

**The Parochial Church Council  
of the Ecclesiastical Parish of St Peter's with  
St Mark's Hospital Church**

**Report and Financial  
Statements  
31 December 2021**

**Registered with the Charity Commission 1128896**

# **The Parochial Church Council of the Ecclesiastical Parish of St Peter's with St Mark's Church, Maidenhead**

Registered Charity no. 1128896

## **Financial Report and Statements for the year ended 2021**

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# **2021 Report and Accounts for the Parochial Church Council of St Peter's with St Mark's Hospital Church, Furze Platt, Maidenhead**

## **1. Administrative Information**

St Peter's Church is situated in St Peter's Road, Furze Platt, Maidenhead. It is part of the Diocese of Oxford within the Church of England. The correspondence address is the Parish Office, St Peter's Church, St Peter's Road, Maidenhead, Berkshire, SL6 7QU. The Parochial Church Council (PCC) is registered with the Charity Commission, registration no. 1128896.

The PCC also has responsibility for St Mark's Hospital Church, which is part of the site of St Mark's Hospital, our local community hospital. The incumbent also acts as the Hospital Chaplain. St Mark's Hospital Church building is owned and maintained by the NHS, although St Mark's congregation have been permitted to improve the building from their own funds.

The PCC is also responsible, via the administrative trustees, namely the Vicar and Churchwardens, for the maintenance of the Furze Platt War Memorial Hall, Furze Platt Road, Maidenhead. This hall is let to a wide variety of community groups.

## **2. Structure, Governance and Management**

The PCC has been formed under the Parochial Church Council (Powers) Measure 1956. The method of appointment of PCC members is set out in the Church Representation Rules. The clergy, Churchwardens and the Treasurer are members by virtue of their office. Churchwardens are elected annually at the Annual Meeting of Parishioners. Deanery Synod representatives are elected by the Annual Parochial Church Meeting (APCM) and hold office for three years. Other members of the PCC are elected for a term of 3 years at the APCM. All Church attenders are encouraged to register on the electoral roll and to consider whether to stand for election to the PCC. PCC members automatically became trustees of the charity.

## **3. Membership of the PCC**

The Membership of the PCC as of 31<sup>st</sup> December 2021 is shown below:

### Ex Officio:

David Short	(Vicar)
Joanna Ellington	(Assistant Minister)
Carol Cooper	(Curate)
Franzi Cheeseman	(Churchwarden)
Ian Knight	(Churchwarden)

### Elected to PCC:

Tony Bronnimann	(elected 2019-2022) (Retired Sep 2021)
Julie Hopkins	(elected 2019-2022)
David Robinson	(elected 2019-2022)
Jess Smith	(elected 2019-2022)
Alan Berry	(elected 2020-2023, PCC Treasurer)
Abi Griffiths Price	(elected 2020-2023)
Anna Holloway	(elected 2020-2023)
Richard Thorogood	(elected 2020-2023)
Lucy Bellinger	(elected 2021-2024)
Howard Goldsmith	(elected 2021-2024, PCC Vice Chair)
Alan Jell	(elected 2021-2024)
Jeremy Stevens	(elected 2021-2024)

### In Attendance:

Ruth Flynn	(PCC Minute Secretary)
Sandy Young	(PCC Secretary)

#### **4. Deanery Synod**

The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church. As at 31 Dec 2021 seven members of the PCC were also members of the Deanery Synod: David Short, Joanna Ellington, Carol Cooper, Alan Berry, Abi Griffiths Price, Anna Holloway and Richard Thorogood. In 2021 there were 3 meetings. In addition to acting as a conduit for General Synod, the Deanery Synod covered presentations on subjects such as Mission & Young People; Race & Faith; and the Deanery Mission Action Plan.

#### **5. Organisation and Structure**

For the PCC to work to enable the mission and ministry of St Peter's and St Mark's as well as exercise the function of trusteeship for the Church, each member of the PCC will normally be part of at least one sub-group; others not on the PCC can be invited onto these sub-groups. Each sub-group regularly reports to the PCC.

*Standing Committee* - This committee consists of the Vicar, the two Churchwardens, the Treasurer, the PCC Secretary and the PCC Vice Chair. They have power to transact the business of the PCC between PCC meetings, reporting to the full PCC as appropriate.

*Finance Committee* – The Finance Committee consists of the Treasurer and 3 other people, including at least one member of the PCC. This committee meets as required and is responsible to the PCC for inspecting financial reports including year-end accounts before external inspection; developing and agreeing financial policies and processes; advising on the management of investments; and advising on financial risk.

*Mission Action Group* - looks to develop mission partnership at home and abroad and recommends the amounts to give to various mission partners. On 31<sup>st</sup> December 2021 the mission partners were:

*Overseas*: Street Kids Direct Guatemala and Open Doors.

*At home*: Recharge R&R, Christian Connections in Schools (CCiS) and Yeldall Manor.

*Building Action Group (BAG)* - attends to all matters relating to the normal maintenance of the buildings and grounds in which St Peter's and St Mark's Church has an interest. The group consists of members of the congregation with relevant skills.

*Off-Site Event Approval Group (OSAG)* – The group consists of a Churchwarden, the Safeguarding Officer, and the Children's Minister. It reviews and approves off-site events involving children and vulnerable adults, ensuring that safety and safeguarding risks are addressed in line with the church's safeguarding, health and safety and insurance policies. This group reports back to the PCC at each PCC meeting regarding any events that have been approved.

*St Mark's Committee* – The committee consists of the Vicar, the Treasurer, and up to 6 elected members. The committee meets up to three times a year and considers worship, mission, pastoral care, management and administrative matters, which relate specifically to St Mark's congregation.

#### **6. Objectives and Activities**

St Peter's with St Mark's Church Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend David Short, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Following extensive consultation with members of the parish the PCC has agreed that the priorities for St Peter's and St Mark's are to develop our ministry in the areas of Worship, Discipleship, Community, Mission and the Younger Generation and to nurture the values of Compassion, Creativity, Generosity and Joy. Our vision is to LOVE JESUS, SHARE LIVES & TRANSFORM COMMUNITIES.

The PCC is committed to enabling as many people as possible to worship at our two churches and to become part of our parish community. Our services and worship put faith into practice through prayer and scripture, worship and sacrament. When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Mission and outreach work, especially with children and young people, disadvantaged and vulnerable families, and vulnerable and sometimes socially isolated older people.

To facilitate this work, it is important that we maintain the fabric of St Peter's Church and the Church Centre.

The Church aims to give to other organisations involved in mission in the UK and overseas, or involved in humanitarian relief and development work, 10% of its regular income each year. Giving is prayerfully considered by the Mission Action Group, which makes recommendations to the PCC.

To help it achieve its objectives the PCC employs on a full-time basis:

*Children's Minister (Emma Olorenshaw)*, reporting to the Vicar, to connect more children and families to faith in Jesus through missional outreach; to deepen and develop the spiritual life of the children; and to equip and encourage families to raise their children as life-long followers of Jesus.

On a part-time basis:

*Church Centre Manager (Sandy Young)*, reporting to the Vicar, to manage the St Peter's Church Centre complex, provide a welcome to the building and to run the office.

*Finance Manager (Hazel Cronbach)*, reporting to the Treasurer, to maintain the Church books and to look after day-to-day financial matters. This position was retired at the end of April 2021.

*Administrator (Kira Holland)*, reporting to the Vicar to provide administrative support to the Vicar.

*Contract cleaning services* are supervised by the Church Centre Manager (Sandy Young) and the St Mark's Committee.

**Safeguarding:** The Church has applied the required safer recruitment guidelines when new volunteers, who will work with children, young people and vulnerable adults, have been appointed. Leaders and helpers working with children, young people and vulnerable adults or involved in administration and governance of the Church continue to be checked with the Disclosure and Barring Service; long-standing group leaders and helpers have been re-checked when required.

The training of volunteers in new diocesan safeguarding training modules that are appropriate to their roles has continued.

The parish safeguarding policy was reviewed and approved by the PCC in May. The PCC also reviewed and approved the annual "Promoting a Safer Church" action plan.

The Off-Site Activity Approval Group (OSAG) continues to review all off-site activity planning documents and risk assessments involving vulnerable persons. The OSAG approve the majority of these activities on the PCC's behalf, although higher risk activities are still taken to the full PCC for final approval.

Following PCC approval, Sandy Young and Emma Olorenshaw were appointed as DBS Verifiers to assist Lesley Haldane in her ongoing role as DBS Administrator/Recruiter. Lucy Bellinger continues in the role of Parish Safeguarding Officer (PSO).

***A huge thank you to all our volunteers. The church relies on the voluntary work of many people within the church and the PCC very much appreciates their service to the church and the local community.***

## **7. PCC Review of the Year 2021**

The PCC met 7 times in 2021. Over the year the PCC discussed many topics, significant among them:

January 2021 Extraordinary Meeting – This meeting was held via Zoom to approve the Younger Generation Resourcing Hub Development Fund application.

January 2021 – Held via Zoom, at this meeting the annual report and accounts for 2020 were discussed and submitted for Independent Examination. The reserves policy was reviewed and agreed. A new optional PCC fee for online streaming and recording of wedding & funeral services was approved. Grants to mission partners for the 2020 mission tithe, based upon recommendations from the Mission Action Group, were approved. The list of those authorised to administer Holy Communion was agreed.

March 2021 – Held via Zoom, a change to the working name of our registered charity with the Charity Commission was approved. Plans for re-opening and resuming in-person services, post Covid lockdown, were discussed. The audited accounts were approved for submission to the APCM and legacy, purchasing and authorisation policies were also approved. Pay rises for church staff, in line with indices published by the Office for National Statistics, were approved. A new Mission Action Group partners policy was approved and the 2021 mission partners were agreed. The meeting also approved the deputy wardens, stewards and sidespeople for 2021. Ian Cheeseman, Tony May and Tim Stone were thanked for their work on the PCC, as they would be standing down at the APCM. Lucy Bellingher agreed to stand for re-election and continue as Parish Safeguarding Officer.

May 2021 - Held via Zoom, this meeting elected the officers for this PCC and agreed those attending in a non-voting capacity and membership of the Standing Committee. The annual safeguarding review took place and the safeguarding policy and improvement plan were approved. An update to the data privacy policy, relating to livestreaming of services, was approved. Progress on the development fund application was discussed and it was agreed to submit a proposal for a Youth Minister, subject to positive development fund feedback.

July 2021 - Held via Zoom, this meeting discussed our vision for ministry with the younger generation and approved the recruitment of a part-time Youth Minister to start in September. Progress with the branding project was discussed. Following a risk management discussion, the meeting agreed that the Standing Committee should investigate and implement the best way forward to improve security and reduce anti-social behaviour at the church centre. Increases in room hire charges, effective 1<sup>st</sup> September, were approved. The use of individual cups for the administration of communion wine was approved. The meeting agreed that in-person meetings would resume from September.

September 2021 – Changes to bank account names, signatories and trustees were approved. The proposed parish share deanery formula and implementation plan was discussed and deanery feedback agreed. The annual health and safety review took place and the updated health and safety policy and improvement plan were approved. Plans for the continued opening up following Covid restrictions were presented. Tony Bronnimann, who had resigned from the PCC due to ill health, was thanked for his contribution.

November 2021 - The draft budget for 2022 was approved, including the Parish Share, a housing allowance to be paid from 2022 onwards, and to allow for the recruitment of a full-time youth worker for a three year period. Two new restricted funds ('Love Your Neighbour' and younger generation) were approved. Proposed increases in parochial fees for weddings and funerals, including a new optional charge for church heating over the winter months, were agreed. The meeting ratified the decision made by Standing Committee to approve two additional DBS verifiers. It was agreed to apply for membership of the Evangelical Alliance.

## **8. Services and Worship**

The number of names on the electoral roll as of May 2021 was 167 (2020: 175), 56% of whom live within the Parish, 44% outside the Parish. Adrian Young continues as Electoral Roll Officer.

2021 was a year during which we continued to be affected by the Covid19 pandemic, which restricted in law, at various times, our ability to host in-person services in our two churches.

As we entered a third national lockdown at the beginning of January, all in-person services were halted, with the exception of funerals, in line with government guidance. Our weekly pre-recorded online service for worshippers from both our churches, Church at Home, continued to be broadcast live at 10am on Sunday mornings and was made available for catching up later on our YouTube channel. Online Children's Church continued via Zoom for families to join in with before the 10am service.

From mid-March our weekly online services were recorded from St Peter's Church building.

At the end of March the 'Stay at Home' rule ended and we were able to offer an in-person traditional morning prayer service at St Mark's Church on Good Friday, in addition to an online 'Looking to the Cross' Good Friday service of music and meditation. On Easter Sunday there was an in-person Holy Communion service at St Mark's and an online All Age Celebration service from St Peter's.

As we moved to Step 2 of the government's roadmap out of lockdown in early April, we began to livestream our Church at Home services from St Peter's without a congregation in attendance. At the end of April Church at Home was replaced with Church Together, a weekly in-person service at St Peter's Church, which was livestreamed and subsequently made available on our YouTube channel. A Children's Church group met in-person during this service. Monthly in person Holy Communion services resumed at St Mark's Church.

With all restrictions having been eased in July at Step 4 of the government's roadmap, our regular meetings for youth restarted in September.

In November a new fortnightly Midweek Service was started at St Peter's Church, alternating between Holy Communion and Morning Prayer.

Despite the re-introduction of some Covid measures in December, as part of the government's Plan B, a number of in-person services at both churches were able to take place over the Christmas period with a selection livestreamed and available on our YouTube channel.

The monthly 11am service at St Mark's Church is a traditional Anglican service of Holy Communion based on Common Worship. The St Mark's congregation, which we would describe as welcoming and caring, is mainly from an older demographic.

At the St Peter's weekly 10am service, THE TEN O'CLOCK, we worship together as a whole church family at the beginning of the service, before the children and young people move to their groups. Our sung worship is in a contemporary style, with song words, liturgy and readings projected, and large print booklets available for those who need them. The service is livestreamed and remains available on our YouTube channel. An unsupervised creche is available with a live link to the service. Refreshments are served afterwards. All are welcome, with space for all ages from families with young children to seniors.

## **9. Achievements and Performance**

The Covid-19 pandemic continued to affect both our ability to hold in-person services and attendance at them. The provision of weekly online services has continued throughout the year, providing an opportunity for worship and connection for our parishioners and church friends.

Please note that online service counts are the number of views within a week of broadcast, not the number of individuals who have watched them.

## Church Service Attendance 2022

During October (taken to represent a typical month statistically) in-person services were taking place weekly at St Peter's and monthly at St Mark's. The St Peter's services were livestreamed online and available for catch-up at another time.

### St Peter's in-person & online

3 <sup>rd</sup> October	74 adults	14 children	19 views
10 <sup>th</sup> October	95 adults	13 children	13 views
17 <sup>th</sup> October	64 adults	12 children	39 views
24 <sup>th</sup> October	55 adults	8 children	16 views

St Mark's in-person (one service)	
20 adults	0 children

### Easter Day:

Online All Age Celebration Service	118 views	
In-person Holy Communion Service at St Mark's	28 adults	0 children

### Christmas Services

St Peter's in-person services (4, of which 2 were livestreamed)	175 adults	16 children	76 views
St Mark's in-person services (2)	50 adults	2 children	

## 10. Review of Activities and Events

All our activities and events have continued to be affected by the pandemic this year. However, due to the vision, creativity, flexibility and determination of those involved our mission and ministry continues to flourish. Here is a short summary of what groups have been up to. Our huge thanks go to everyone involved in leading these activities and events.

**Connect Groups** have moved from meeting on Zoom to in-person and back to Zoom as government guidance changed throughout the year. Having got used to meeting weekly on Zoom, some groups have started attending the monthly Encounter prayer meeting together and meeting weekly in-person for the other three weeks. Some groups have continued to meet fortnightly. During the year we took part in the Big Church Lent Read (Living His Story by Hannah Steele) via Zoom and ran online sessions based on the book *We Need To Talk About Race* by Ben Lindsay. Connect Groups met in online break-out rooms for discussion during these sessions. At other times, groups chose their own study material to follow. Thank you to everyone involved in Connect Groups, for making them such an essential space for our pastoral care.

**Children's Ministry** over the last year has continued to evolve and develop in light of Covid-19 restrictions and the needs of our families. From January to April we continued to run our online 'Children's Church' sessions over Zoom for families to join in with before the 10am service. From April to September we began to meet again in person with one Children's Church group taking place for everyone aged 0-13 during the service. At the time, children were required to be in family bubbles and to socially distance from leaders, so this was the best approach to take. Over the summer we did a mixture of All-Age services and children's groups. During this time the average attendance was between 4 and 9 children a week. From September we re-started our three Sunday age groups and with the lifting of restrictions saw a slight increase in the numbers attending with 4-14 children attending each week. In June we ran the Parenting for Faith course to equip parents and carers to help their children find God in everyday life.

**St Peter's Toddlers** restarted in July 2021 to great success. Starting small with only a handful of families, the group rapidly grew over a short space of time. During that period we saw weekly attendance of between 3 and 21 adults each week, adults usually bringing between 1 and 3 children each. Throughout



this time the group sign up was limited to 20 adults each week and towards the end of 2021 we were regularly filling this.

**Schools Ministry** continued across the parish. Our usual Easter Cracked presentations were unable to take place, however we were able to deliver an alternative virtual session for Courthouse Junior School. Christmas Unwrapped was delivered in person at the church for pupils from both Courthouse Junior and Furze Platt Junior Schools. We also ran an in-person harvest celebration assembly and an interactive Christmas Session via Zoom, for Furze Platt Infant School. Throughout the year weekly assemblies were delivered to Furze Platt Junior School, initially via videos and Zoom and then in person from September. We were also able to support Little Fishes Pre-School with their harvest and Christmas celebrations.

**Schools Chaplaincy.** In September 2021, after discussions with the schools, churches in the deanery and Oxford diocese, Jo Ellington began working as a Chaplain in Altwood C of E Secondary School and Cookham Dean C of E Primary School. It has been a rewarding and challenging term getting to know the school staff and pupils in these difficult COVID times. The chaplaincy provides a source of pastoral support, a link with the church, and support for pupils' outreach projects in the community. Particular highlights have been working with pupils at Cookham Dean to launch a prayer wall, which has been used to encourage reflection and thankfulness, and seeing the chapel at Altwood become a warm place of Christian welcome.

**Prayer Meetings.** Our monthly evening Encounter prayer meetings initially met online via Zoom, but returned to in-person from September. The evenings typically brought together around 17 people to pray for mission and ministry, the wider world and our mission partners. Throughout the year we were delighted to have been joined by some of our local and international mission partners, both online and in person.

St Peter's Church was opened on two occasions for individual private prayer following the death of HRH The Duke of Edinburgh.

**Prayer Weeks.** Three prayer weeks have been held during the year. The January prayer week was held online with a virtual prayer room and supporting resources made available via our website. The May and October weeks took place with a prayer room set up at St Peter's Church. All were well supported.

**The Listening Space.** Launched at St Mark's Church in November, this was a place of quiet, open every Monday lunchtime, with space for private prayer and people on hand to talk to or to pray with.

**Alpha** continued this year as a course for enquirers. In the spring we ran Alpha online. We love to see people coming to faith and God at work in people's lives.

**Community Lunch.** Starting in October, our Community Lunch has provided a space for fellowship and friendship for anyone within the local community and our church family. This weekly lunch has been particularly popular with those previously served by our Lunch Club and Community Café. It also follows on from the fortnightly midweek services begun in November.

**Youth Ministry. Wednesday Night Live (WNL)** continued to take place fortnightly throughout 2021. From January to April the sessions took place online, before moving to local parks in the summer term, as restrictions lifted, with 6-12 children attending each session. In September the decision was taken to re-start **Older Youth** as many of our WNL children were now in Yr 9+ so this re-started on Sunday evenings from September. This meets alternate weeks with between 4 and 10 attending each week. Wednesday Night Live moved back to a Wednesday and a new group of year 6s joined. This group continues to meet fortnightly with 8 children attending most weeks.

**St Mark's Hospital and Care Home** – As Vicar, David also holds the office of Chaplain to St Mark's Hospital. Covid restrictions have meant that we have not been able to resume midweek services and access to the hospital and care home has been limited, however David and our pastoral team have been able to visit the care home by invitation to provide pastoral and spiritual support to the residents.

**'Sharing Lives' events.** As in-person social events were limited by Covid restrictions, we held two Big Church Coffee Mornings via Zoom after the online service broadcast. Later in the year, as restrictions eased, we held two outdoor family picnics and a family breakfast at St Peter's.

**UKHK Network.** In April we joined the UKHK Church Network to equip our church to welcome newly-arrived Hong Kongers to the area. In October we hosted our local Hong Kong Welcome Group and, following this, their Christmas gathering in December, at which the possibility of a Chinese language Alpha course was promoted.

**Love Christmas.** In the run up to Christmas, St Peter's was the Maidenhead hub for the Love Christmas appeal, enabling us to team up with other churches across the town to give away even more 'bags of kindness' this year. As a result, we were able to distribute over 1150 bags, containing a range of food items and treats, to people across the town who were facing a difficult Christmas. These were warmly welcomed by those who received them and created real impact for Christ across the town. Thank you to the team involved in organising this project.

**Food Bank.** Although the weekly distribution of food bags from St Peter's was paused towards the end of the year, Maidenhead Foodshare was the focus for our harvest collections and our link remains.

**Church Centre Utilisation.** The Church Centre continues to provide excellent facilities for community-based organisations and activities. Usage has again been limited this year by COVID-19 restrictions, but when permitted has hosted a toddler group, community lunch and youth activities. When available, the centre has been used for a before school breakfast club, art classes, musical theatre-based sound and movement sessions for babies and toddlers, educational and movement therapy for children with complex needs, exercise/pilates classes and as a polling station. The Centre has also been used for counselling sessions and training courses/events. Additionally, community groups continue to use the venue for meetings and presentations. It remains a popular venue for social events and children's parties.

## **11. Report on the Fabric, Goods and Ornaments**

### **St Peter's Church and Church Centre.**

#### **Significant Repairs – As identified in the Quinquennial report**

The long running work to repair the window on the north side of the church, which had been impacted by historical settlement of the church's north wall, was completed in the first quarter of 2021. This project, which was undertaken by specialist contractors managed by Howard Goldsmith, was mainly funded by grants from both the National Churches Trust and the Archdeacon of Berkshire. Many thanks to Howard for overseeing this.

#### **Covid Response – Service Broadcasting**

The work commenced by Mike Weatherley and Alan Berry in 2020 to install live streaming facilities in St Peter's came to fruition early in 2021 with the weekly St Peter's 10am service being broadcast live on YouTube. This has proved beneficial in terms of both allowing members to view services from home and in improving visibility for those attending services in person. Additionally, the creche room has been equipped with a screen that allows people supervising young children in this breakout space to follow the service. We have also been able to offer live remote viewing for funerals. The installation and operation of this broadcasting facility has only been made possible by Mike and Alan's initial work and then by the faithful service of a broader technical team, who have ensured that services have been reliably available online. Many thanks to all those who continue to serve to make this possible.

#### **Maintenance and Small Improvements**

A troublesome roof leak remains to be fixed in the Church Centre with inspection hatches having been fitted to aid diagnosis. However, Covid has reduced opportunities to use the new hatches when the intermittent leak has raised its head. We hope to be able to identify and fix the problem in the coming year utilising the initial building contractor to effect warranty repairs.

The green safe at the entrance to St Peter's Church has finally been returned to the parish office allowing us to tidy the entrance area from the Church Centre into the church. Further plans to install a monitor at elevated level to replace the trolley mounted TV used in services to increase visibility in the north aisle will be progressed in the future to further improve accessibility and first impressions.

### **Church Garden and Car Park**

The boundary wall between our neighbours, Custom Windows, and the church garden was reported as being structurally unsafe in June. Consequently, we have been forced to restrict access in the environs of the affected wall, which has resulted in the loss of the church car parking area.

Discussions with Custom Windows and their landlord are on-going to resolve the issue with structural engineers and the church insurance company. We are frustrated by the time needed to resolve the problem, which is complicated by there being three parties involved and the need to diagnose why the wall has failed. Many thanks to the garden work party that have largely cleared the ivy and other plants from this boundary wall.

### **St Mark's Church**

This building is owned and maintained by the NHS, which has the benefit of removing several responsibilities from the PCC, and the disadvantage of having to accept NHS timescales when we would like to see work progressed.

The NHS have been actioning several needed repairs and improvements to St Mark's with Duncan Hopkins liaising with NHS staff to potentially progress the development of plans to provide additional welfare facilities in the church.

## **12. Financial Review of the Year**

Total funds received in 2021 were £195,494 of which £181,358 were unrestricted, £11,962 were restricted and £2,174 were St Mark's. Income from Church Activities increased by £3,121 between 2020 and 2021. The increase in total funds received between 2020 and 2021 was £12,486.

Total expenditure in 2021 was £201,438; an increase of £11,511. The increase included spending on the larger scope of the Love Your Neighbour/Love Christmas project and the specialist repair to a window in the nave of St Peters Church. Expenditure on cleaning, energy, and church activities would have been higher had buildings been able to remain open.

The net movement in unrestricted funds was a decrease of £4,653 during the year: the total fund balances increased by £2,226.

### **Reserves Policy**

The PCC policy is to hold in reserve the equivalent of a step reduction in income of 20% for 6 months and to cover any contractual obligations whilst action is taken to reduce outgoings and appeals are made for increasing voluntary income. It is also our policy to hold an amount to meet urgent and unexpected building works and to fund essential building improvements. The current level of reserves is higher than that required by the Reserves Policy. The PCC has plans to use reserves for funding mission and ministry projects over the time period 2022 to 2026.

### **Going Concern**

The Trustees have considered the financial position at the year end and consider that the financial statements should be prepared on a going concern basis.

**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF  
ST PETER'S WITH ST MARK'S CHURCH**

I report on the accounts of the PCC for the year ended 31 December 2021 which are set out on the following pages.

**Respective responsibilities of the PCC and examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



Charweevan Williams FCCA  
Verdant Accountants  
167 Clarence Avenue  
New Malden  
KT3 3TX

28.02.2022 (Date)

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted Funds £	Designated St Mark's Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOMING RESOURCES</b>						
Voluntary Income	2(a)	161,437	1,728	6,213	169,378	157,387
Activities for generating funds	2(b)	-	-	-	-	2,403
Income from Investments	2(c)	2,039	343	-	2,382	2,606
Church Activities	2(d)	17,882	103	5,749	23,733	20,612
<b>TOTAL INCOMING RESOURCES</b>		<b>181,358</b>	<b>2,174</b>	<b>11,962</b>	<b>195,494</b>	<b>183,008</b>
<b>RESOURCES USED</b>						
Church Activities	3(a)	169,777	3,576	11,737	185,090	174,393
Grants payable	3(b)	15,684	114	-	15,798	14,984
Governance costs	3(c)	550	-	-	550	550
<b>TOTAL RESOURCES EXPENDED</b>		<b>186,011</b>	<b>3,690</b>	<b>11,737</b>	<b>201,438</b>	<b>189,927</b>
<b>NET INCOMING RESOURCES/ (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS &amp; LOSSES</b>		(4,653)	(1,516)	225	(5,944)	(6,919)
<b>GAINS AND LOSSES ON INVESTMENTS</b>						
Unrealised	4(b)	-	-	8,170	8,170	3,740
<b>NET INCOMING RESOURCES/(EXPENDITURE)</b>		(4,653)	(1,516)	8,395	2,226	(3,179)
<b>NET MOVEMENT IN FUNDS</b>		(4,653)	(1,516)	8,395	2,226	(3,179)
Balances brought forward at 1st January 2021		111,327	63,813	82,643	257,783	260,962
Balances carried forward at 31st December 2021		<b>106,674</b>	<b>62,297</b>	<b>91,038</b>	<b>260,009</b>	<b>257,783</b>

The Notes on pages 15 to 24 form part of these financial statements


**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**BALANCE SHEET**

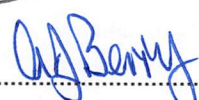
**AS AT 31 DECEMBER 2021**

	Notes	<b><u>2021</u></b>		<b><u>2020</u></b>	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible	4(a)	4,693		6,889	
Investment	4(b)	78,942		70,772	
		<hr/> 83,635		<hr/> 77,661	
<b>CURRENT ASSETS</b>					
Debtors	5	10,870		11,586	
Cash at bank and in hand		183,624		186,251	
		<hr/> 194,494		<hr/> 197,837	
<b>CURRENT LIABILITIES</b>					
Creditors falling due within one year	6	18,120		17,715	
		<hr/>		<hr/>	
<b>NET CURRENT ASSETS</b>			<hr/> 176,374		<hr/> 180,122
<b>TOTAL NET ASSETS</b>			<hr/> <b>260,009</b> <hr/>		<hr/> <b>257,783</b> <hr/>
<b>PARISH FUNDS</b>					
Unrestricted	7(a)	106,674		111,327	
Designated	7(b)	62,297		63,813	
Restricted	7(c)	91,038		82,643	
		<hr/> <b>260,009</b> <hr/>		<hr/> <b>257,783</b> <hr/>	

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

.....  .....

D K Short Vicar

.....  .....

A J Berry Treasurer

..... 25/02/2022 .....

(Date)

**The Notes on pages 15 to 24 form part of these financial statements**

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the Statement of Recommended Practice "Accounting and Reporting by Charities FRS102" 2015, and applicable Accounting Standards.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

**FUNDS**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds represent donations and grants and the income thereon received for a specific objective or invited by the PCC for a specific objective. The funds may only be expended on the specific objective for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Endowment funds are funds the capital of which must be maintained. Only income arising from the investment of the endowment may be used either as restricted or unrestricted funds depending on the purpose for which the endowment was established.

**INCOMING RESOURCES**

**Voluntary income and capital sources**

- Collections are recognised when received by or on behalf of the PCC.
- Planned giving receivable under covenant is recognised only when received.
- Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.
- Funds raised by fetes and similar events are accounted for gross.
- Sales of books and magazines from the Church bookstalls are accounted for gross.

**Income from investments**

- Dividends and interest are accounted for when receivable.
- Tax recoverable on such income is recognised in the same accounting year.

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2021**

... continued ...

1. **ACCOUNTING POLICIES** (continued)

**RESOURCES USED**

Gains and losses on investments

- Realised gains or losses are recognised when investments are sold.
- Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The Diocesan quota is accounted for when payable. Any quota unpaid at 31 December which the PCC intends to pay is accrued in the accounts as an operational (though not a legal) liability and shown as a creditor in the Balance Sheet.

**FIXED ASSETS**

Consecrated land and buildings and movable Church furnishings

Consecrated and beneficed property is excluded from the accounts by s.10 (2)(a) of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

Office fixtures, fittings and other equipment

Office fixtures, fittings and equipment in use with a cost of £1,000 or more are stated at cost or valuation less depreciation. Depreciation is provided on a straight-line basis at rates calculated to write off the cost of each asset less any estimated residual value over its estimated useful life as follows:

- Office equipment including computers – 3 years
- Fixtures and fittings – 10 years
- Audio visual equipment – 5 years
- Musical instruments – 3 years

Office fixtures, fittings and equipment costing less than £1,000 are written off as expenditure in the Statement of Financial Activities upon purchase.

Investments

Investments are valued at market value at 31 December.

**CURRENT ASSETS**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.



**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR YEAR ENDED 31 DECEMBER 2021**

...continued...

**2. INCOMING RESOURCES**

	Unrestricted <u>funds</u> <u>£</u>	Designated St Mark's <u>funds</u> <u>£</u>	Restricted <u>funds</u> <u>£</u>	Total Funds <u>2021</u> <u>£</u>
(a) <i>Voluntary Income:</i>				
Gifts and Donations	126,894	1,393	323	128,610
Tax recoverable - gift aid	29,607	335	390	30,332
Grants	4,936	-	5,500	10,436
Legacies	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	161,437	1,728	6,213	169,378
	<hr/>	<hr/>	<hr/>	<hr/>
(b) <i>Activities for generating Funds:</i>				
Fetes, concerts, fund raising events	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
(c) <i>Interest and Dividends:</i>				
Bank deposit interest	2,039	343	-	2,382
	<hr/>	<hr/>	<hr/>	<hr/>
(d) <i>Income from Church Activities:</i>				
Parochial fees	5,067	-	-	5,067
Room Hire	10,237	-	-	10,237
Other	2,578	103	5,749	8,430
	<hr/>	<hr/>	<hr/>	<hr/>
	17,882	103	5,749	23,734
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL INCOMING RESOURCES</b>	<hr/> <b>181,358</b> <hr/>	<hr/> <b>2,174</b> <hr/>	<hr/> <b>11,962</b> <hr/>	<hr/> <b>195,494</b> <hr/>

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR YEAR ENDED 31 DECEMBER 2021**

**2. INCOMING RESOURCES - COMPARATIVES FOR THE YEAR ENDED 31 DECEMBER 2020**

	Unrestricted funds	Designated St Mark's funds	Restricted funds	Total Funds 2021
	£	£	£	£
(a) <i>Voluntary Income:</i>				
Gifts and donations	118,997	940	2,381	122,318
Tax recoverable - gift aid	27,791	244	894	28,929
Grants	2,290	-	3,350	5,640
Legacies	500	-	-	500
	<u>149,578</u>	<u>1,184</u>	<u>6,625</u>	<u>157,387</u>
(b) <i>Activities for generating Funds:</i>				
Fetes, concerts, fund raising events	2,403	-	-	2,403
(c) <i>Interest and Dividends:</i>				
Bank deposit interest	2,142	464	-	2,606
(d) <i>Income from Church Activities:</i>				
Parochial fees	3,929	-	-	3,929
Room hire	8,554	-	-	8,554
Other	4,718	306	3,105	8,129
	<u>17,201</u>	<u>306</u>	<u>3,105</u>	<u>20,612</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>171,324</b></u>	<u><b>1,954</b></u>	<u><b>9,730</b></u>	<u><b>183,008</b></u>

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR YEAR ENDED 31 DECEMBER 2021**

...continued...

**3. RESOURCES USED**

	Unrestricted <u>funds</u> £	Designated St Mark's <u>funds</u> £	Restricted <u>funds</u> £	Total funds <u>2021</u> £
(a) <i>Church Activities</i>				
Diocesan quota	75,983	-	-	75,983
Salaries	50,956	-	-	50,956
Parochial fees	2,445	-	-	2,445
Rent and rates	875	-	-	875
Heat and light	3,241	-	-	3,241
Building and maintenance	12,532	989	-	13,521
Insurances	3,641	502	-	4,143
Telephone and IT	3,407	-	-	3,407
Printing and stationery	1,158	-	-	1,158
Travel	332	-	-	332
Vicarage reinstatement project	1,945	-	-	1,945
Depreciation	326	1,870	-	2,196
Other	12,936	215	11,737	24,888
	<hr/>	<hr/>	<hr/>	<hr/>
	169,777	3,576	11,737	185,090
	<hr/>	<hr/>	<hr/>	<hr/>
(b) <i>Grants Payable</i>	15,684	114	-	15,798
	<hr/>	<hr/>	<hr/>	<hr/>
(c) <i>Governance Costs</i>				
Examiner's fee	550	-	-	550
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL RESOURCES USED</b>	<b>186,011</b>	<b>3,690</b>	<b>11,737</b>	<b>201,438</b>
	<hr/>	<hr/>	<hr/>	<hr/>

Further information on the use of restricted funds is given in note 7(c).

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR YEAR ENDED 31 DECEMBER 2021**

...continued...

**3. RESOURCES USED - COMPARATIVES FOR THE YEAR ENDED 31 DECEMBER 2020**

	Unrestricted	Designated	Restricted	Total funds
	<u>funds</u>	St Mark's	<u>funds</u>	<u>2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
(a) <i>Church Activities</i>				
Diocesan quota	75,983	-	-	75,983
Salaries	51,116	120	-	51,236
Parochial fees	2,836	-	-	2,836
Rent and rates	477	-	-	477
Heat and light	2,836	-	-	2,836
Building and maintenance	6,552	540	-	7,092
Insurances	4,994	498	-	5,492
Telephone and IT	2,743	-	-	2,743
Printing and stationery	1,221	23	-	1,244
Travel	543	-	-	543
Vicarage reinstatement project	108	-	-	108
Depreciation	326	1,870	-	2,196
Other	12,975	90	8,542	21,607
	<hr/>	<hr/>	<hr/>	<hr/>
	162,710	3,141	8,542	174,393
	<hr/>	<hr/>	<hr/>	<hr/>
(b) <i>Grants Payable</i>	14,679	305	-	14,984
	<hr/>	<hr/>	<hr/>	<hr/>
(c) <i>Governance Costs</i>				
Examiner's fee	550	-	-	550
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL RESOURCES USED</b>	<b>177,939</b>	<b>3,446</b>	<b>8,542</b>	<b>189,927</b>
	<hr/>	<hr/>	<hr/>	<hr/>

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR YEAR ENDED 31 DECEMBER 2021**

...continued...

**4. FIXED ASSETS**

		<u>Fixtures, Fittings and Equipment</u>		
(a)	<b>Tangible</b>	<u>Unrestricted</u>	<u>Designated</u>	<u>Total</u>
		<u>£</u>	<u>St Mark's</u>	<u>£</u>
	Cost			
	at 1 January 2021	1,630	10,749	12,379
	and 31 December 2021			
	Depreciation			
	at 1 January 2021	815	4,675	5,490
	Charge for the year	326	1,870	2,196
	at 31 December 2021	1,141	6,545	7,686
	Net book value At 31 December 2021	489	4,204	4,693
	At 31 December 2020	815	6,074	6,889
(b) <b>Investments</b>		<u>2021</u>	<u>2020</u>	
		<u>£</u>	<u>£</u>	
<b>Restricted funds</b>				
C.B.F Investment fund - Camley Gardens				
	Market value at 1 January	35,406	33,863	
	Revaluations for year - unrealised	2,774	1,543	
	Market value at 31 December	38,180	35,406	
C.B.F Investment fund - 8a Furze Road				
	Market value at 1 January	35,366	33,169	
	Revaluations for year - unrealised	5,396	2,197	
	Market value at 31 December	40,762	35,366	
<b>Total</b>		<b>78,942</b>	<b>70,772</b>	

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR YEAR ENDED 31 DECEMBER 2021**

... continued...

<b>5. <u>DEBTORS</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>Unrestricted funds</b>		
Tax recoverable - gift aid	5,704	4,956
Prepayments	3,238	3,206
Funeral	-	421
Grants	1,000	-
Room Hire	674	182
	<u>10,616</u>	<u>8,765</u>
<b>Designated funds - St Mark's funds</b>		
Tax recoverable - gift aid	-	69
Undeposited Funds	54	-
Prepayments	-	333
	<u>54</u>	<u>402</u>
<b>Restricted funds</b>		
Tax recoverable - gift aid	-	319
Church Revitalisation Trust	-	2,100
Pledges for Love Your Neighbour / Love Christmas Appeal	200	-
	<u>200</u>	<u>2,419</u>
<b>Total</b>	<b><u>10,870</u></b>	<b><u>11,586</u></b>

<b>6. <u>CREDITORS Amounts falling due within one year</u></b>	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
<b>Unrestricted funds</b>		
Governance costs	550	550
NI and pension	615	1,244
Room hire	-	423
Mission giving accruals	15,684	14,679
Other	1,157	747
	<u>18,006</u>	<u>17,643</u>
<b>Designated funds - St Mark's Funds</b>		
Mission giving accrual	114	-
Other	-	72
	<u>114</u>	<u>72</u>
<b>Total</b>	<b><u>18,120</u></b>	<b><u>17,715</u></b>

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR YEAR ENDED 31 DECEMBER 2021**

... continued...

**7. FUND DETAILS**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
(a) Unrestricted funds		
General Funds - St Peter's	106,674	111,327
(b) Designated funds		
St Mark's	62,297	63,813

(c) The restricted funds comprise:-

	<b>Funds 1 Jan 21</b>	<b>Incoming Resources</b>	<b>Gain on Investment</b>	<b>Resources used</b>	<b>Funds 31 Dec 21</b>
Camley Gardens	35,406	-	2,774	-	38,180
8a Furze Road	35,366	-	5,396	-	40,762
Mission in Maidenhead	10,000	-	-	-	10,000
St Mark's - organ repairs	106	-	-	-	106
Lunch Club	797	-	-	-	797
AV Equipment	281	308	-	(407)	182
Love Your Neighbour / Love Christmas	487	11,381	-	(11,330)	538
Younger Generation / Youth Pastoral	200	273	-		473
	<b>82,643</b>	<b>11,962</b>	<b>8,170</b>	<b>(11,737)</b>	<b>91,038</b>

**THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S WITH ST MARK'S CHURCH**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR YEAR ENDED 31 DECEMBER 2021**

... continued...

**8. ANALYSIS OF NET ASSETS BY FUND**

**2021**

	Unrestricted	St Mark's Designated	Restricted	Total
	£	£	£	£
Tangible fixed assets	489	4,204	-	4,693
Investment fixed assets	-	-	78,942	78,942
Current assets	124,191	58,207	12,096	194,494
Current Liabilities	(18,006)	(114)	-	(18,120)
Long term liabilities	-	-	-	-
	<u>106,674</u>	<u>62,297</u>	<u>91,038</u>	<u>260,009</u>

**9. STAFF COSTS**

During the year, the PCC employed a Church Centre Manager, a Finance Manager, a Vicar's Administrator and a Children's Minister, none of whom earned £60,000 p.a. or more. One member of staff is full time.

St Mark's paid honoraria to organists.

The average full time equivalent number of employees was 2 (2020: 2).

	<u>2021</u>	<u>2020</u>
	£	£
The employment costs were:		
Salaries, national insurance and pension	50,956	50,936
St Mark's honoraria	60	60

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There was no trustees' remuneration or other benefits for the year to 31 December 2021, nor for the year ended 31 December 2020.

There were no trustees' expenses paid for the year to 31 December 2021, nor for the year ended 31 December 2020.