

## Parish of Bideford

### Annual Report for 2021

#### Administrative Information

St Mary's church is situated in Church Walk Bideford. It is part of the Diocese of Exeter within the Church of England. The correspondence address is St Mary's House, 9 Church Walk, Bideford Devon.

PCC members who have served from 1<sup>st</sup> January 2021 until the date this report was approved are:

<b>Team Rector</b>	Rev'd Claire Rose-Casemore	<b>Elected Members</b>	Ellie Doe – Hon Treasurer
<b>Team Vicar</b>	Rev'd Marisa Cockfield		Lorna Dorrington – Pastoral Care
			Richard James
			Richard Holwill
<b>Other Ministers</b>	Rev'd Robin Pirrie		Pam Howlett
	Rev'd Kevin Beer		Pattie Morris
	Rev'd Alan Glover		Maggie Murray
	Rev'd Chris Hutchins		Nadine Pearce
			Chris Beechey (from Oct 2021)
			Sue Sparkes
<b>Churchwardens</b>	Ben Duhig		John Emms (from Oct 2021)
	Ro Day (from April 2021)		Michael Elliot (from Sept 2021)
	Sue Sparkes (to April 2021)		David Bertie
<b>Deanery Synod Reps</b>	Steve Roberts		
	Ro Day		
	Lorna Dorrington		
<b>In attendance</b>	Debbie Crawford (Parish Administrator, Secretary)		

#### Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is registered with the Charity Commission under reference 1129064. Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting, or co-opted in accordance with the Church Representation rules.

The PCC operates through a number of committees, which meet between full meetings of the PCC:

<b>Standing committee</b>	This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.
<b>Mission Committee</b>	Oversees relations with external mission and relief agencies and recommends allocations of grants to the PCC.
<b>Pastoral Care Committee</b>	Takes responsibility for the organisation of pastoral care within the Parish.

#### Objectives and Activities

Bideford Parochial Church Council has the responsibility of cooperating with the incumbent in promoting the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the parish church of St Mary's and St Mary's House.

## **Church Attendance**

There are 158 parishioners on the Electoral Roll, which was fully revised in 2021. Due to the exceptional circumstances again this year, the church has remained open but when open and with Covid regulations in force the average attendance for Sunday morning services was a little depleted initially with a regular attendance of some 50-60 members.

## **REVIEW OF THE YEAR**

The PCC met 6 times during the year using Zoom online meetings, with an average of 80% attendance. We held our APCM online in April again using Zoom with 46 church members attending.

Our Rector, Claire, with the help of Robin, Marisa, Alan, Kevin and Chris, have coped well to maintain parish life. We continued to offer online services for some months after the church had opened. With the help of our churchwardens, and pastoral care volunteers St Mary's has provided online resources, weekly telephone contact, a weekly newsletter, live services as well as social contact with most church members and our church office has remained open. Our Friday diner, for the homeless and vulnerable provided take away food packs and a welcome meet and chat service before the Diner could open regularly for sit down food. The Open the Book programme which covers most of the town's Primary schools could not continue until the schools opened again. Bekah Tanton, our part-time Children Youth and Family team leader, continued Music Makers and Messy Church online, and then provided a smaller group version inside St Mary's Church as soon as was allowed.

St Mary's, always looking ahead to the future commenced a New 11.15 service "Encounter" in September. With a modern approach it is aimed at the young people and families in the community. The uptake has been most encouraging. To facilitate the new service our traditional communion service has moved to an earlier time of 9.30am.

Looking at MAP, our Mission Action Plan, which sets out our priorities for a 5-year period and gives focus to our work, continues each year reporting to the PCC. The general outcome, even in these difficult times, is encouraging.

Our Appeal "Equipping St Mary's for the 21<sup>st</sup> Century" saw the completion of the disabled access which has improved the visual aspect of the church entrance and is much appreciated by all who use it.

Our Home and Overseas Mission committee met twice in the year on Zoom, and completed the distribution of 2021 funds.

The PCC wishes to thank all who have helped with the extra commitment of adhering to control measures, cleaning the church and ensuring the safety of church members throughout the Covid-19 pandemic. Our Volunteers numbering some 38 have also contributed greatly to the overall well-being of St Mary's and we thank them wholeheartedly.

## **FINANCIAL REVIEW**

With the revised regulations for activities and services at St Marys and whilst still adhering to a careful approach with all Covid-19 regulations, financially St Mary's suffered during this year but with increased regular donations, a wonderful appeal from The Rev Claire we rallied and raised over £26,000 in one off donations, we are so very grateful to the parishioners who continued to give their generous support financially. The new online donate button on our website was not so successful this year however, the Parish Giving Scheme has grown significantly throughout this year with 12 new members joining. The

difficulty with the collection of cash, cheques and envelopes continues and all members were urged to use the contactless unit when in church, and either set up a standing order or join the Parish Giving scheme.

Total receipts on ordinary unrestricted funds for the year were £180,807 and are detailed in the financial statements. £137,135 was spent to provide Christian Ministry from St Mary's church, including the contribution to the common fund (which largely provides the stipends and housing for the clergy). The net result is an increase in income over expenditure of £43,672.

Although our usual annual fundraising activities have been very curtailed again this year, members of the PCC did make significant efforts for personal fundraising and managed to raise over £2,900, plus the added donations from Rev Claire's appeal of some £26,000, a crowdfunding appeal to repair the church clock raised some £12,438 and with the added income from the Listed Places of Worship (DCMS) government grants of some £4,588 we have managed to come through this year well and have increased our reserves.

### **Going Concern**

The pandemic has impacted the income for St Mary's for 2021. However, the PCC has reviewed budgets and forecasts for income and expenditure for 2022 along with available reserves and is reassured about the financial stability of the parish.

### **RESERVES POLICY**

It is the PCC policy to utilise restricted funds wherever possible and to maintain unrestricted funds of at least £25,000. The balance at the end of this year is well within this figure.

Restricted funds have decreased to £19,228 and the current balance on the 21<sup>st</sup> Century Fund now stands at £11,039.

### **SAFEGUARDING POLICY**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to the House of Bishop's guidance on Safeguarding children and vulnerable adults).

Approved by the PCC on 14 March 2022 and signed on its behalf by:

Claire Rose-Casemore (Chair)

# BIDEFORD PAROCHIAL CHURCH COUNCIL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
		£	£	£	2021 £	2020 £
<b>INCOMING RESOURCES</b>						
Voluntary income	2(a)	169,154	15,520	-	184,674	159,557
Activities for generating funds	2(b)	760	-	-	760	785
Income from investments	2(c)	-	-	-	-	135
Church activities	2(d)	10,893	-	-	10,893	4,952
<b>Total Incoming Resources</b>		<b>180,807</b>	<b>15,520</b>	<b>-</b>	<b>196,327</b>	<b>165,429</b>
<b>RESOURCES EXPENDED</b>						
Church activities	3(a)	136,745	22,010	-	158,755	200,896
Cost of generating voluntary income	3(b)	390	-	-	390	390
Governance costs	3(c)	-	-	-	-	-
<b>Total Resources Used</b>		<b>137,135</b>	<b>22,010</b>	<b>-</b>	<b>159,145</b>	<b>201,286</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>43,672</b>	<b>(6,490)</b>	<b>-</b>	<b>37,182</b>	<b>(35,857)</b>
<b>BALANCES BROUGHT FORWARD AT 1 JANUARY</b>		<b>93,441</b>	<b>25,718</b>	<b>-</b>	<b>119,159</b>	<b>155,016</b>
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER</b>		<b>137,113</b>	<b>19,228</b>	<b>-</b>	<b>156,341</b>	<b>119,159</b>

## BALANCE SHEET AT 31 DECEMBER 2021

	Note	2021 £	2020 £
<b>TANGIBLE FIXED ASSETS</b>	<b>6</b>	<b>70,000</b>	<b>70,000</b>
<b>CURRENT ASSETS</b>			
Debtors	7	13,969	7,683
Short Term Deposits	8	8,550	8,550
Cash at Bank and in Hand		66,047	37,027
<b>Total Current Assets</b>		<b>88,566</b>	<b>53,260</b>
<b>LIABILITIES : AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		<b>(2,225)</b>	<b>(4,101)</b>
<b>NET CURRENT ASSETS</b>		<b>86,341</b>	<b>49,159</b>
<b>NET ASSETS</b>		<b>156,341</b>	<b>119,159</b>
<b>FUNDS</b>			
Unrestricted	9	137,113	93,441
Restricted		19,228	25,718
<b>TOTAL FUNDS</b>		<b>156,341</b>	<b>119,159</b>

Approved by the Parochial Church Council on 14 March 2022 and signed on its behalf by -  
 Claire Rose-Casemore (Chairman)                      Eleanor Doe (Treasurer)

# BIDEFORD PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS

### 1 ACCOUNTING POLICIES

#### ***Basis of preparation***

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

The financial statements have been prepared under the historical cost convention.

#### ***Incoming Resources***

**Recognition of income** These are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the use of the resources;
2. and inflow of economic benefit is probable; and
3. the monetary value can be measured with sufficient reliability

**Fundraising costs** Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds

**Grants and donations** Grants and donations are included in the SOFA when any pre-conditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

**Gift Aid Tax claims, etc., on cash donations** Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

**Volunteer help** The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Rental income** Rental income from lettings is recognised when the rental is due.

**Investment income** This is included in the accounts when receivable.

#### ***Expenditure and Liabilities***

**Liability recognition** Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Grants payable without performance conditions** These are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

#### ***Assets***

**Consecrated and benefice property** In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements

**Moveable church furnishings** As insufficient cost information is available these items are not capitalised, but are included in the Church's inventory.

**Tangible fixed assets for use by charity** These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost. Depreciation is calculated to write off the capitalized cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

- Land & Buildings Nil \*
- Audiovisual System 5 years

\* No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial.

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

# BIDEFORD PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS

2 INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2021 £	2020 £
<b>2(a) Voluntary income</b>					
Planned Giving					
Gift Aid donations yellow envelopes	86,791		-	86,791	91,300
Income Tax Recoverable	23,551	4,588	-	28,139	23,819
Other planned giving	13,561		-	13,561	6,612
Collections (open plate) at all services	4,887		-	4,887	7,212
Grants		8,005	-	8,005	8,500
Donations, appeals etc	39,364	2,927	-	42,291	22,114
Legacies	1,000		-	1,000	-
	<b>169,154</b>	<b>15,520</b>	<b>-</b>	<b>184,674</b>	<b>159,557</b>
<b>2(b) Activities for generating funds</b>					
Printing services	760		-	760	785
	<b>760</b>		<b>-</b>	<b>760</b>	<b>785</b>
<b>2(c) Income from Investments</b>					
Interest			-	-	135
<b>2(d) Income from church activities</b>					
Fees for weddings and funerals	6,584		-	6,584	3,814
Concerts, ↑ Special services	4,274		-	4,274	370
Lettings etc	35		-	35	768
	<b>10,893</b>	<b>-</b>	<b>-</b>	<b>10,893</b>	<b>4,952</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>£ 180,807</b>	<b>15,520</b>	<b>-</b>	<b>196,327</b>	<b>165,429</b>

3 RESOURCES EXPENDED	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2021 £	2020 £
<b>3(a) Church Activities</b>					
Missionary and Charitable Giving					
Church Overseas				-	
Missionary Societies	2,400	-	-	2,400	4,750
Relief and Development Agencies	600		-	600	3,500
Home Missions and other Church Societies	2,500	448	-	2,948	6,933
Secular Charities	600		-	600	2,000
	6,100	448	-	6,548	17,183
Ministry - Common Fund	78,000		-	78,000	78,000
Ministerial Expenses - Team Rector	1,354		-	1,354	611
Stipendiary Curate	174		-	174	55
Children's Workers		1,480	-	1,480	6,225
Other			-	-	250
Church Running Expenses	13,190		-	13,190	16,663
Church Maintenance	14,015		-	14,015	5,706
Upkeep of Services	2,219	16	-	2,235	2,251
Organist's and Choirmaster's Fees	2,408		-	2,408	775
St. Mary's House Running Expenses	2,981		-	2,981	3,817
Telephone and Office exp	2,191		-	2,191	1,057
Major Repairs & Improvements - St. Mary's Church		20,067	-	20,067	53,049
Administration - Salaries	13,634		-	13,634	13,674
Printing & Stationery etc	479		-	479	1,580
	<b>136,745</b>	<b>22,010</b>	<b>-</b>	<b>158,755</b>	<b>200,896</b>
<b>3(b) Cost of generating voluntary income</b>					
Printing Costs	390	-	-	390	390
	<b>390</b>	<b>-</b>	<b>-</b>	<b>390</b>	<b>390</b>
<b>3(c) Governance costs</b>					
	-	-	-	-	-
<b>TOTAL RESOURCES USED</b>	<b>137,135</b>	<b>22,010</b>	<b>-</b>	<b>159,145</b>	<b>201,286</b>

# BIDEFORD PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS

### 4 STAFF COSTS

During the year 2021 the PCC directly employed an Administrator

Total staff costs are analysed as follows.

	2021 £	2020 £
Gross Salaries	12,944	18,887
Employer's National Insurance & Pension Contributions	968	656
<b>Total</b>	<b>13,912</b>	<b>19,543</b>

Reimbursement of ministerial expenses is shown in Note 3 above. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

### 5 RELATED PARTY TRANSACTIONS

During 2021 the PCC received approximately £17,499 in donations from trustees (PCC members) and their close relatives. The donors did not attach any conditions to their gifts which required the charity (PCC) to significantly alter the nature of its existing activities.

### 6 FIXED ASSETS FOR USE BY THE PCC

		Freehold Buildings £	Audiovisual System £	Total £
<b>Cost</b>	At 1 January and 31 December 2021	<b>70,000</b>	<b>22,955</b>	<b>92,955</b>
<b>Depreciation</b>	At 1 January 2021	-	22,955	22,955
	Charge for period	-	-	-
	At 31 December 2021	-	<b>22,955</b>	<b>22,955</b>
<b>Net Book Value</b>	At 31 December 2021	<b>70,000</b>	-	<b>70,000</b>
		<b>70,000</b>		<b>70,000</b>

Freehold buildings comprise St. Mary's House, 9 Church Walk, Bideford.

### 7 DEBTORS

	2021 £	2020 £
Income Tax Recoverable	8,532	3,730
Sundry Debtors	5,437	3,953
<b>Total</b>	<b>13,969</b>	<b>7,683</b>

### 8 SHORT TERM DEPOSITS

	2021 £	2020 £
CBF Church of England Funds	-	-
Bank Deposit Account	8,550	8,550
<b>Total</b>	<b>8,550</b>	<b>8,550</b>

### 9 ANALYSIS OF RESTRICTED FUNDS

	Balance 1.1.2021 £	Incoming Resources £	Resources Used £	Balance 31.12.2021 £
These funds are used in accordance with their designations.				
St Mary's General Fabric		6,866	£ 848	6,018
Equipping St. Mary's for the 21st Century	11,915		876	11,039
St. Mary's Diner & UCAN	569	50	261	358
Youth Work	3,176		1,363	1,813
Diocesan Contactless unit	15		15	-
Vestry	-	5,550	5,550	-
Special Collections and concerts	659		659	-
Clock	9,384	3,054	12,438	-
<b>Fund Balance</b>	<b>25,718</b>	<b>15,520</b>	<b>22,010</b>	<b>19,228</b>

### 10 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed Assets	70,000	-	-	70,000
Current Assets	137,113	19,228	-	156,341
Current Liabilities	(2,225)	-	-	(2,225)
<b>Fund Balance</b>	<b>204,888</b>	<b>19,228</b>	<b>-</b>	<b>224,116</b>

## INDEPENDENT EXAMINER'S REPORT TO BIDEFORD PCC

I report on the accounts for the year ending 31<sup>st</sup> December 2021 which are set out on pages 3-6

### Respective responsibilities of the PCC and the Independent Examiner

The members of the PCC consider that no audit is required for this year under section 144(2) of the Charities Act 2011 and that only an independent examination is required.

It is my responsibility to:

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

### Basis of Independent Examiners Statement

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 PCC 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 PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give 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 or
  - prepare accounts which accord with these accounting records

have not been met

: or

2. to which, in my opinion should be drawn in order to enable a proper understanding of the accounts to be reached.

*Mart J. Fishleigh*

Martin Fishleigh FCA

Mount Cottage, Mount Pleasant, Westleigh

Dated *01st* ..... March 2022