website and general publicity.

Hall Committee

This group oversees the maintenance and use of the church hall.

Gardening Team

This group looks after lawns, gardens, trees, hedges and benches in the church grounds.

Young People's Leaders (11-Ups, JAM and Messy Church)

This group coordinates and stimulates the growth of groups for children and young people within the Church and local community.

Semi-Autonomous Groups

"Celebrate Together" is a Fresh Expressions Church that includes people with disabilities.

Luncheon Club and Outreach meet to provide opportunities for the elderly and lonely to socialise.

Messy Church, for young children and their parents or carers, meets in the church and in the hall.

Substantive PCC Business in the Year

Churchwardens' Report

We accept the government message: "Stay safe, Protect the NHS, Save lives". 2020 has therefore been a strange year, with normal liberties suspended and no baptisms or weddings, as these were either discouraged or not permitted. Many of the usual modes of operation, refined over many years, were prohibited and had to be replaced at very short notice, although even new methods were often subsequently rejected when the guidance changed.

From 23rd March, all church buildings were temporarily closed, because of the coronavirus pandemic. From 29th March, St James' services and occasional reflections were broadcast online, together with aids to worshipping at home, such as home-grown videos for Morning and Evening Prayer. These provisions, also available on DVD for those who have no internet access, were a lifeline for many and continue to hold the congregation together. From 1st July, weekday Morning Prayer resumed in the church. From 12th July, both the 8.00am and 10.00am Sunday Eucharist services resumed, with coronavirus precautions in place (social distancing, good ventilation, no heating, no singing, face masks etc). Attendance at the 10.00am service was initially on a 3-weekly rota basis and chairs were stacked in the nave allowing, so that around 40 people could attend at any one time, with 2-metre distancing. Kneelers and hymn books were removed,

in order to prevent contamination. Attendance was lower than expected, in part due to shielding but also probably because the Church experience was hugely altered, especially with no singing. Provision of online services continued throughout the year and remains ongoing.

From 2nd November, the church buildings were again closed. From 9th November, Morning Prayer was moved to the online platform Zoom; this still continues every weekday. From 6th December, the 8.00am and 10.00am Sunday services resumed once again and a booking system for the 10.00am services replaced the 3-weekly rota. This system is still in place. As infection rates are very low in this parish and our precautions are of the highest standard, services have continued, albeit with modest numbers of regular worshippers.

In addition to the above major milestones in the history both of the nation and of St James' Church, the following milestones occurred in the life on the St James':

1. On 26th September, in a sparsely attended service at Exeter Cathedral, because of the pandemic restrictions, Assistant Curate Fr Steve Turner was ordained to the priesthood. On 1st October, he joyfully offered his first Mass, with 45 invited communicants at St James' Church.
2. After a period of isolation, which began on 12th August, Fr Henry took sick leave until the beginning of Advent on 29th November. Throughout this period, we were deeply indebted to Fr Martin Poolton, Fr Steve Turner, the retired clergy and the standing committee for facilitating ongoing worship and support in the parish. We are blessed both with a high calibre of leadership and with an excellent support structure of congregation members, who are the bedrock of care and encouragement to one another.
3. In the week commencing 5th October 2020, the infection rates in our statistical area (MSOA) were very high indeed. When the rate reached 1,977 per 100,000 for our parish, the Churchwardens (as the Incumbent was on sick leave) made the difficult and unprecedented decision to close the church building with immediate effect, owing to concerns about individual safety, especially since some congregation members were lax about wearing masks at all times and there was strong pressure to increase the attendance by moving from a 3-weekly to a 2-weekly rota. Nevertheless, as the Bishop was unwilling to grant a dispensation for the temporary closure of St James', a service was held only at 8.00am on 11th October. With reluctance, owing to the very high risk of viral transmission, 10.00am services were resumed on 18th October.

Finance Report

The financial results for the year to 31st December 2020 were memorable. Total receipts in the year fell by nearly £28,000 (a drop of some 20%) and total payments had to follow suit, meaning a fall of nearly £27,000. Unrestricted Funds (those that we can spend as we choose) decreased by just £12 – a spectacular feat.

With all normal hall activities suspended since 23rd March 2020, our income from that source dried up completely. Also, since Church gatherings meetings were curtailed, there was no income from weddings, baptisms, refreshments after services or plate collections. In addition, there was no summer fête and no Christmas bazaar. Income was therefore down by at least £2,500 per month (about 25%).

Cost savings were negotiated and our Parish Administrator, Sue Pinn, was furloughed for six months. Sue has since returned to work with reduced hours. We are grateful for other savings volunteered, such as costs for organists, cleaning and visiting clergy. Some small savings have, of course, occurred naturally, such as heating, lighting etc., although many of costs are fixed and inescapable.

After we realised that, without further action, our bank balance would be reduced to zero by mid-2021, and conscious that our Common Fund payments now consumed 91% of our monthly income (compared with 65% previously), we asked for help from the diocese. A discount of some £11,000 on our 2020 Common Fund payments was therefore kindly allowed.

In line with Biblical principles and our ongoing commitment, St James' once again gave away over 5% of its income to charitable causes, many of which were overseas.

Going Concern

The PCC has reviewed the budget for income and expenditure and it has considered various different outcomes for 2021. Taking into account the available reserves, the PCC is reassured about the financial stability of the parish.

Health and Safety

The year since the APCM in 2020 was very different for all of us. From a health and safety perspective, it was dominated by the introduction of COVID-safe procedures, so that activities could take place in the church building and church hall when permitted. Risk assessments were undertaken, following guidance issued by the Church of England. These were reported at PCC meetings, where health and safety is a permanent agenda item.

Numerous measures were introduced in the church and the church hall, to reduce the possibility of transmission of COVID-19. The key principles in all cases are to reduce contact. Some of the main measures implemented to minimise contact and time in the building, whilst promoting safety, are listed below:

- Keeping numbers to an appropriate level, to allow social distancing
- Reorganisation of the seating
- Removal of hymn books and kneelers
- Wearing of face masks (in place before entering the building)
- Implementation of good hand hygiene with use of hand sanitiser
- Regular cleaning of frequently touched surfaces
- Good ventilation
- Reduction of visits to the church building to essential tasks and services only
- Keeping a list of people who enter the church (for track and trace purposes)
- Appropriate use of microphones
- Introduction of a Perspex screen on the pulpit
- Provision of recorded services
- The heating system, which blows warm air, is not operated when people are in the buildings
- Addition of safety and warning signage on walls and floors

Church hall users are required to abide by our specified COVID-19 guidance. Since 23rd March 2020, the main user was Devon and Cornwall Police, for training purposes.

Safeguarding

The PCC is committed to the safeguarding of our young people and vulnerable adults and reviews its safeguarding policy annually. Details of safeguarding contacts can be found on St James' Church website and on the notice boards in the church and church hall. In July 2020 the PCC signed up to the Parish Safeguarding Dashboard, an online tool introduced by the Diocese of Exeter, which helps with the management of policies, procedures and training. A safeguarding report is submitted to each PCC meeting throughout the year, with updates on training, the action plan produced by the Parish Safeguarding Dashboard and information from the diocese.

Activities, Achievements and Performance

Details of all major activities of the various committees and groups as well as a summary of the treasurer's report are set out in the attached booklet, *St James' Church: Review of the Year 2020 – 2021*. This booklet is approved by St James' PCC as a proper report of the year.

ST JAMES' CHURCH, EXETER

Annual Report and Financial Statements of the Parochial Church Council

for the year ended 31 December 2020

Incumbent: Reverend Prebendary Henry Pryse

Assistant Priest: Reverend Martin Poolton

Curate: Reverend Steve Turner

Bankers:

NatWest, 59 High St, Exeter

CBF/CCLA, 85 Queen Victoria Street, London

Independent examiner:

Mrs. Dawn Bird, MIMA Chartered Mathematician

Website: www.stjamesexeter.org

St James' Church, Mount Pleasant Road, Exeter, EX4 7AH

Charity Commission number: 1128877

Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of: St James', Exeter **Parochial Church Council**

On accounts for the year ended: 31/12/2020 Charity Number (if applicable): 1128877

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 (~~other than that disclosed below*~~)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed: D. E. Bird Date: 18 February 2021

Name: DAWN BIRD

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

Member Institute of Mathematics and its Applications
Chartered Mathematician

Address: The Vicarage Exwick Hill
Exeter, Devon

ST. JAMES' CHURCH, EXETER

Financial statements for year ended 31 December 2020

CASH FLOW STATEMENT	2020		2019
	£	£	£
Total Receipts in year (Note 2)	112,795		136,629
Total Payments in year (Note 3)	109,500		132,213
Excess of Receipts over Payments		<u>3,295</u>	<u>4,415</u>
NatWest Bank account at 1 January		38,077	33,662
NatWest Bank account at 31 December	48,073		48,135
Cheques not presented	-6,700		-10,058
	<u>41,373</u>		<u>38,077</u>
Cash at Bank and in hand		<u>41,373</u>	<u>38,077</u>

BREAKDOWN of funds	2020	2019
	£	£
Unrestricted (includes <i>Designated</i> -see below)	33,854	33,866
Restricted Funds (see below)	<u>7,518</u>	<u>4,212</u>
Cash at Bank and in hand	<u>41,373</u>	<u>38,077</u>

UNRESTRICTED funds		
General - unrestricted funds	33,354	33,366
Designated - Bequests and Memorial donations	500	500
Total Unrestricted Funds	<u>33,854</u>	<u>33,866</u>

RESTRICTED funds :		
Common Fund Provision	4,000	0
Rector's Discretionary Fund	1,315	1,315
Flower Fund	629	543
Hall refurbishment	279	279
Organ and Fabric Fund	566	1,344
Celebrate Together	730	730
Total Restricted Funds	<u>7,518</u>	<u>4,212</u>

Income-generating Investments, including Endowment Funds :			
	Shares	2020	2019
		£	£
CBF Investment Fund Shares	18,452.23	<u>377,287</u>	<u>352,917</u>
<i>(held for PCC by Exeter Diocesan Board of Finance)</i>			
Endowment Funds			
25p Ordinary Shares Astra Zeneca Group plc	360.00	26,366	27,385
CBF Investment Fund Shares	3,666.78	74,974	70,131
M & G Charifund Units (Flower Fund)	224.00	3,075	3,720
		<u>104,415</u>	<u>101,236</u>

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2020

2) INCOMING RESOURCES

	2020			2019
	Unrestricted	Restricted	TOTAL	
	funds	funds		£
	£	£	£	£
RECEIPTS - UNRESTRICTED				
<u>Incoming resources from donors</u>				
Stewardship and Collections	65,089			74,861
Income Tax recovered	13,782			16,500
Sundry donations for general purposes	2,168			2,653
Sundry donations for specified purposes	0			510
Designated - Bequests and Memorial donations	0			0
	81,039		81,039	94,524
<u>Other voluntary incoming resources</u>				
Fundraising and social events income	0		0	2,873
<u>Income from investments</u>				
Dividends from investments	13,472		13,472	13,112
<u>Income from activities</u>				
Hall receipts	8,722			15,997
Funerals, marriages - PCC fees	1,424			1,828
Retreats	0			222
Magazine	995			1,020
Luncheon Club	428			2,798
Church hire, coffee, etc	524			1,460
	12,094		12,094	23,325
Total Receipts - UNRESTRICTED	106,604		106,604	133,834
NON-CASH MOVEMENT - RESTRICTED				
Common Fund Discount		4,000	4,000	0
RECEIPTS - RESTRICTED				
<u>Incoming resources from donors</u>				
Donations - Equipment and vestments		1,966		2,204
Celebrate Together		0		250
		1,966	1,966	2,454
<u>Income from investments</u>				
Flower Fund - Dividend income & receipts		225	225	341
Total Receipts - RESTRICTED		2,191	2,191	2,795
TOTAL RECEIPTS	106,604	6,191	112,795	136,629

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2020

3) OUTGOINGS - Resources expended

	2020			2019
	Unrestricted	Restricted	TOTAL	
	funds	funds	£	£
	£	£	£	£
PAYMENTS - UNRESTRICTED				
<u>Activities directly relating to the work of the Church:</u>				
Ministry:- Common Fund - Diocese of Exeter	68,046			80,298
Clergy expenses (incl. visiting Priests)	2,947			4,454
Secretarial and Parish Office (nett)	5,384			9,324
Church running expenses (including insurance)	5,896			5,786
Church and Office fabric (including Quinquennial)	720			1,637
Maintenance of Church buildings	3,682			2,066
Organist and music	1,156			3,145
Altar requisites	548			1,902
Retreats	0			212
Magazine expenses	1,215			1,140
Luncheon Club and others	0			953
Children & Messy church expenses	0			241
Insurance claims	100			0
	89,693		89,693	111,159
<u>Hall</u> - running expenses	5,591		5,591	6,905
<u>Hall</u> - emergency lights et al.	0		0	3,312
<u>Fundraising expenses</u>	26		26	452
<u>Giving to Charities</u> , missions etc. (Note 4)	7,305		7,305	7,530
Total Payments - UNRESTRICTED	102,615		102,615	129,357
NON-CASH MOVEMENT - UNRESTRICTED	4,000		4,000	0
Common Fund Discount				
PAYMENTS - RESTRICTED				
Church - appeal funded equipment and cleaning		1,845		1,166
Donations - vestments		900		0
Celebrate Together		0		212
		2,745	2,745	1,378
Flower Fund		140	140	1,478
Total Payments - RESTRICTED		2,885	2,885	2,856
TOTAL PAYMENTS	106,615	2,885	109,500	132,213

ST. JAMES' CHURCH, EXETER

Notes to Financial statements for year ended 31 December 2020

4) GIVING TO CHARITIES, MISSIONS, etc.

<u>Giving through St James</u>	Special Appeals and Donations	PCC Donations	
<u>Overseas</u>			
USPG	450	1,000	
Tearfund		1,000	
Diocese of Melanesia		1,000	
St Peters Malawi Education Trust		1,000	
<u>UK based</u>			
Mothers' Union		540	
Balloons		540	
Hospiscare		540	
The Compassionate Friends		540	
ICE (<i>Initiative in Christian Education</i>)		540	
Traidcraft		100	
Christians Together		35	
Devon Historic Churches		20	
TOTALS	450	6,855	7,305
<i>(Figures for 2019)</i>	<i>510</i>	<i>7,020</i>	<i>7,530</i>

ST. JAMES' CHURCH, EXETER

Notes to the Financial Statements for the Year Ended 31st December 2020

1. Accounting Policies

The Financial Statements have been prepared in accordance with the Charities Act 2011 and the Statement of Recommended Practice, on the Receipts and Payments basis.

2. Analysis of Fund Movements for the Year

- i. UNRESTRICTED FUNDS may be used by the PCC for any of its ordinary purposes. The PCC has chosen to set aside bequests and memorial donations to be used for fitting future projects or commitments. There is therefore a DESIGNATED fund that remains part of the unrestricted funds. Movements in the funds are shown in the cash flow statement.
- ii. RESTRICTED FUNDS represent income which may be spent only on the specific purpose for which they were given or for which they were invited. Any balance remaining unspent is carried forward as a balance on that fund and may not be absorbed into general funds.
- iii. ENDOWMENT FUNDS are funds whose capital must be maintained: only income arising from the investment of the endowment may be used, either as restricted or as unrestricted funds depending upon the purpose for which the endowment was established.

3. Investments

Quoted investments are valued at bid-market prices at 31st December. Apart from bank balances, there are no other investment assets.

4. Assets and Liabilities

- i. The church and grounds as well as the Rectory and the curate's house are vested in the Representative Body of the Church of England and are not parish assets.
- ii. Moveable church contents (plate, furniture etc.) are inalienable property and require a faculty for disposal. They are recorded in the Church Terrier log. Many are historic and no reliable cost basis exists for them; they are neither recognised nor listed in the Statement of Assets and Liabilities below.
- iii. Other assets and property, which are retained for or occupied for Church purposes and which are not investment assets, are listed below in the Statement of Assets and Liabilities as non-monetary assets.

5. Statement of Assets and Liabilities

ASSETS

Hall: The building, kitchen equipment, cooker, fridge/freezer, water heater, cupboards, chairs, tables, stage curtains, heaters, fire guards and copper piping.

Grounds: Lawnmower, shed, cycle rack, notice boards.

Parish Office: PC, software, photocopier and office equipment.

Church: Organ, silverware, vestments, altar frontals, statues, pictures, Clavinova, CCTV equipment, loop system, PA equipment, Optoma projector and screens, heaters, guards and copper piping.

DEBTORS

HMRC December 2020 claim received in January 2021: £983.99 (December 2019: £1,886.74 - received in January 2020)

LIABILITIES

There were no liabilities at the year end.

Accounts Report 2020 - from the Finance Team

Our financial results for the year to 31st December 2020 have been memorable. Our total receipts in the year have fallen by nearly £24,000 (a drop of some 17.5%), and our total payments have had to follow suit falling by nearly £23,000. Our Unrestricted Funds (being those that we can spend as we choose) have decreased by just £12 – a spectacular feat.

With all the normal hall activities suspended since 23rd March 2020, our income from that source dried up completely. Also, church meetings have been curtailed; hence there has been no money from weddings, baptisms, coffee after church as well as limited plate collections. Also of course, no summer fete and no Christmas bazaar. Our income has been down by at least £2,500 per month as a result (about 25% down).

Cost savings were negotiated; these included our Parish administrator, Sue Pinn, being furloughed for six months (now on reduced hours). We are grateful for other savings which have been volunteered such as with the organists, cleaning and visiting clergy. Of course there are some small savings that have occurred naturally such as heating, lighting etc., but many of our costs are fixed and inescapable.

Realising that our bank balance would be reduced to zero by mid-2021 if nothing was done, and conscious that our Common Fund Payments now consumed 91% of our monthly income (previously 65%), we asked for help from the Diocese. They kindly allowed a discount of some £11,000 on our 2020 Common Fund payments.

We have again given away in excess of 5% of our income to charitable causes, mainly overseas. The PCC now has a formulated decision-making process for charitable giving, and we are grateful to Tim Bayton for the help he has given to PCC in drawing up these guidelines.

More recently we have been fortunate that the Devon and Cornwall Police have been renting our hall for training purposes, providing us with an income while lockdown and other restrictions are preventing it from being used otherwise.

The continued coronavirus COVID-19 turbulence and disruptions promise to make 2021 another interesting year for our finances as we strive to remain financially healthy.

We are truly grateful for all the continued generosity and faithful support which has been given to St James' Church during this challenging period.

Rachel Martindill

Nigel Ridgway

Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of: St James', Exeter **Parochial Church Council**
On accounts for the year ended: 31/12/2020 Charity Number (if applicable): 1128877

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 (~~other than that disclosed below~~*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed: D. E. Bird Date: 18 February 2021

Name: DAWN BIRD

Relevant professional qualification(s) or body (if any): Member Institute of Mathematics and its Applications
Chartered Mathematician

Address: The Vicarage Exwick Hill
Exeter, Devon