

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF RAYLEIGH

England & Wales · Charity number 1129561

Details

Other names PCC OF RAYLEIGH

Status Registered

Legal form Previously excepted

Registered 2009-05-13

Register [View on the Charity Commission register](#)

Contact

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Rayleigh Parish Centre
Rectory Garth
Rayleigh
Essex
SS6 8BB

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Website www.parishofrayleigh.org.uk

Activities

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

Activities: regular public worship open to all pastoral work including visiting the sick and bereaved teaching of Christianity youth work with a Christian ethos promoting the whole mission of the Church through provision of activities for special need groups supporting other charities in UK and overseas taking of religious assemblies in schools the provision of sacred space for prayer and contemplation

Classification

- **How:** Makes Grants To Individuals, 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.
- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£417,026	£250,603	-	-
2023-12-31	£408,659	£244,797	-	-
2022-12-31	£475,880	£855,309	-	-
2021-12-31	£466,814	£423,288	-	-
2020-12-31	£290,113	£280,882	-	-

Trustees

Name	Role	Appointed
Rev Glen Robert Mansfield	Chair	2022-08-31
Ann Jolly		2014-05-31
Dr Christopher Stuart Parker		2022-05-19
Gordon Robert William Simmonds		
Jacquelyn Yvonne Wragg		2017-04-24
Janet Elizabeth Carter		2023-05-14
Lalini Hiranthi Fernando		2021-04-26
Margaret Gale		2017-04-24
Paul Joseph Falvey		2021-04-26
Rev Jacqueline Ellen Turner		2025-09-08
Rev Tracy Nutter		2014-03-02
Robert William Robinson		2019-04-28
Steven Davey		2021-04-26
WAYNE ROBERT PRANKARD		

Accounts

Annual Report
of the
Parochial Church Council

for the year ended 31 December 2024

Team Rector:

The Revd. Glen Mansfield

Parish Office:
Rectory Garth,
Rayleigh, SS6 8BB

Bankers:

Barclays Bank UK PLC
Rayleigh Branch
Leicester, LE87 2BB

Independent Examiners:

Venthams Limited
Millhouse
32-38 East Street
Rochford, SS4 1DB

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PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

REFERENCE & ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2024

Membership

Members of the PCC are either ex-officio or elected by Annual Parochial Church Meetings (APCMs) in accordance with the Church Representation Rules. Members of the PCC are also charity trustees for the purpose of charity law and those who served from 1 January 2024 to the date of this report are: -

Rev. Glen Mansfield	Team Rector	Ex officio
Rev. Tracy Nutter	Associate Priest	Ex officio
Rev. Milen Bennett	Pioneer Minister	Co-opted; resigned 22 September 2024
Janet Carter	PCC	Until APCM 2026
Steven Davey	Churchwarden / PCC	PCC until APCM 2027; Churchwarden 2023-25
Paul Falvey	PCC	Re-elected 2024-2027
Hiranthi Fernando	PCC	Re-elected 2024-2027; PCC Treasurer
Margaret Gale	Churchwarden / DS	Churchwarden 2022-25; Deanery Synod until 2026
Ann Jolly	PCC	Until APCM 2025
Christopher Parker	PCC	Until APCM 2025
Wayne Prankard	DS	Deanery Synod until 2026
Robert Robinson	PCC	Until APCM 2025
Gordon Simmonds	Vice Chair/ DS	Diocesan Synod until 2024; Deanery Synod until 2026
Emily Buckley	PCC	Until APCM 2026
Andrew White	PCC	Until APCM 2026
Jacquelyn Wragg	DS	Deanery Synod until 2026

DS – deanery synod member

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF RAYLEIGH is a registered Charity, registration number 1129561.

Main Office: Rayleigh Parish Office, Rayleigh Parish Centre, Rectory Garth, SS6 8BB

Independent Examiners: Venthams Limited, Millhouse, 32-38 East Street, Rochford, SS4 1DB

Bankers: Barclays Bank UK PLC, Rayleigh Branch, Leicester LE87 2BB

The Parish of Rayleigh is committed to the safeguarding of children, young people and adults. We follow the House of Bishops' guidance and policies and have our own Parish Safeguarding Officer (PSO) Steve Davey. Our website contains information about who to report any concerns to and how to make contact, as well as having posters on display within both churches. We also ensure that any roles performed within the church that require a DBS check have a valid certificate and complete the relevant safeguarding training for that role.

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

The Parochial Church Council of the Ecclesiastical Parish of Rayleigh (PCC) submits its annual report and financial statements for the year end 31 December 2024.

1. Aims and purposes

The PCC is responsible for co-operating with the Team Rector, clergy and lay ministers in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish of Rayleigh. It also has responsibilities to maintain the buildings and facilities of Holy Trinity Church, High Street, Rayleigh and St. Michael and All Angels Church ('St. Michael's'), Sir Walter Raleigh Drive, Rayleigh.

2. Objectives and activities

The PCC is committed to encouraging and enabling as many people as possible to worship at our churches and to become part of our church family. The PCC oversees worship throughout the parish and makes suggestions on how our services can include the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Specifically, we enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish
- Ministry and outreach work

To facilitate this work, it is important that we maintain the fabric of the two church buildings and facilities. We aim to keep our premises in a good state, providing high quality facilities to community groups for significant civic support within our parish.

3. Achievements and performance

Worship: At Holy Trinity, the pattern of services was as shown below.

1 st / 3 rd Sunday	8am	Said Holy Communion - BCP
Sunday	9:15am	Morning Worship or Holy Communion (Traditional)
Sunday	11am	Morning Worship or Holy Communion (Contemporary)
5 th Sunday	10am	All-age Morning Worship
1 st / 3 rd Sunday	9:45am	Café Worship in the Main Hall
4 th Sunday	6:30pm	Fourth Sunday Praise
4 th Tuesday	4pm	Café Worship Midweek
Wednesday	10am	Holy Communion

A revised service pattern was introduced in January 2024 with services at 9:15am and 11am every week. This was initially for an experimental period of 6 months, after which the PCC reviewed and agreed to continue the new pattern. Some of the Baden Powell groups attend occasional Parade services; Café Worship services have continued to be very well attended.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

At St Michael's, there is a café-style service every week at 11am, with Holy Communion celebrated once a month.

Worship at both churches is led by a team of clergy and lay helpers.

Sermon series for the year included Slavery to Freedom (Exodus), Death to Life (Luke and Acts), Seeking and Knowing God, Lost and Found, and Darkness to Light (1 John)

Morning Prayer has continued to be published on the Parish YouTube channel on Mondays and Fridays.

Since July, our Rector Glen has been presenting an online Bible study in Luke's gospel approximately once a month in place of Monday Morning Prayer.

Outside formal worship, the Alen Chapel is set aside as a place for prayer and quiet contemplation throughout the week during Church Open.

Revd. Glen Mansfield has led, encouraged and challenged the clergy, staff teams, PCC and congregations, ably assisted by our Associate Priest Revd Tracy Nutter. Revd Milen Bennett (Pioneer Minister) took primary responsibility for St Michael's, completing a year with us up to September. Our thanks go to them and to the many others, members of the laity and retired clergy, who preach or lead services.

Special services during the year have included 3 Choral Evensongs, a hymn festival, World Day of Prayer, daybreak service by the Lych Gate on Easter Day, Rochford District Council civic service and carol service, RRAVS carol service, Thanksgiving and Remembering, Friends' Service of Light, alongside Town and District Remembrance services, Parish Carol Services, Nativity, Christingle and other family Christmas Eve services, "early midnight" and "midnight" Christmas Holy Communion services.

Pastoral Care:

The Pastoral Team aims to offer care to those in our community who need it, while trying to make sure that no one slips through the net. The Team met seven times during the year and kept in touch via email and WhatsApp between meetings.

As the Electoral Roll cannot be used to keep in touch with church members, nor were we able to reinstate the "Buddy System" which we used in order to keep in touch with each other during COVID, an additional form will be supplied at the same time as the electoral roll application form, asking people if they are happy for us to keep their details for the purpose of providing pastoral care.

The Team spoke to Home Group leaders about providing pastoral care to members of their own home groups, which they (or other members of their groups) are willing to do.

The Team tries to ensure that a member is present every week at St Michael's to provide an appropriate level of Pastoral care to that congregation.

On looking at the accessibility audit, it was agreed that lifts to church or meetings could be offered on an ad hoc basis, but that it was not possible to coordinate lifts across the parish.

Our bereavement café ("Being Here") continues to meet twice a month and goes from strength to strength, welcoming those who feel isolated and alone, along with those who are bereaved.

Each month we visit three residential care homes to lead services, and we support a resident who leads a service in one of the homes once a month. We have attended the dementia café held in one of the residential homes.

We visit some church members who are now confined to their homes through illness or frailty, and we take Holy Communion to some.

We have re-involved the Timber Grove community in our church services and they also attend Friday Cake Cuppa Chat.

After requests from 2 wedding couples last year, the Marriage Course (which had not been run since before COVID) was re-introduced. Cara and Chris did an amazing job with the two courses that were run, and both courses were very well received by the participants.

We planned, organised, and ran the Thanksgiving and Remembering service in October, so that people could remember all those they had lost during the past year.

We have tried to keep an eye on all those who are unwell, and those who let us know that they need help.

We have organised dementia training for those who expressed a wish to take part.

Each week there is a notice in the notice sheet letting people know who they can contact if they need any sort of help.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Outreach and Family and Children's Work

The Working group divides its focus between outreach opportunities and family and children's work as there is a lot of crossover between the two groups.

Time was spent at the beginning of this reporting year establishing the priorities and focus for the group and recognising that a lot of outreach work happens within the Parish already. Therefore, the main priority has been to maximise the opportunities for outreach at existing events, as well as creating new ones.

Continuing outreach opportunities:

- Stop and Chat
- Friends' events such as Teddy Bear Tower Jump and Christmas Tree Festival
- Trinity Fair
- Toddler groups at St Michael's and Holy Trinity

New outreach events:

- Playing field ministry in King George's Park
- 'Rejoice' art event
- Easter experience for schools
- Games and Chat
- Remembrance event for schools

Prayer:

The undergirding principle of the prayer working group is that all church activity should be grounded on the foundation of prayer, seeking God's wisdom in all parish life. Occasional prayer times for specific topics have continued, led by Glen. Other continuing activities include the twice-weekly online morning prayer recordings, prayer times for the Enquirers group, printed prayer cards and prayer request box the in Alen Chapel, weekly House of Prayer meeting, quarterly Saturday morning quiet reflection, weekly dial-in prayer time, prayer chain, and our membership of the annual World Day Of Prayer. In 2024 the Remembrance Experience included a prayer writing activity, and 2024 also saw the return of the Advent daily prayer calendar. We also initiated a prayer request box at St Michael's.

Mission Partners:

Our PCC gives financial support to the following organisations whom we see as 'mission partners':

St Michael's Obiya (Anglican church in northern Uganda), **Vision to Serve** (Education in India), **CPAS** (working with churches and leaders to help them share the gospel afresh in each generation - CPAS are also our patron), **CMS** (we support a specific ministry in Ecuador helping young adults with learning disability to reach their full potential), **Hopeworx** (Meeting the needs of our local community by providing affordable second-hand furniture, appliances and other household items), **Open Doors** (supporting persecuted Christians by supplying Bibles, providing emergency relief and helping them stand strong for the long-term), **Bar N Bus** (engaging and supporting young people in multiple contexts - e.g. in school, on the streets, in a structured programme), **Crosslinks-Best** (a bursary programme facilitating the training of church leaders across the world) **Teen Challenge** (Christian drug and alcohol rehabilitation programme). In addition, through separate appeals and individual gifts, the parish supports **Leprosy Mission** (transforming the lives of people affected by leprosy), **Samaritan's Purse** (via the shoe box programme), and **The Children's Society**.

During 2024 we had visits from Leprosy Mission, Open Doors, and Vision to Serve and we are planning more visits for 2025. We have initiated a rota so that each month the intercessions in our services include prayer for a specific mission partner.

Discipleship:

The Discipleship working group oversees homegroups, encourages personal bible study and suggests other resources to encourage spiritual growth, such as books for Lent and Advent. There are over 70 church members participating in homegroups, including a young people's group and an enquirers' group. Study materials are mainly developed by the team. In early 2024 we continued the studies on the Sermon on The Mount that were begun in the autumn of 2023. Throughout Lent, homegroups were invited to join together at Holy Trinity Parish Centre for a Lent course given by Glen on Church History. As in 2023, the course was much appreciated and very well attended. After Easter the home groups studied selected passages from 1 & 2 Thessalonians, followed central sessions on 'Loving Rayleigh' and 'Leadership Explored'.

In the autumn term we began a series of studies on Prayer in the Bible, designed to last until Lent 2025. We are very grateful to Revd John Townsend and Clive Lewis for their dedication in creating the study materials, to Glen for his oversight of the homegroups and excellent Lent courses and to all those who lead and host our homegroups.

4. Financial review

Income for the year ended 31 December 2024 was £417,026 (2023 - £408,659). The PCC has three main sources of income: firstly planned giving and tax recovery on gift aid which funds parish share; secondly, grants from the Friends of Holy Trinity, Rayleigh which funds the maintenance and repair of Holy Trinity Church, a grade II* listed building; and lastly income on hall lettings which funds all other expenditure. For the first time since the pandemic, planned giving increased over the prior year and we are grateful to God for the generosity of those who give sacrificially. In 2024 income was boosted by a grant of £125,500 from the Friends of Holy Trinity, whereas in 2023 income was boosted by one-off legacies of £110,656.

We paid our 2024 parish share of £102,191 (2023 - £98,740) in full. Staff costs increased to £43,690 (2023 - £30,373) following the appointment of a pioneer minister last year. The cost of utilities decreased from £27,227 to £19,115 through a combination of reduced energy prices and a change in energy supplier.

Final payments totalling £20,616 on the refurbishment of Holy Trinity Church in 2022 were paid during the year, offset in part by accruals of £14,648 and a grant from the Department of Culture, Media and Sport of £3,358 under the Listed Places of Worship Scheme. The shortfall was funded by the Holy Trinity Fabric fund. During the year, a garden was created on St Michael's Church site, funded mostly from a donation for a sensory garden with the shortfall from St Michael's Ministry fund.

At 31 December 2024, unrestricted reserves of £249,925 (2023 - £224,846) are held, the increase largely attributable to an increase in income from hall lettings. Overall, the outturn for the year is a surplus of £166,423 (2023 - £163,762) largely attributable to a grant from the Friends of Holy Trinity and interest income of £14,310. The PCC is endowed with significant cash balances of £582,595 at 31 December 2024 (2023 - £419,789), the majority held in interest earning deposits at CCLA.

A motion will be put to the APCM to re-appointed Venthams Limited as independent examiner.

5. Structure, governance and management

5.1. PCC

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity. The membership of the PCC and method of appointment along with other administrative information is set out on page 3.

The PCC met on 9 occasions in 2024. The June and October meetings were non-business meetings focusing on ministry strategy and appreciative enquiry.

The principal groups which work with the PCC to discharge its responsibilities are:

- **Standing Committee** which has the power to transact the business of the PCC between meetings, subject to any directions given by the Council.
- **Working Groups** appointed by the PCC to act on their behalf. Much of the detailed work of the PCC is undertaken by these groups which meet in between PCC meetings and report back to the PCC. The extensive work of maintaining the church fabric is undertaken by the Facilities and Parish Centres groups who assist the Churchwardens in this part of their traditional responsibilities.

5.2. Church Membership

The Electoral Roll is fully renewed every six years. As the last renewal was in 2019, a new roll will be prepared in 2025.

At the 2024 APCM there were 229 members on the Electoral Roll. Of these 174 were resident and 55 were not resident in the Parish. The approximate average attendance at Sunday services (excluding additional services and special events) was:

St Michael's 11am	20
HT 8am	10
HT 9:15am	60
HT 11am	60
HT Café Worship	55

5.3. Personnel

Our Rector Glen leads and supports the staff team of clergy and laity which meets weekly for Bible study and diary planning and review. Together with the other clergy, he undertakes a significant portion of the leading and preaching at services but also devotes time to fostering lay leadership of services where appropriate.

Alongside her role as Associate priest, Revd. Tracy Nutter continues her valuable ministry supporting the pastoral needs of our community with phone calls, visits and Home Communion, leading the pastoral care team and 'Being Here'. Together with Maree Gaskin, Tracy also leads the monthly services at the local residential care homes.

Revd. Milen Bennett, Pioneer Minister, took primary responsibility for worship at St Michael's and began to develop outreach ministry in other areas. He resigned in September 2024.

Robert Dart took an increasing role in leading services and successfully completed his ministerial placement with us in the middle of the year, after which he returned to Christ Church URC Rayleigh, his home church. Wayne Prankard, as Authorised Local Preacher, continues to offer his ministry to the church family alongside a number of other lay preachers, and we thank them for their diligent study of the Bible and for sharing their insights and encouragements with the church family.

Maree Gaskin has continued to follow her calling as our Authorised Lay Funeral Minister.

Cara Parker, in her role as Pastoral Assistant, has continued to provide significant support to families and children.

Jacky Wragg will complete her training as a Licensed Lay Minister in mid-2025.

We were delighted that Anton Machacek, who was a Reader in Oxford Diocese, officially became LLM to our parish at a service in Chelmsford Cathedral in September.

We are looking to transfer the LLM licence of another church member to our parish and one church member is going through the discernment process with a view to ordination.

We are grateful to our organists Joe and Abby, the choir and the music group for the part they play in leading our worship.

Our Parish Administrator Janet Thompson continues to manage the office and welcome desk, bookings, invoicing and telephone queries.

Our Parish Centres Assistant Jenny Crane provides practical support, ensuring our premises are clean and welcoming.

Lynn Lee is our Baptism Coordinator, supported by a Baptism Team.

The welcome desk at Holy Trinity parish centre is ably staffed by a team of volunteers, and many other volunteers are involved in the day to day running and activities of our churches. We are grateful to them all.

6. Fabric Report

Holy Trinity Church

We are delighted with the affirmation of the 2022 refurbishment by our receipt of their Design Award from the Diocesan Advisory Committee. We are also happy to report that at last, we received the final sign-off on that work and have paid the bills and reclaimed the VAT. There were some minor issues, but the main area of concern was getting the complex heating control system right. Also, a small but important aspect was obtaining the return of some minor archaeological artifacts. The commemoration plaque for this work has now been fitted under the tower.

The work identified in the Quinquennial Inspections, including a review of our maintenance schedules, is up to date. We fitted new carpet in the pulpit but have left the top stage of the drop down screen un-repaired to save money. Items in hand include repairs to the weathervane, chancel step, and a tombstone in the cloister area. We are also considering the installation of an intruder alarm in the church, re-roofing the south aisle and Alen Chapel roofs, possibly with the addition of Photo Voltaic panels.

We have had visits from the Diocesan Environmental adviser and had a free Zero Carbon survey. We are awaiting their report (with a potential grant of £3,000) and are delaying related actions till we have their advice.

We have prepared a Watch List of potential major cost repairs etc, to assist longer term financial planning.

We have been pleased to welcome visits from local U3A and other groups. The Spitfire and poppy display in front of the tower for Remembrance attracted many visitors and was very favourably reviewed.

As ever we are grateful to the Gardening Group, whose efforts are not only recognised by us, but also by the Rayleigh, and Anglia in Bloom judges. Nor could we do without the 'Bodge' Team. Both groups would welcome further helpers to their numbers. Of course, we continue to acknowledge the maintenance work in the churchyard done by the District Council.

We are pleased to note that in May 2025 we will be hosting the AGM of The Friends of Essex Churches, who have been so supportive to us. Above all we acknowledge the fantastic financial support from *The Friends of Holy Trinity Rayleigh* ('The Friends').

Parish Centre (Holy Trinity)

Remarkably we have been able to celebrate the 30th Anniversary of the opening of the Centre. We have provided high quality accommodation both for our own Church groups and for others from our community for all those years. Recognising the pressure that most groups have, and to reward the loyalty from non-PCC groups, we have not increased our fees, and bookings have remained steady and high.

Our major concern and preoccupation this year was the heating system. It took significant time and effort to detect the leaks and to repair them, but we are happy to report that our insurers covered most of the cost of this work.

As previously reported the Parish Centre Main Hall doors still give trouble and will probably need replacing soon. In order to reduce our use of non-recyclable paper towels, we have installed two new electric hand driers. We keep our maintenance and regular inspections up to date and replace items as needed, e.g. the window keys and break-glasses. We have continued to adopt the recommendations of the Accessibility survey, including the addition of an extra, large parking place for Blue Badge holders. We have replaced two laptops and have developed plans to install smart thermostats on all the radiators but are waiting to hear from the Zero Carbon report before we take any action on this.

We must thank Janet, Jenny and Anita for their work in keeping things going so well.

St Michaels

The quinquennial work is up to date, done mainly by volunteers in their own time. We greatly appreciate their efforts. Meeting a very long-held ambition, there is now an accessible and very tidy garden behind the Annex.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

We have had a new water heater installed in the Annex. We would also like to fit electric hand dryers to this site as well as at the HT Parish Centre, but we are proceeding carefully in view of the power supply limits on this site.

The safe has been replaced and the oven repaired. The defibrillator has been installed and registered as available for public use; but unfortunately, this has led to number of false alarms that it had been used and therefore was not available for use.

7. Rochford Deanery Synod Report

The usual format of a Deanery Synod (DS) meeting includes opening and closing worship, a status report by the host church, a special item, often with a visiting speaker, and updates on Deanery Finance and personnel.

We hosted the February 27th Deanery Synod meeting at Holy Trinity, Rayleigh.

The main topics under discussion were Deanery and Parish finances and vocations.

There was a significant underpayment of Parish share across our Deanery, which is considered to be affluent. Clergy numbers are being reduced and unused clergy housing sold to help with the deficit in the Diocesan Budget. It was noted that there are nevertheless still some pots of money available for specific projects.

Rev Kim Lepley, who is the Deanery Vocations Adviser, spoke about vocations for both clergy and lay members. Lay Members need to complete the Course in Christian Studies or equivalent for most posts. Rev Ernie Guest also speaks with people wishing to go into ministry. There is now no upper age limit for ordained ministry, only for stipendiary posts. The minimum age is 23. Ideally, prospective candidates should consult their own clergy first.

It was suggested that items should be shared amongst the parish to save buying or hiring. We were able to respond to this later in the year by lending some tables to Hockley parish for a summer event.

The June 11th Deanery Synod meeting was hosted at St Nicholas, Great Wakering.

Rev Ernie Guest gave a presentation on Cursillo, a movement that started in Spain over 50 years ago. It is a world-wide movement with over 30 Dioceses in the UK taking part. In our Diocese, two weekends a year are held at Pleshey, the Diocesan House of Retreat. The idea is that participants get energised through prayer, study and action to go back to their parishes to do God's work in whatever form that might take. A number of DS members had attended Cursillo weekends.

The Area Dean Nick Rowan reported that the total Parish share the Deanery paid in 2023 was 68.7% which left a shortfall of £135,000. The average across the Diocese was 83.5%. For 2024, as of the end of April, two parishes had paid 33% and three parishes paid 16-17%. Unfortunately, four parishes had not paid anything.

Eight people in the Deanery had undertaken the two-year Course in Christian Studies and would be collecting their certificates from Bishop Guli at Chelmsford Cathedral on 10th July, and invited everyone to go along and support them, especially from their parishes.

Around 40 people had attended the Bradwell Area Vocations Day in May, including some from Rochford Deanery. Bishop Adam attended along with Archdeacon Mike and Archdeacon Jonathan.

Rev Ernie Guest and Rev Nick Rowan had been nominated and duly appointed to Diocesan Synod. There had been no nominations for the lay positions.

The November 28th meeting took place at St Thomas of Canterbury, Hullbridge.

Parish Giving Advisor Michelle Cottis gave a presentation. She and a colleague work to support parishes in promoting a culture of generosity and enabling giving. They offer a 'generous church' check list for PCCs to identify areas for improvement and can provide advice on contactless digital giving, budgeting and claiming Gift Aid.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

Steve Lissenden had been appointed Rector of HRR and Priest in Charge of Hockley, Rev Sharon Guest was leaving the deanery to go to St. Osyth, Weeley, Great Bentley and Little Clacton. Archdeacon Mike Power had now moved to West Ham. The Venerable Jonathan Croucher was currently overseeing Southend archdeaconry as well as Chelmsford.

Reports from General Synod and Diocesan Synod were presented.

General Synod had debated, amongst other things, financial matters, Wisdom of Trust, Safeguarding and abuse, the human dignity of disabled children, the persecuted church, hearing the voice of young people, food banks and inadequacies in social security, rest periods for clergy and Living in Love and Faith. A special meeting of the House of Laity had challenged the apparent 'democratic deficit' among the houses in General Synod.

8. Approval

The annual report was approved by the PCC on 7th April 2025 and signed on its behalf by:



The Revd. Glen Mansfield
Team Rector



Gordon Simmonds
Vice Chair

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 DECEMBER 2024

Independent Examiner's Report to the Parochial Church Council of Rayleigh

I report to the trustees on my examination of the financial statements the Parochial Church Council of Rayleigh ('the charity') for the year ended 31 December 2024 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

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



Stuart Harrison
Venthams Limited
Millhouse
32-38 East Street
Rochford, SS4 1DB

Date: 15TH April 2025

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2024

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Incoming resources	3				
Voluntary income		151,515	133,746	285,261	297,166
Church activities		117,455	-	117,455	110,656
Activities for generating funds		-	-	-	-
Investment income		-	14,310	14,310	837
Other		-	-	-	-
Total		268,970	148,056	417,026	408,659
Resources expended					
Expenditure on:	4				
Church activities		243,913	6,690	250,603	244,797
Total		243,913	6,690	250,603	244,797
Net income		25,057	141,366	166,423	163,862
Transfers between funds	11	-	-	-	-
Net movement in funds		25,057	141,366	166,423	163,862
Reconciliation of funds:					
Total funds brought forward		224,868	532,139	757,007	593,145
Total funds carried forward	11	249,925	673,505	923,430	757,007
* Analysis of 2023 fund balances is provided in note 13					

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

BALANCE SHEET

AT 31 DECEMBER 2024

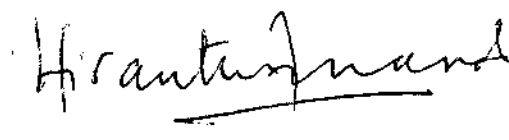
	Note	Unrestricted funds £	Restricted income funds £	Total 2024 £	Total 2023 £
Fixed assets					
Tangible assets	7	-	366,000	366,000	366,000
Total fixed assets		-	366,000	366,000	366,000
Current assets					
Debtors	8	17,007	3,410	20,418	11,151
Cash in bank and in hand	9	278,501	304,094	582,595	419,789
Total current assets		295,509	307,505	603,013	430,940
Creditors: Amounts falling due within one year	10	45,583	-	45,583	39,932
Net assets		249,925	673,505	923,430	757,008
Represented by:					
Unrestricted funds		249,925	-	249,925	224,868
Restricted funds		-	673,505	673,505	532,139
Total funds	11	249,925	673,505	923,430	757,008

* Analysis of 2023 fund balances is provided in note 14

The financial statements and notes on pages 12-24 were approved by the PCC on 7 April 2025 and signed on its behalf by:



Gordon Simmonds
Vice Chair



Lalini Hiranthi Fernando BA FCA
Treasurer

The notes on pages 15-24 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

1. Basis of Preparation

Basis of Accounting

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 in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice as amended for bulletin 1 & 2 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally Accepted Practice as it applies from 1 January 2019.

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

The financial statements are prepared in pounds sterling which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

The trustees consider that there are no material uncertainties about the PCC's ability to continue its activities and accordingly these financial statements have been prepared as a going concern.

2. Accounting Policies

Incoming resources

- a. Incoming resources are included in the Statement of Financial Activities when the PCC is entitled to the benefit of the resources, the inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.
- b. Gift aid receivable is included in income when there is a valid declaration from the donor, is included in the period to which the relevant donation is received and is treated as an addition to the same fund as the donation.
- c. Voluntary income which is collected on behalf of other charities is not included as PCC income.
- d. Legacies are recognised on a case-by-case basis following the granting of probate when the administrator/executor of the estate has communicated in writing both the amount and settlement date.
- e. Grants and specific donations are recognised in the SOFA when all criteria for their award has been satisfied.
- f. Income from charitable activities is gross of associated costs.
- g. Income from the use of premises and facilities is recognised when due.
- h. Fees for weddings and funerals represents the total fee to which the PCC is entitled; fees payable to other parties are recognised as expenditure.
- i. Investment income is recognised when received.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

Resources expended

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

Grants payable are payments made to third parties in the furtherance of the PCC's objects. These are recognised when an award has been made and all criteria for the grant to be disbursed have been met.

Governance costs include costs of the independent examination of financial statements.

Fixed Assets

Consecrated and beneficed property is not included in the financial statements in accordance with s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Team Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected on provision of reasonable notice. All expenditure on church furnishings is written off when incurred.

Buildings consisting of the Parish Centre complex at Holy Trinity Church and the Annexe at St. Michael's Church are included at cost. Equipment used in the church buildings and complexes are written off on acquisition.

Debtors

Debtors are stated at amounts due and subsequently at cash or other consideration due. Other debtors include prepayments which are stated at the amount of prepaid expenditure at balance sheet date.

Creditors

Creditors are included at amounts due at settlement.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in terms of the trust or bequest, and (b) donations or grants received for a specific purpose or invited by the PCC for a specific purpose. The funds may only be expended on the specific purpose 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. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for the charitable activities of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

3. Income	Note	Unrestricted funds	Restricted funds	Total 2024	Total 2023
		£	£	£	£
Voluntary income					
Planned giving		107,717	3,145	110,862	106,850
Loose plate collections		14,574	-	14,574	10,503
One-off gifts		2,720	-	2,720	12,745
Tax recoverable on gift aid		25,352	743	26,095	25,560
Legacies		303	1,000	1,303	110,813
Grants *		-	3,358	3,358	5,924
Friends of Holy Trinity Church		-	125,500	125,500	23,000
Other		848	-	848	1,771
Total		151,515	133,746	285,261	297,166
Church activities					
Cake, cuppa, chat		2,991	-	2,991	2,728
Bookstall sales		2,328	-	2,328	1,999
Church hall lettings		97,771	-	97,771	97,406
Fees for weddings and funerals		14,058	-	14,058	8,039
Other		307	-	307	485
Total		117,455	-	117,455	110,656
Investment income					
Interest & investment gains		-	14,310	14,310	837
Total		-	14,310	14,310	837
* Grants received:				2024	2023
				£	£
Chelmsford DBF: Energy grant				-	3,040
Department for Culture, Media & Sport: Listed Places of Worship Scheme				3,358	2,884
Total				3,358	5,924

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

4. Expenditure	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Church activities					
Ministry					
Parish share		102,191	-	102,191	98,740
Clergy & staff expenses		3,285	-	3,285	733
Mission & training		-	-	-	-
		105,476	-	105,476	99,473
Missionary & charitable giving	6				
Giving to mission & churches		28,178	-	28,178	15,400
		28,178	-	28,178	15,400
Staff costs	5				
Administration & maintenance		21,884	-	21,884	21,078
Mission & Ministry		21,806	-	21,806	9,295
		43,690	-	43,690	30,373
Church property costs					
Utilities		19,115	-	19,115	27,227
Insurance		6,269	-	6,269	5,857
Cleaning		1,116	-	1,116	1,515
Maintenance & repairs		8,881	6,690	15,571	28,087
Churchyard		90	-	90	32
Other general support costs		-	-	-	-
		35,471	6,690	42,161	62,718
Church life & outreach					
Bookstall		1,442	-	1,442	1,029
Upkeep of services		13,450	-	13,450	5,514
Other		98	-	98	-
		14,989	-	14,989	6,543
Administration					
Telephone & communication		1,116	-	1,116	931
Stationery & photocopying		868	-	868	1,981
Other		10,765	-	10,765	23,778
		12,749	-	12,749	26,690
Governance costs					
Independent examiner's fee	15	3,360	-	3,360	3,600
		3,360	-	3,360	3,600
Total		243,913	6,690	250,603	244,797

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

5. Staff costs

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£
Salaries & wages	42,801	-	42,801	28,704
Social security	-	-	-	-
Pension costs	889	-	889	1,669
Total	43,690	-	43,690	30,373

During the year the PCC employed on average 3 staff (2023: 2 staff) and at 31 December 2024 had 2 paid staff (2023: 3 staff).

Social security costs of £NIL (2023 - NIL) were reduced by the National Insurance employment allowance.

The PCC is a participating employer in the Church of England Pensions Board Pension Builder, a defined contribution scheme, to discharge its obligation for pension auto enrolment.

No employee received remuneration of more than £60,000 (2023: Nil)

6. Mission and charitable giving

Unrestricted Fund:-	Total 2024	Total 2023
Giving to mission & churches	£	£
Bar 'n' Bus	903	924
Church Mission Society	2,259	2,310
Church Pastoral Aid Society	2,410	2,464
Essex Clergy Charity Corporation	-	924
Crosslinks	903	-
Hopeworx	903	924
Open Doors	11,985	924
St Michaels, Obiya	2,937	3,003
Friends of Vision School	4,975	3,003
Teen Challenge	903	924
	28,178	15,400

No grants were disbursed from the PF Fund in 2024 (2023 - Nil).

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

7 . Tangible Fixed Assets

	2024		2023	
	Freehold land & buildings	Total	Freehold land & buildings	Total
	£	£	£	£
Cost				
At 1 January	366,000	366,000	366,000	366,000
Additions	-	-	-	-
Revaluations	-	-	-	-
Disposals	-	-	-	-
At 31 December	366,000	366,000	366,000	366,000
Depreciation and impairment				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	-	-	-	-
Net book value				
At 1 January	366,000	366,000	366,000	366,000
At 31 December	366,000	366,000	366,000	366,000

Fixed assets comprise the original cost of buildings in the Parish Centre complex at Holy Trinity Church and the Annexe at St Michael's Church.

8. Debtors

	Total 2024	Total 2023
	£	£
Tax recoverable on Gift Aid	4,026	4,132
Hall fees receivable	10,343	7,019
Grants receivable	3,358	-
Insurance claim	2,690	-
Total	20,418	11,151

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

9. Cash at bank & in hand

	Unrestricted funds	Restricted funds	Total 2024	Total 2023
	£	£	£	£
Barclays Bank current account	65,180	-	65,180	209,254
Lloyds Bank - Fees Account	18,262	-	18,262	33,698
CCLA Church of England Deposit Fund	195,060	304,094	499,154	176,837
Total	278,501	304,094	582,595	419,789

10. Creditors & Accruals

	Total 2024	Total 2023
	£	£
Payroll	1,772	2,215
Accruals & deferred income	16,101	6,994
Provision for exceptional items	22,148	13,974
Refurbishment	-	14,648
Agency payments	5,563	2,102
Total	45,583	39,933

15. Independent examiner's fees

	Total 2024	Total 2023
	£	£
Accrued fee	3,600	3,600
Total	3,600	3,600

11. Analysis of Funds

	1 January 2024	Incoming resources	Resources expended	Transfers	31 December 2024
	£	£	£	£	£
Unrestricted: General Fund	224,868	268,970	(243,913)	0	249,925
Restricted Funds					
Fixed Assets	366,000	-	-	-	366,000
Holy Trinity Fabric	12,186	129,858	(5,968)	-	136,077
Holy Trinity Ministry	40,320	3,748	-	-	44,068
St. Michael's Ministry	1,792	167	(724)	-	1,235
Youth & Children's Worker	43,500	7,931	-	-	51,431
PF Fund	62,092	5,771	-	-	67,863
Outreach	6,250	581	-	-	6,831
	532,139	148,056	(6,691)	-	673,505

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

12. Related party transactions

None of the trustees have been paid any remuneration or received any benefits for serving as trustees. The Revd. Milen Bennett was employed by the PCC as Pioneer Minister and remunerated in that capacity. Expenses incurred on behalf of the PCC have been re-imbursed to trustees.

During the year, fees of £1,565 were paid to The Revd. Tracy Nutter for officiating as minister at occasional services, and £45 paid to Liz Simmonds as vergers for occasional services.

The Revd. Glen Mansfield and Gordon Simmonds are trustees of The Friends of Holy Trinity, Rayleigh (registered charity no. 1069853). During the year £125,500 (2023 - £23,000) was received from The Friends of Holy Trinity Church, Rayleigh.

There were no other related party transactions during the year that require disclosure other than giving from members of the PCC. During the year, trustees made total donations of £33,817 (2023 - £29,036).

13. 2023 Statement of Financial Activities	Unrestricted funds	Restricted funds	Total 2023
	£	£	£
Incoming resources			
Voluntary income	265,998	31,168	297,166
Church activities	110,656	-	110,656
Activities for generating funds	837	-	837
Investment income	-	-	-
Other	-	-	-
Total income	377,491	31,168	408,659
Resources expended			
Church activities	230,149	14,648	244,797
Total expenditure	230,149	14,648	244,797
Net income before investment gains	147,342	16,520	163,862
Transfers between funds	-	-	-
Net movement in funds	147,342	16,520	163,862
Reconciliation of funds:			
Total funds brought forward	77,526	515,619	593,145
Total funds carried forward	224,868	532,139	757,007

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2024**

14. 2023 Balance Sheet by Fund	Unrestricted funds £	Restricted funds £	Total 2023 £
Fixed assets			
Tangible assets	-	366,000	366,000
Investments	-	-	-
Total fixed assets	-	366,000	366,000
Current assets			
Debtors	11,151	-	11,151
Investments	-	-	-
Cash in bank and in hand	239,002	180,787	419,789
Total current assets	250,153	180,787	430,940
Creditors: amounts falling due within one year	25,284	14,648	39,932
Net assets	224,869	532,139	757,008
Represented by:			
Unrestricted funds	224,869	-	224,869
Restricted funds	-	532,139	532,139
Endowment funds	-	-	-
Total funds	224,869	532,139	757,008

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024

15. Independent examiner's fees	Total 2024 £	Total 2023 £
Accrued fee	3,600	3,600
Total	3,600	3,600

16. Capital commitments

There were no capital commitments at 31 December 2024 (2023 - £14,648).

Accounts



Parish of Rayleigh

Holy Trinity ✠ St Michael's

Annual Report of the Parochial Church Council

for the year ended 31 December 2023

Team Rector:

The Revd. Glen Mansfield

Parish Office:
Rectory Garth,
Rayleigh, SS6 8BB

Bank:

Barclays Bank PLC
63-65 High Street
Rayleigh, SS6 7EL

Independent Examiners:

Venthams Limited
Millhouse
32-38 East Street
Rochford, SS4 1DB



The Parochial Church Council of the Ecclesiastical Parish of Rayleigh,
Rayleigh Parish Centre, Rectory Garth, Rayleigh, Essex, SS6 8BB - Registered Charity Number 1129561

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**ANNUAL REPORT OF THE PCC – CONTENTS****YEAR ENDED 31 DECEMBER 2023**

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PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

REFERENCE & ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2023

Membership

Members of the PCC are either ex-officio or elected by Annual Parochial Church Meetings (APCMs) in accordance with the Church Representation Rules. Members of the PCC are also charity trustees for the purpose of charity law and those who served from 1 January 2023 to the date of this report are: -

Revd. Glen Mansfield	Team Rector	Ex officio
Revd. Tracy Nutter	Associate Priest	Ex officio
Revd. Milen Bennett	Pioneer Minister	Co-opted October 2023
Janet Carter	PCC	Elected 2023-2026
Steve Davey	Churchwarden / PCC	PCC Until APCM 2024; Churchwarden 2023/24
Paul Falvey	PCC	Until APCM 2024
Hiranthi Fernando	PCC	Until APCM 2024; PCC Treasurer
Maggi Gale	Churchwarden / DS	CW until 2024; Deanery Synod until 2026
Adrian Hall	PCC	Until APCM 2023
Ann Jolly	PCC	Until APCM 2025
Chris Parker	PCC	until APCM 2025
Wayne Prankard	DS	Deanery Synod until 2026
Robert Robinson	PCC	Until APCM 2025
Gordon Simmonds	Vice Chair/ DS	Deanery Synod until 2026; Diocesan Synod until 2024
Rachel Smith	PCC	Until APCM 2023
Emily Buckley (née St Ledger)	PCC	Until APCM 2023; Re-elected 2023-2026
Andrew White	PCC	Elected 2023-2026
Jacky Wragg	Churchwarden / DS	Churchwarden until 2023; Deanery Synod until 2026

DS – deanery synod member

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF RAYLEIGH is a registered Charity, registration number 1129561.

Main Office: Rayleigh Parish Office, Rectory Garth, Rayleigh, SS6 8BB

Independent Examiners: Venthams Limited, Millhouse, 32-38 East Street, Rochford, SS4 1DB

Bankers: Barclays Bank PLC, 63-65 High Street, Rayleigh, SS6 7EL

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

The Parochial Church Council of the Ecclesiastical Parish of Rayleigh (PCC) submits its annual report and financial statements for the year end 31 December 2023.

1. Aims and purposes

The PCC is responsible for co-operating with the Team Rector, clergy and lay ministers in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish of Rayleigh. It also has responsibilities to maintain the buildings and facilities of Holy Trinity Church, High Street, Rayleigh and St. Michael and All Angels Church ('St. Michael's'), Sir Walter Raleigh Drive, Rayleigh.

2. Objectives and activities

The PCC is committed to encouraging and enabling as many people as possible to worship at our churches and to become part of our church family. The PCC oversees worship throughout the parish and makes suggestions on how our services can include the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Specifically, we enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish
- Ministry and outreach work

To facilitate this work, it is important that we maintain the fabric of the two church buildings and facilities. We aim to keep our premises in a good state, providing high quality facilities to community groups for significant civic support within our parish.

3. Achievements and performance

Worship: At Holy Trinity, the pattern of services was as shown below.

1 st / 3 rd Sunday	8am	Said Holy Communion - BCP
Sunday	9:30am	Morning Worship or Holy Communion
1 st / 3 rd Sunday	9:45am	Café Worship in the Main Hall
4 th Sunday	6:30pm	Fourth Sunday Praise
Wednesday	10am	Holy Communion

Throughout 2023 the 9:30am service has alternated between traditional with organ and choir and informal with music group, with 5th Sunday services being for 'All Ages'. It was agreed to introduce a revised service pattern for an experimental period of 6 months from January 2024, featuring services at 9:15am and 11am every week in place of the 9:30am services. Occasional Parade services for the Baden Powell groups have been reintroduced. Café Worship services have continued to be very well attended.

There was a Fresh Expression service every week at 11am at St Michael's including children's items and prayer for the persecuted church, with Holy Communion celebrated once a month. Some of the services are to have an increased outreach focus in 2024.

Sermon series for the year included Psalms, 1 Cor 13, Bible characters and the 'I am' sayings of Jesus from John's gospel.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

Morning Prayer has continued to be published on the Parish YouTube channel on Mondays and Fridays. The Alen Chapel is set aside as a place for prayer and quiet contemplation during Church Open outside formal worship.

Revd. Glen Mansfield has continued to lead the clergy and staff teams with wisdom and good humour, ably assisted by our Associate Priest Revd Tracy Nutter. They were joined in September by Revd Milen Bennett in the role of Pioneer Minister with primary responsibility for the oversight of St Michael's. Our thanks go to them and to the many others, members of the laity and retired clergy, who preach or lead services.

Special services during the year:

- A service of Holy Communion with renewal of baptismal vows on Ash Wednesday
- Good Friday service for Churches for Rayleigh (C4R) hosted at Holy Trinity
- A sunrise service at the Lych Gate on Easter Day
- A 'Royal Songs of Praise' on Sunday May 7th in celebration of King Charles III's coronation
- Archdeacon's visitation in June hosted at Holy Trinity Church
- Harvest evensong – 8th October
- *The Friends'* Foundation Day service, 22nd October
- A service of thanksgiving and remembering – 29th October
- Service of Light – 3rd December as part of the Friends' Christmas Tree Festival

In addition to our own carol services, Holy Trinity was the venue for a number of schools' and other organisations' carol services and concerts during December. Christmas Eve afternoon services were well attended at both churches.

Pastoral Care:

The pastoral team meet monthly and have a WhatsApp group to keep in contact. Phone calls and visits to the housebound, vulnerable, sick and elderly have continued throughout the year. Members of the team have taken Home Communion to those who have requested it. Monthly Services are held at Rosedale Court, and we have resumed services at Sweyne Court and Great Wheatleys. Rosedale Court have asked us to visit and chat and listen to the residents at other times. "Being Here", our space for the bereaved, the lonely and isolated, meets twice a month, and is always well attended. In October the team led a Thanksgiving and Remembering service for families of those who had passed away during the year, which was well received. The Electoral Roll is looked at throughout the year to ensure that we maintain contact with church members. Anyone needing help can contact the Pastoral Care team via the website or through the advertised mobile number. Team members are required to keep their Safeguarding training updated.

Outreach:

Glen and Wayne ran a 4-week Essentials course for eight people looking to explore the Christian faith. The group were keen to continue meeting and so this was then followed up with studies entitled *Close Encounters* and *Tales of the Unexpected*.

Café Worship services take place on the first and third Sundays of the month. Attendance at these services continues to rise. A monthly 'Café midweek' is planned for 2024.

The Church is open to the public every day from Monday to Saturday as a place to sit quietly, pray, light a candle and explore the church building. The Church was again opened to the public to coincide with the Town Trinity Fair and several hundred visitors were recorded. It was also open on the day of the King's coronation or members of the public to watch the service together.

'Stop and Chat' Outreach ministry is offered at the green space outside the church on Wednesday mornings during the summer months, to listen, chat with and offer refreshments to those who stop by and to signpost people to a Christian Listener or other services. 'Cake Cuppa Chat' continues to serve hot drinks and delicious home-made cakes and provide a welcoming meeting space for all on a Friday morning. 'Stop and Chat' personnel are also on hand and there is a British Sign Language (BSL) signing group that meets monthly in the café. There are now two 'Tots, Toys and Chat' groups meeting at Holy Trinity and at St Michael's.

Prayer:

The aim of the prayer working group is to promote the practice of prayer across all areas of church life, including our personal prayer life, praying before our services, and undergirding specific church ministries with prayer. For example, a team of intercessors met online to pray during each of the sessions of the Sunday evening Enquirers course. In 2023 we launched occasional Saturday morning reflective prayer spaces. We have held several prayer and light lunch events for occasions such as the Eve of All Saints and Christmas outreach. The prayer chain, the weekly House of Prayer and Dial-In prayer times continue. Online morning prayer is published on the parish YouTube channel twice weekly. The group would welcome new members. For 2024, the group began planning The Easter Experience aimed particularly at local schools.

Mission Partners:

The activities of this group are designed to: (a) ensure that information about our mission partners is shared with the church family – both within services and in other ways, such as display boards and planned visits to the parish by our mission partners, (b) make recommendations for recipients of outward giving by the parish, and (c) encourage better partnership with and prayer for our mission partners. Our current mission partners are: St Michael's Obiya, Vision to Serve, CPAS, CMS, Hopeworx, Open Doors, Bar N Bus, Essex Clergy Charity, Teen Challenge. The PCC continued its practice of allocating 10% of its voluntary income to support these organisations. This support is greatly valued, as reflected in the letters of thanks we receive from them. In 2024 we have scheduled visits from Open Doors and Vision to Serve. We were blessed too in 2023 by a visit from the Leprosy Mission, who, while not currently one of our 'official' mission partners, are supported by a number of our church family on an individual basis. Our group membership is now down to just three people, and so we would welcome anyone who shares our passion for supporting extra-parish mission.

Discipleship:

The Discipleship working group oversees homegroups, encourages personal bible study, suggests other resources to encourage spiritual growth, such as books for Lent and Advent, and marks events such as Bible Sunday. There are around 75 church members participating in 10 homegroups. Study materials are mainly developed by the team. In early 2023 we continued the studies in Philippians that were begun in the autumn of 2022. Throughout Lent, homegroups were invited to join together at Holy Trinity Parish Centre for a Lent course on Biblical Theology, delivered by Glen, our rector. The course was designed to 'stretch' us. Topics included 'Covenants', 'Jesus as Prophet, Priest and King' and 'Grace, Righteousness and Salvation'. The course was extremely well attended (in fact, numbers grew as the weeks progressed) and much appreciated. After Easter the home groups studied the life of Jacob and in the autumn began a series of studies on the Sermon on the Mount, due to be completed in early 2024, followed by a Lent course on Church History, again to be delivered by Glen. Also in the autumn, around 40 people took part in a 9-week course in Christian doctrine using online material from Crosslands and weekly group discussions. We are very grateful to Glen for his oversight and excellent teaching, to Revd John Townsend and Clive Lewis for their dedication in creating the materials, and to all those who lead and host our homegroups.

4. Financial review

Income for the year ended 31 December 2023 was £411,269 (2022 - £475,880). Although planned giving has reduced since the pandemic, income has been boosted by generous legacies from former members of the congregation. The PCC has three main sources of income: firstly planned giving and tax recovery on gift aid which funds parish share; secondly, grants from the Friends of Holy Trinity, Rayleigh which funds the maintenance and repair of Holy Trinity Church, a grade II* listed building; and lastly income on hall lettings which funds all other expenditure.

The post of team vicar in the parish was dis-established in 2022 with the consent of the Diocese. This led to a reduction in 2023 parish share to £98,740 (2022-£150,023). The reduction in parish share has enabled the PCC this year to create and appoint to a new post of Pioneer Minister with specific responsibility for St. Michael's Church. Consequently staff costs have increased to £31,189 (2022-£19,564). The increase in cost of utilities to £27,227 (2022-£18,533) is attributable to the increased cost of heating our buildings, offset in part by a grant of £3,040 from the Church Commissioners.

At 31 December 2023, unrestricted reserves of £224,846 (2022-£77,526) are held: the increase in unrestricted reserves in 2023 is largely attributable to legacies received for Holy Trinity Church and an increase in income from hall lettings.

During the year, the PCC appointed Venthams Limited as independent examiner to replace Rickard Luckin who had served as independent examiner for many years.

5. Structure, governance and management

5.1. PCC

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity. The membership of the PCC and method of appointment along with other administrative information is set out on page 3.

The PCC met on 10 occasions in 2023. From time-to-time there is a non-business meeting to allow time for ongoing discussion about ministry strategy led by Glen.

The principal groups which work with the PCC to discharge its responsibilities are:

- **Standing Committee** which has the power to transact the business of the PCC between meetings, subject to any directions given by the Council.
- **Working Groups** appointed by the PCC to act on their behalf. Much of the detailed work of the PCC is undertaken by these groups which meet in between PCC meetings and report back to the PCC. The extensive work of maintaining the church fabric is undertaken by the Facilities and Parish Centres groups who assist the Churchwardens in this part of their traditional responsibilities.

5.2. Church Membership

The Electoral Roll was renewed in 2019. At 31 December 2023 there were 232 (31 December 2022 - 222) members on the Electoral Roll, of these 54 (31 December 2021 - 52) were not resident in the Parish. The average Parish Sunday weekly attendance in October 2023 was 253 (this included Harvest evensong, *The Friends'* Foundation Day Service and the service of Thanksgiving and Remembering).

5.3. Personnel

In addition to leading and celebrating at services, Rector Glen aims to take on at least 50% of the preaching at Holy Trinity and to visit St Michael's regularly. He leads the staff team of clergy and laity which meets weekly for Bible study and diary planning and review. He also holds a short weekly session for preachers to share their thoughts on upcoming passages and occasional longer sessions for the preaching team to discuss the art of preaching and share resources. Glen is keen to foster and encourage lay leadership of services where appropriate, allowing us to experience a great variety of worship styles.

Alongside her role as Associate priest, Revd. Tracy Nutter continues in her valuable ministry supporting the pastoral needs of our community with phone calls, visits and Home Communion, leading the pastoral care team and '*Being Here*'. Together with Maree Gaskin, Tracy also leads the monthly services at the local care homes.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

Revd. Milen Bennett in his role as Pioneer Minister has primary responsibility for worship at St Michael's and has been looking to develop ministry in other areas.

Since the autumn Robert Dart has been on a ministerial placement with us from Rayleigh URC and has taken an increasing role in leading services.

Wayne Prankard, as Authorised Local Preacher, continues to offer his ministry to the church family alongside a number of other lay preachers, and we thank them for their diligent study of the Bible and for sharing their insights and encouragements with the church family.

Maree Gaskin has continued her work as Authorised Lay Funeral Minister.

Cara Parker completed her training as a Pastoral Assistant with a particular emphasis on families and children and was licensed at a service at the cathedral in June. Jacky Wragg is continuing to train as a Licensed Lay Minister, completing a placement at St Michael's as part of her training.

We are grateful to Joseph Zammit for the contribution he makes to our worship playing the organ for services and leading the choir so ably. Our thanks to the members of the choir and music group for their ministry.

Our Parish Administrator Janet Thompson continues to manage the office and welcome desk, bookings, invoicing and telephone queries.

In her role as Parish Centres Assistant Jenny Crane provides practical support, ensuring our premises are clean and welcoming.

Lynn Lee is our Baptism Co-ordinator, supported by a Baptism Team.

The welcome desk at Holy Trinity parish centre is ably staffed by a team of volunteers, and many other volunteers are involved in the day to day running and activities of our churches. We are grateful to them all.

6. Fabric Report

Holy Trinity Church

As mentioned in the last Annual Report, most of the refurbishment of Holy Trinity Church was completed in 2022, but during the past year we have done a few smaller works such as adding leather seals to the west door and completing the font cover – for which we offer our gratitude to Nicola and Trevor. The redundant items have been sold, except for the recovered floor tiles. The minor snagging works have been completed and we hope soon to have sorted out the remaining issues with the heating controls. A stone plaque commemorating this refurbishment has been made and will be installed soon. The more urgent work noted in the latest Quinquennial Report has been done, we are grateful to the many volunteers who helped, but of course they could not do all, for example we called in specialists to mend the leaks in the roofs. A giant poppy was made for Remembrance, using the knitted poppies from the centennial celebration. We are waiting for further information before we can make decisions on two repairs: the metal support straps for the weathervane and the second stage lift for the AV screen. As ever we are grateful to the Gardening Group and 'Bodge', noting that they would welcome further helpers to their numbers. Of course we continue to acknowledge the maintenance work in the churchyard done by the District Council.

Parish Centre

We continue to provide high quality accommodation both for our own Church groups and for others from our community. For the most part these groups stay with us and provide a useful income stream which has increased substantially this year. Even though we have lost a few regular bookings, we have gained others, e.g. we were pleased to welcome Wyburns School in the emergency caused by the presence of RAAC in their own buildings. We now restrict regular bookings in the Parish Centre on Saturdays, in favour of Church events. We get a lot of single bookings which mostly pass without problems, but unfortunately one group failed signally to observe the conditions they had signed up to. As part of the PCCs enhanced safeguarding policy, we have emphasised the role we require from all users of our facilities. Recognising the current economic pressures, we have not increased the fees for regular users and charities but have done so by 5% for single use as these usually require more work from us.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

As part of our commitment to providing a safe environment, we ran a First Aid Course for the volunteers whose certification had lapsed. We also are grateful to Sallie Falvey who conducted a thorough survey of our Accessibility for All; this is still being worked on by the PCC and its Working Groups, but many of the issues have already been addressed. We are up to date in our responses to the Quinquennial Inspections, including a review of our maintenance schedules. There are many items that get regular maintenance, mostly from our own 'Bodge' group but others e.g. the safety systems and the tower clock require more specialist skills. We will shortly be adding a fire alarm beacon in the vestry and another one in the HT Main Hall. The Main Hall floor and boxes were professionally refurbished. Unfortunately, in spite of much effort, we were unable to get rectification of the substandard work on the doors from the car park to the Main Hall. It appears that the company involved is being liquidated. But we are grateful that adjustments by a skilled volunteer have improved the situation. We have replaced the computers for our office and for St Michaels. Other replacements include the three nearly new projectors, ferules on the folding chairs, and the coffee machine (using a grant). We keep a watching brief on our carbon use eg, (following our policy) when the lights in the office failed we replaced them with LCD fixtures. Early in 2024 we will meet the new Diocesan Environmental Officer. We have been trying for some time to improve the efficiency of our heating system for the Parish Centre, we think we are getting nearer.

We must thank Jenny, Janet and Anita for their work in keeping things going so well, and particularly we thank Sylvia who has stood down from her role as our Catering Manager.

St Michaels Church

The quinquennial work is up to date, done mainly by volunteers in their own time – in view of what was needed, this seemed to work better than holding a Work Day as originally planned. The storage sheds were no longer watertight and not suitable for storing large toys etc and have been replaced. Some volunteers had offered to redecorate the Annex and Obiya Room in the week after Christmas, but unfortunately, they were ill and now expect to do the work at Half Term.

We have replaced the main chairs in the church with new folding chairs, which stack onto a specially designed trolley. There needed to be several repairs to keep the toilets serviceable. Using a 50% grant we now have a defibrillator on this site which is available to the community if they call the Emergency Services, as well as to the users of our premises. We have replaced the vestry safe. Following the national scare, and with the support of our architect, we conducted a visual survey for the presence of RAAC; we are happy to say none was observed. We are still monitoring the cracks in the walls.

7. Approval

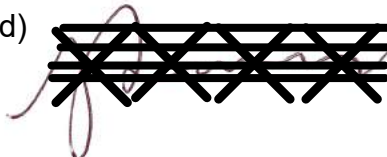
The annual report was approved by the PCC on 15 April 2023 and signed on its behalf by:



The Revd. Glen Mansfield

Team Rector

(Original copy signed)



Gordon Simmonds

Vice Chair

Independent Examiner's Report to the Parochial Church Council of Rayleigh

I report to the trustees on my examination of the financial statement the Parochial Church Council of Rayleigh ('the charity') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

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



(Original copy signed)

Stuart Harrison

Venthams Limited
Millhouse
32-38 East Street
Rochford, SS4 1DB

Date: 22nd April 2024

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2023

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Incoming resources	3				
Voluntary income		265,998	31,168	297,166	373,742
Church activities		110,656	-	110,656	97,723
Activities for generating funds		-	-	-	4,415
Investment income		837	-	837	-
Other		-	-	-	-
Total		377,491	31,168	408,659	475,880
Resources expended					
Expenditure on:	4				
Church activities		230,149	14,648	244,797	855,309
Total		230,149	14,648	244,797	855,309
Net income/(expenditure)		147,342	16,520	163,862	(379,429)
Transfers between funds	11	-	-	-	-
Net movement in funds		147,342	16,520	163,862	(379,429)
Reconciliation of funds:					
Total funds brought forward		77,526	515,619	593,145	972,575
Total funds carried forward	11	224,868	532,139	757,007	593,146
* Analysis of 2022 fund balances is provided in note 13					

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

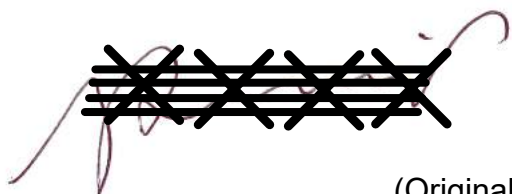
BALANCE SHEET

AT 31 DECEMBER 2023

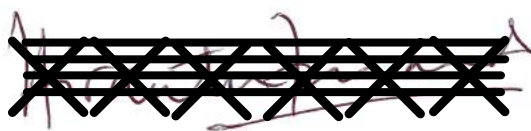
	Note	Unrestricted funds £	Restricted income funds £	Total 2023 £	Total 2022 £
Fixed assets					
Tangible assets	7	-	366,000	366,000	366,000
Total fixed assets		-	366,000	366,000	366,000
Current assets					
Debtors	8	11,151	-	11,151	16,851
Cash in bank and in hand	9	239,002	180,787	419,789	222,092
Total current assets		250,153	180,787	430,940	238,943
Creditors: Amounts falling due within one year	10	25,284	14,648	39,932	11,798
Net assets		224,868	532,139	757,008	593,145
Represented by:					
Unrestricted funds		224,868	-	224,868	77,526
Restricted funds		-	532,139	532,139	515,619
Total funds	11	224,868	532,139	757,008	593,145

* Analysis of 2022 fund balances is provided in note 14

The Financial Statements and notes on pages 12-21 were approved by the PCC on 15 April 2024 and signed on its behalf by:



Gordon Simmonds
Vice Chair



Lalini Hiranthi Fernando BA FCA
Treasurer

(Original copy signed)

The notes on pages 14-21 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

1. Basis of Preparation

Basis of Accounting

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 in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice as amended for bulletin 1 & 2 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally Accepted Practice as it applies from 1 January 2019.

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

The financial statements are prepared in pounds sterling which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

The trustees consider that there are no material uncertainties about the PCC's ability to continue its activities and accordingly these financial statements have been prepared as a going concern.

2. Accounting Policies

Incoming resources

- a. Incoming resources are included in the Statement of Financial Activities when the PCC is entitled to the benefit of the resources, the inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.
- b. Gift aid receivable is included in income when there is a valid declaration from the donor, is included in the period to which the relevant donation is received and is treated as an addition to the same fund as the donation.
- c. Voluntary income which is collected on behalf of other charities is not included as PCC income.
- d. Legacies are recognised on a case-by-case basis following the granting of probate when the administrator/executor of the estate has communicated in writing both the amount and settlement date.
- e. Grants and specific donations are recognised in the SOFA when all criteria for their award has been satisfied.
- f. Income from charitable activities is gross of associated costs.
- g. Income from the use of premises and facilities is recognised when due.
- h. Fees from weddings and funerals only represents a part of the total fee to which the PCC is entitled and does not include any fees payable to other parties.
- i. Investment income is recognised when received.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

Resources expended

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

Grants payable are payments made to third parties in the furtherance of the PCC's objects. These are recognised when an award has been made and all criteria for the grant to be disbursed have been met.

Governance costs include costs of the independent examination of financial statements.

Fixed Assets

Consecrated and beneficed property is not included in the financial statements in accordance with s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Team Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected on provision of reasonable notice. All expenditure on church furnishings is written off when incurred.

Buildings consisting of the Parish Centre complex at Holy Trinity Church and the Annexe at St. Michael's Church are included at cost. Equipment used in the church buildings and complexes are written off on acquisition.

Debtors

Debtors are stated at amounts due and subsequently at cash or other consideration due. Other debtors include prepayments which are stated at the amount of prepaid expenditure at balance sheet date.

Creditors

Creditors are included at amounts due at settlement.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in terms of the trust or bequest, and (b) donations or grants received for a specific purpose or invited by the PCC for a specific purpose. The funds may only be expended on the specific purpose 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. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for the charitable activities of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

3. Income	Note	Unrestricted funds	Restricted funds	Total 2023	Total 2022
		£	£	£	£
Voluntary income					
Planned giving	✓	103,570	3,280	106,850	117,838
Loose plate collections	✓	10,503	-	10,503	11,187
One-off gifts	✓	11,805	940	12,745	41,445
Tax recoverable on gift aid	✓	24,706	854	25,560	27,458
Legacies	✓	110,813	-	110,813	5,000
Grants *	✓	3,040	2,884	5,924	75,714
Friends of Holy Trinity Church	✓	-	23,000	23,000	95,100
Other	✓	1,561	210	1,771	-
Total		265,998	31,168	297,166	373,742
Church activities					
Cake, cuppa, chat	✓	2,728	-	2,728	706
Bookstall sales	✓	1,999	-	1,999	2,316
Church hall lettings	✓	97,406	-	97,406	90,147
Fees for weddings and funerals	✓	8,039	-	8,039	4,448
Other	✓	485	-	485	106
Total		110,656	-	110,656	97,723
Investment income					
Interest & investment gains	✓	837	-	837	-
Total		837	-	837	-
				2023	2022
* Grants received:				£	£
Chelmsford DBF: Energy grant				3,040	-
Department for Culture, Media & Sport: Listed Places of Worship Scheme				2,884	75,014
Total				5,924	75,014

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

4. Expenditure		Unrestricted funds	Restricted funds	Total 2023	Total 2022
	Note	£	£	£	£
Church activities					
Ministry					
Parish share		98,740	-	98,740	150,023
Clergy & staff expenses		733	-	733	173
Mission & training		-	-	-	225
		99,473	-	99,473	150,421
Missionary & charitable giving	6				
Giving to mission & churches		15,400	-	15,400	16,105
		15,400	-	15,400	16,105
Staff costs	5				
Administration & maintenance		21,078	-	21,078	19,564
Mission & Ministry		9,295	-	9,295	-
		30,373	-	30,373	19,564
Church property costs					
Utilities		27,227	-	27,227	18,533
Insurance		5,857	-	5,857	5,994
Cleaning		1,515	-	1,515	837
Maintenance & repairs		13,439	14,648	28,087	622,184
Churchyard		32	-	32	1,296
Other general support costs		-	-	-	7,921
		48,070	14,648	62,718	656,765
Church life & outreach					
Bookstall		1,029	-	1,029	1,450
Upkeep of services		5,514	-	5,514	4,763
Other		-	-	-	754
		6,543	-	6,543	6,967
Administration					
Phone		931	-	931	679
Stationery & photocopying		1,981	-	1,981	908
Other		23,778	-	23,778	-
		26,690	-	26,690	1,587
Governance costs					
Independent examiner's fee	16	3,600	-	3,600	3,900
		3,600	-	3,600	3,900
Total		230,149	14,648	244,797	855,309

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

5. Staff costs

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Staff costs				
Salaries & wages	28,616	-	28,616	19,307
Social security	1,236	-	1,236	-
Pension costs	1,669	-	1,669	257
Total	31,520	-	31,520	19,564

During the year the PCC employed on average 2 staff (2022: 2 staff) and at 31 December 2023 had 3 paid staff (31 December 2022: 2 staff)

Social security costs were £1,236, there were none in 2022 due to the National Insurance employment allowance.

The PCC is a participating employer in the Church of England Pensions Board Pension Builder, a defined contribution scheme, to discharge its obligation for pension auto enrolment.

No employee received remuneration of more than £60,000 (2022: Nil)

6. Mission and charitable giving

Unrestricted Fund:-	Total 2023	Total 2022
Giving to mission & churches	£	£
Bar 'n' Bus	924	966
Church Mission Society	2,310	2,416
Church Pastoral Aid Society	2,464	2,577
Essex Clergy Charity Corporation	924	966
Hopeworx	924	966
Open Doors	924	966
St Michaels, Obiya	3,003	3,141
Friends of Vision School	3,003	3,141
Teen Challenge	924	966
	15,400	16,105

No grants were disbursed from the PF Fund in 2023 (2022 - Nil).

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

7 . Tangible Fixed Assets

	2023		2022	
	Freehold land & buildings £	Total £	Freehold land & buildings £	Total £
Cost				
At 1 January	366,000	366,000	366,000	366,000
Additions	-	-	-	-
Revaluations	-	-	-	-
Disposals	-	-	-	-
At 31 December	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>
Depreciation and impairment				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net book value				
At 1 January	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>
At 31 December	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>	<u>366,000</u>

Fixed assets comprise the original cost of buildings in the Parish Centre complex at Holy Trinity Church and the Annexe at St Michael's Church.

8. Debtors

	Total 2023 £	Total 2022 £
Tax recoverable on Gift Aid	4,133	4,277
Hall fees receivable	7,019	12,574
Total	<u>11,152</u>	<u>16,851</u>

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

9. Cash at bank & in hand

	Unrestricted funds	Restricted funds	Total 2023	Total 2022
	£	£	£	£
Barclays Bank current account	205,304	3,950	209,254	170,355
Lloyds Bank - Fees Account	33,698	-	33,698	25,734
CCLA Church of England Deposit Fund	-	176,837	176,837	26,004
Total	239,002	180,787	419,789	222,093

10. Creditors & Accruals

	Total 2023	Total 2022
	£	£
Payroll	2,215	1,659
Accruals	6,994	7,725
Provision for exceptional items	13,974	-
Refurbishment	14,648	-
Agency payments	2,102	2,414
Total	39,933	11,798

11. Analysis of Funds

	1 January 2023	Incoming resources	Resources expended	Transfers	31 December 2023
	£	£	£	£	£
Unrestricted: General Fund	77,526	377,491	(230,149)	-	224,868
Restricted Funds					
Fixed Assets	366,000	-	-	-	366,000
Holy Trinity Fabric	-	26,834	(14,648)	-	12,186
Holy Trinity Ministry	40,320	-	-	-	40,320
St. Michael's Ministry	1,792	-	-	-	1,792
Youth & Children's Worker	39,166	4,334	-	-	43,500
PF Fund	62,092	-	-	-	62,092
Outreach	6,250	-	-	-	6,250
	515,619	31,168	(14,648)	-	532,139

12. Related party transactions

None of the trustees have been paid any remuneration or received any benefits for serving as trustees. The Revd. Milen Bennett is employed by the PCC as Pioneer Minister and is remunerated in that capacity. Expenses incurred on behalf of the PCC have been re-imbursed to trustees.

There were no other related party transactions during the year that require disclosure other than giving from members of the PCC.

The Revd. Glen Mansfield and Gordon Simmonds are trustees of The Friends of Holy Trinity, Rayleigh (registered charity no. 1069853). During the year £23,000 (2022 - £95,100) was received from The Friends of Holy Trinity Church, Rayleigh.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2023**

13. 2022 Statement of Financial Activities	Unrestricted funds	Restricted funds	Endowment funds	Total 2022
	£	£	£	£
Incoming resources				
Voluntary income	154,132	219,610	-	373,742
Church activities	97,723	-	-	97,723
Activities for generating funds	3,230	1,185	-	4,415
Investment income	-	-	-	-
Other	-	-	-	-
Total income	255,085	220,795	-	475,880
Resources expended				
Church activities	234,081	621,228	-	855,309
Total expenditure	234,081	621,228	-	855,309
Net income/ (expenditure) before investment gains	21,004	(400,433)	-	(379,429)
Investment gains	-	-	-	-
Transfers between funds	(8,631)	23,588	(14,957)	-
Net movement in funds	12,373	(376,845)	(14,957)	(379,429)
Reconciliation of funds:				
Total funds brought forward	65,153	892,465	14,957	972,575
Total funds carried forward	77,526	515,620	-	593,146

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 DECEMBER 2023**

14. 2022 Balance Sheet by Fund	Unrestricted funds £	Restricted funds £	Total 2022 £
Fixed assets			
Tangible assets	-	366,000	366,000
Investments	-	-	-
Total fixed assets	-	366,000	366,000
Current assets			
Debtors	16,851	-	16,851
Investments	-	-	-
Cash in bank and in hand	72,473	149,619	222,092
Total current assets	89,324	149,619	238,943
Creditors: amounts falling due within one year	11,798	-	11,798
Net assets	77,526	515,619	593,146
Represented by:			
Unrestricted funds	77,526	-	77,526
Restricted funds	-	515,619	515,619
Endowment funds	-	-	-
Total funds	77,526	515,619	593,146

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2023

15. Independent examiner's fees

	Total 2023	Total 2022
	£	£
Accrued fee	3,600	3,900
Total	3,600	3,900

16. Capital commitments

The internal refurbishment of Holy Trinity Church, Rayleigh was completed in 2022 and the PCC of Rayleigh has a contractual commitment for building works. At 31 December 2023, capital commitments of £14,648 (including VAT of £2,441) are accrued pending completion of building works by the contractor, Universal Stone. The Department for Culture, Media and Sport may reimburse 97.5% of VAT payable however this amount has not been recognized in these financial statements.

Accounts



Annual Report of the Parochial Church Council

for the year ended 31 December 2022

Team Rector:

The Revd. Glen Mansfield (appointed 31 August 2022)

Parish Office:

Rectory Garth,
Rayleigh, SS6 8BB

Bank:

Barclays Bank PLC
63-65 High Street
Rayleigh, SS6 7EL

Independent Examiners:

Rickard Luckin Limited
1st Floor, County House
100 New London Road
Chelmsford
Essex CM2 0RG



PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**ANNUAL REPORT OF THE PCC – CONTENTS****YEAR ENDED 31 DECEMBER 2022**

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PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

REFERENCE & ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2022

Membership

Members of the PCC are either ex-officio or elected by Annual Parochial Church Meetings (APCMs) in accordance with the Church Representation Rules. Members of the PCC are also charity trustees for the purpose of charity law and those who served from 1 January 2022 to the date of this report are: -

Revd. Glen Mansfield	Team Rector	Ex officio (Instituted as Team Rector 31 st August 2022)
Revd. Tracy Nutter	Associate Minister	Ex officio
Matthew Buckley	PCC	Until APCM 2022
Steve Davey	PCC	Until APCM 2024
Paul Falvey	PCC	Until APCM 2024
Hiranthi Fernando	PCC	Until APCM 2024 (PCC treasurer from May 2021)
Maggi Gale	Churchwarden / DS	Churchwarden from July 2022; PCC Secretary; Deanery Synod until 2023
Adrian Hall	PCC	Until APCM 2023
Ann Jolly	PCC	Until APCM 2025
Chris Parker	PCC	From APCM 2022 until APCM 2025
Wayne Prankard	Churchwarden / DS	Churchwarden until July 2022; Deanery Synod until 2023
Robert Robinson	PCC	Until APCM 2025
Gordon Simmonds	Vice Chair/ DS	Deanery Synod until 2023; Diocesan Synod until 2024
Rachel Smith	PCC	From APCM 2022 until APCM 2023
Emily St Ledger	PCC	Until APCM 2023
Jacky Wragg	Churchwarden / DS	Churchwarden full year; Deanery Synod until 2023

DS – deanery synod member

Status: THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF RAYLEIGH has been a registered Charity, number 1129561, since May 2009

Main Office: Rayleigh Parish Office, Rayleigh Garth, Rayleigh, SS6 8BB

Independent Examiners: Rickard Luckin Limited, County House, Chelmsford CM2 0RG

Bankers: Barclays Bank PLC, 63-65 High Street, Rayleigh, SS6 7EL

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

The Parochial Church Council of the Ecclesiastical Parish of Rayleigh (PCC) submits its annual report and financial statements for the year end 31 December 2022.

1. Aims and purposes

The PCC is responsible for co-operating with the Team Rector, clergy and lay ministers in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish of Rayleigh. It also has responsibilities to maintain the buildings and facilities of Holy Trinity Church, High Street, Rayleigh and St. Michael and All Angels Church ('St. Michael's'), Sir Walter Raleigh Drive, Rayleigh.

2. Objectives and activities

The PCC is committed to encouraging and enabling as many people as possible to worship at our churches and to become part of our church family. The PCC oversees worship throughout the parish and makes suggestions on how our services can include the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Specifically, we enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish
- Ministry and outreach work

To facilitate this work, it is important that we maintain the fabric of the two church buildings and facilities. We aim to keep our premises in a good state, providing high quality facilities to community groups for significant civic support within our parish.

3. Achievements and performance

Worship: Following the major internal refurbishment at Holy Trinity, the church was reopened for worship on Sunday 15th May with much rejoicing. In June we celebrated the Platinum Jubilee with a special evensong. On Sunday 26th July Bishop Guli visited and rededicated the building to the service of God. At Holy Trinity, the pattern of services is as shown below.

1 st / 3 rd Sunday	8am	Said Holy Communion – BCP
Sunday	9:30am	Morning Worship or Holy Communion
1 st / 3 rd Sunday	9:45am	Café Worship in the Main Hall
4 th Sunday	6:30pm	Fourth Sunday Praise
Wednesday	10am	Holy Communion

The 9:30am service alternates between traditional with organ and choir and informal with music group. We still do not have the resources to return to the pre-COVID pattern of two main morning services at Holy Trinity. It was agreed that from January 2023 5th Sunday services would be for 'All Ages'. There is a Fresh Expression service every week at 11am at St Michael's, with Holy Communion once a month. Each week the service includes a children's item and prayer for the persecuted church. Morning Prayer is published on the Parish YouTube channel on Mondays and Fridays. The Alen Chapel continues to be set aside as a place for prayer and quiet contemplation during Church Open outside formal worship.

Our Associate Priest Revd Tracy Nutter, Area Dean Revd Canon Nick Rowan and Revd Steve Finch have all continued to give generously of their time during the interregnum and beyond, as have our retired clergy and many others who preach or lead services. Revd Glen Mansfield became our Rector at the end of August and was immediately plunged into a very busy autumn term, which included thanksgiving and prayers for the life of Queen Elizabeth II and the Royal Family daily throughout the week following her death. We also held a memorial service to which local dignitaries were invited. In October we held a Harvest evensong and *The Friends' Foundation Day* service. In November we held two well-received services of thanksgiving and remembering for those who had died in the previous three years, the Annual Remembrance Sunday Services and the Service of Light on Advent Sunday. Schools', organisations' and church carol services were held in the run-up to Christmas in addition to the usual service pattern. Christmas Eve afternoon services were well attended.

Pastoral Care: The pastoral team meets monthly, and has a WhatsApp group to keep in contact. Phone calls and visits to the housebound, vulnerable, sick and elderly have continued throughout the year. Members of the team have taken Home Communion to those who have requested it. Monthly Services are held at Rosedale Court, and we have been into Sweyne Court. "Being Here", our space for the bereaved, has been extended to those who feel lonely and isolated and now meets twice a month and is always well-attended. Some team members completed part 2 of the Listening Course. The Electoral Roll is used to ensure we maintain contact with church members. Anyone needing help can contact the Pastoral Care team via the newsheet, website or through the advertised mobile number. Team members are required to keep their Safeguarding training updated. Their photos are on the Team page of the Parish Website.

Since October we have been operating a 'warm hub' on Fridays 10am-4pm where visitors can come to keep warm and enjoy light refreshments and company.

Outreach: We have now completed two training programmes with the Acorn Christian Trust as we look to grow a listening ministry within the church. 'Stop and Chat' continues as an Outreach Ministry, whose role is to be a visible welcoming presence to those who pass by Holy Trinity Church on the High Street, to chat and listen and offer refreshments to those who stop and to signpost people to a Christian Listener or other services. 'Cake Cuppa Chat' continues to serve hot drinks and delicious home-made cakes and to provide a welcoming meeting space for all on a Friday morning. 'Stop and Chat' personnel are also on hand and there is a British Sign Language (BSL) signing group that meets monthly in the café. There are now two 'Tots, Toys and Chat' groups meeting at Holy Trinity and at St Michael's. Cafe Worship services continue on the first and third Sundays of the month. Attendance at these services continues to rise and the meetings have now transferred to the main hall to cater for a larger congregation.

The Church is open to the public every day from Monday to Saturday as a place to sit quietly, pray, light a candle and explore the church building. The Church was opened to the public on Trinity Sunday to complement the Town Trinity Fair and over 1000 visitors were recorded. It was also open on the day of the Queen's funeral for members of the public to watch the service together. We hope to have the Church open again for the King's coronation.

Prayer: The prayer working group has met many times this year. Prayer bookmarks were produced for the appointment of a new rector, and then afterwards in preparation for the arrival of Glen and Anita Mansfield, as the first bookmarks had proved so popular.

As a group we were greatly encouraged as Glen joining our group has placed more emphasis on planning and ministry in whatever capacity, with a prayer meeting being held to that effect.

For Advent we produced a prayer calendar with a daily Bible reading and prayer topic, which was available via email, website and as a paper copy, along with a prayer meeting.

We now have a prayer page on the parish website accessible from the homepage.

Our YouTube channel now offers morning prayer on Mondays and Fridays.

Printed prayer cards on many subjects are available in the Alen chapel, to use and take away. Any prayers left in the box are prayed for.

Mission Partners: The purpose of the Mission Partner working group is:

- To recognise as a church the Biblical principle of generous giving.
- To recognise that we have a missional God who invites us to join in with His mission.
- To identify and document the existing mission work supported by the parish and annually to recommend to the PCC the allocation of the parish's outward giving funds.
- To enthuse and inform our church family about world mission and encourage them to get involved.

- To ensure that our choice of mission partners encompasses activities that are consistent with one or more of the Five Marks of Mission.

In 2022 the PCC allocated 10% of its 2021 voluntary income to support our external mission partners. These are: St Michael's Church Obiya (Uganda), Vision to Serve Ministries (India), CPAS, CMS, Hopeworx, Open Doors, Bar N Bus, Essex Clergy Charity, and Teen Challenge. Links have been maintained with most of these partners. During 2022 we had Sunday service visits scheduled by CMS and Open Doors, as well as a detailed update on St Michael's Obiya from Clive and Florence Lewis following their visit to that parish. Many church members also support the Leprosy Mission, whose representative visited us in February 2022 and again March 2023.

Many individuals within the church also support other Christian charities such as The Children's Society and we have parish representatives who liaise with them.

Discipleship: The Discipleship working group continues to oversee homegroups, encourage personal bible study and mark events such as Bible Sunday with special services. There are around 70 church members participating in 9 homegroups. A new group was begun in December for the young people who were confirmed in October. Study materials are mostly developed 'in house'. In 2022 these included studies on The Good News of the Cross, Lessons from the Early Church and Philippians. We are very grateful to Revd John Townsend and Clive Lewis who create the materials and to all those who lead and host our homegroups.

4. Financial review

We are grateful for many blessings including financial and other resources to deliver the Church's mission in our parish.

Voluntary income was static at £373,742 (2021 - £372,067) largely attributable to funds for refurbishment of Holy Trinity Church which raised £215,655 (2021 - £210,961). £95,100 (2021 - £20,000) was gratefully received from The Friends of Holy Trinity, Rayleigh and VAT of £75,014 (2021 - £34,952) on qualifying expenditure on refurbishment was re-imbursed by the Department of Culture, Media & Sport, Listed Places of Worship Scheme. A legacy of £5,000 from a faithful member of the congregation was added to these funds.

Universal Stone completed building works in Spring and all financial commitments due in 2022 on the contract for building works were honoured in full. There remains a final payment on the Universal Stone contract which is a capital commitment at 31 December 2022 and further details may be found in Note 17. Following the completion of building works, a new digital organ was installed in Holy Trinity Church and the final payment on the installation was made. Generous contributions from the Friends enabled us to commission new choir furniture, although the new AV system in the church was over budget and consequently the PCC transferred funds to make good the deficit in the Holy Trinity Fabric fund.

Fundraising for refurbishment however masks a recent trend in decreasing unrestricted giving. This is attributable to members of our church family who have moved out of the parish or others who have departed this life to be with our Lord. Nevertheless we are very grateful for faithful members of our church family who continue to give generously of their time, money and talents.

We paid parish share of £150,023 (2021 - £161,388) to the Diocese despite that both stipendiary clergy posts were vacant for the most part of the year. We also met our commitments of £16,105 (2021 - £17,000) on outward giving to our mission partners (see note 6). Income from community use of our premises and facilities increased to £90,147 (2021 - £81,982).

In 2021 the PCC passed resolutions under s.281 Charities Act 2011 to dissolve its endowment trusts, sell the investments and use proceeds of disposal for refurbishment of Holy Trinity Church. One investment was sold in December 2021 and the rest were sold in February 2022.

5. Structure, governance and management

5.1. PCC

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity.

The membership of the PCC and method of appointment along with other administrative information is set out on page 3.

The PCC met on nine occasions in 2022, including one meeting that was adjourned and reconvened. The principal groups which work with the PCC to discharge its responsibilities are:

- **Standing Committee** which has the power to transact the business of the PCC between meetings, subject to any directions given by the Council.
- **Working Groups** appointed by the PCC to act on their behalf. Much of the detailed work of the PCC is undertaken by these groups which meet in between PCC meetings and report back to the PCC. The extensive work of maintaining the church fabric is undertaken by the Facilities and Parish Centres groups who assist the Churchwardens in this part of their traditional responsibilities.

5.2. Church Membership

The Electoral Roll was renewed in 2019. At 31 December 2022 there were 222 (31 December 2021 - 231) members on the Electoral Roll, of these 52 (31 December 2021 - 57) are not resident in the Parish. The average Parish Sunday weekly attendance in October 2022 was 179 (this included Harvest evensong and *The Friends' Foundation Day Service*).

5.3. Personnel

After an interregnum lasting more than a year, the Revd. Glen Mansfield was appointed as our new Team Rector. He was instituted, inducted and installed by the Rt Revd Dr John Perumbalath, Bishop of Bradwell on 31st August 2022 at a wonderful service attended by the Lord Lieutenant and the High Sheriff of Essex, members of the other Christian churches in Rayleigh and representatives of local civic bodies, as well as members of our usual congregations. It has been a joy to welcome Glen and his wife Anita into the parish.

Alongside her role as Associate priest, Revd. Tracy Nutter continues in her valuable ministry supporting the pastoral needs of our community with phone calls, visits and Home Communion, leading the pastoral care team and *'Being Here'*. Together with Maree Gaskin, Tracy also leads the monthly services at the local care homes.

We continue to encourage lay leadership and preaching across our different services, and we have continued to see a wonderful diversity of the church family taking part in services.

Wayne Prankard, as Authorised Local Preacher, continues to offer his ministry to the church family alongside a number of other lay preachers, and we thank them for their diligent study of the Bible and for sharing their insights and encouragements with the church family.

Maree Gaskin has continued her work as Authorised Lay Funeral Minister.

In the autumn Cara Parker began training as a Pastoral Assistant and Jacky Wragg began training as a Licensed Lay Minister. We wish them well in their future ministries.

We are grateful to Joseph Zammit for the contribution he makes to our worship playing the organ for services and leading the choir so ably. Our thanks to the members of the choir and music group for their ministry.

Our Parish Administrator Janet Thompson continues to manage the office and welcome desk, bookings, invoicing and telephone queries.

In her role as Parish Centres Assistant Jenny Crane provides practical support, ensuring our premises are clean and welcoming.

Lynn Lee is our Baptism Co-ordinator supported by a Baptism Team.

The welcome desk at Holy Trinity parish centre is ably staffed by a team of volunteers, and many other volunteers are involved in the day to day running and activities of our churches. We are grateful to them all.

6. Fabric Report

6.1 Refurbishment of Holy Trinity Church: Project 640

Without doubt the most memorable fabric related event of the year, was the re-entry of the congregation into the newly refurbished church on 15th May. Then on 26th July, Bishop Guli rededicated the building. We have since had many visitors to the church and the most common reaction is 'wow'. We welcomed Anna Lapwood in October to give a concert on the new digital organ to a full church. There were several causes of delay to the project, including Covid 19 among the workforce and of course the lack of activity from the organ removers who did not complete their work till February, but our contractors worked hard to minimise their impact.

Owing to the generosity of many, and the hard work of our P640 fundraising team, we have been able to do more than originally contracted. For example we took advantage of the scaffolding in church, to fit a high specification fire alarm, and have decorated and refitted the vestry. The new choir furniture arrived early in November just in time for the Remembrance Services and the final elements of the new, digital AV systems were fitted in time for our many Christmas Services. The new font cover is expected soon. On the subject of funding, we must say again how grateful we are to the Friends of Holy Trinity who have provided about 65% of the money we needed. Over the whole project, we have spent some £880,000.

Another addition to HT, is a continuation board displaying the names of our rectors, it was made from the wood from a redundant pew. Many items of furniture etc. are no longer required and were first offered to our members and then to an antique dealer.

We are pleased to see that some of the new flexibility is enabling new ways – for example the music group is able to use the chancel and we have recently hosted an art exhibition and theatre production from Fitzwimarc School, when their hall had to be taken out of use.

We are delighted to welcome recruits to the bell ringing team, but local residents will be pleased to know that with a new simulator fitted, they will not hear the sound of their practice on a Saturday morning.

6.2 Parish Centres

We continue to provide high quality accommodation both for our own Church groups and for others from our community. For the most part these groups stay with us, and provide a useful income stream. We have recognised the financial stresses over recent years, but after three years without increase, we have raised our prices from January 2023 but by far less than costs.

We are replacing much of the furniture on the St Michael's site as it has reached the end of its life.

We have agreed to keep the hearing loop in the Main Hall at HT, as an extra facility for users. We are actively investigating 'smart' heating controls for the Parish Centre. We expect them to reduce our energy use.

Part of the floor in the HT main hall lifted due to water penetration causing the wood to expand. We believe the water may have come via many feet from the heavy rain at the time of the Remembrance parade. We managed to dry the floor within a few days and will have the floor re-sanded and sealed during the February half term.

6.3 Churchyard

We are grateful to the family of Pam and Derek Davis, who have generously donated the bench in the south west corner of the churchyard in memory of their parents. We are also grateful to our gardening group and particularly to their new members, for maintaining our award winning churchyard. Of course we continue to acknowledge the maintenance work of the District Council, we are happy to have such good and constructive relations with the RDC officers.

6.4 Quinquennial Inspections

Both churches had their thorough five yearly inspections and happily no major work is needed on either complex. Inevitably there were many small jobs required and we are grateful to the many volunteers who worked so valiantly at our HT Work Day on 3 September. We had minor leaks in the south aisle of HT and called in a specialist company to repair cracks in the roofing lead. We still have occasional leaks in the spire of the Underspire, but are still tracking them down. Other work identified in the reports is being handled steadily by the Bodge team and others, our thanks to them. Bodge and Bodge meet on

Monday afternoons to undertake maintenance work that ranges from moving bins out to the roadside to changing light bulbs and dealing with any broken equipment. If anyone would like to give an hour or two to help or find out more, please contact the Office or phone 01268 745825.

7. Approval

The 2021 Annual Report contained a strong message about the impact of COVID-19 and how we were slowly recovering from it. Members of the local community were naturally curious to see the inside of Holy Trinity following the refurbishment. More than a thousand people were welcomed into the church on June 12th when the Trinity Fair was held in the town. Another occasion that saw many people turn to the church was on the death of her late majesty Queen Elizabeth II. We opened a book of condolence and held midday services of reflection and prayers for the royal family in the week following her death, as well as a more formal memorial service on the Wednesday evening. Attendance at services has been encouraging and we have been pleased to welcome some new members, including the families who come to Café Worship.

2022 has been a year of new beginnings, with greater freedom to gather in person, the newly refurbished interior of Holy Trinity and a new rector for the parish. We look to the future with renewed hope.

The annual report was approved by the PCC on 17 April 2023 and signed on its behalf by:

(Original Copy Signed)

The Revd. Glen Mansfield

Team Rector

(Original Copy Signed)

Gordon Simmonds

Vice Chair

Independent Examiner's Report to the Parochial Church Council of Rayleigh

I report to the trustees on my examination of the financial statement the Parochial Church Council of Rayleigh ('the charity') for the year ended 31 December 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

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

(Original Copy Signed)

Janine Mansfield FCA
Rickard Luckin Limited
1st Floor, County House
100 New London Road
Chelmsford
Essex CM2 0RG

Date: April 2023

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2022 £	Total 2021 £
Incoming resources	3					
Voluntary income		154,132	219,610	-	373,742	372,067
Church activities		97,723	-	-	97,723	89,633
Activities for generating funds		3,230	1,185	-	4,415	3,089
Investment income		-	-	-	-	2,025
Other		-	-	-	-	-
Total		255,085	220,795	-	475,880	466,814
Resources expended						
Expenditure on:	4					
Church activities		234,081	621,228	-	855,309	423,288
Total		234,081	621,228	-	855,309	423,288
Net income/(expenditure) before investment gains		21,004	(400,433)	-	(379,429)	43,526
Investment gains	8	-	-	-	-	625
Transfers between funds	12	(8,631)	23,588	(14,957)	-	-
Net movement in funds		12,373	(376,845)	(14,957)	(379,429)	44,151
Reconciliation of funds:						
Total funds brought forward		65,153	892,465	14,957	972,575	928,424
Total funds carried forward	12	77,526	515,620	-	593,146	972,575
* Analysis of 2021 fund balances is provided in note 14						

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

BALANCE SHEET

AT 31 DECEMBER 2022

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total 2022 £	Total 2021 £
Fixed assets						
Tangible assets	7	-	366,000	-	366,000	366,000
Total fixed assets		-	366,000	-	366,000	366,000
Current assets						
Debtors	9	16,851	-	-	16,851	97,814
Investments		-	-	-	-	10,783
Cash in bank and in hand	10	72,473	149,619	-	222,092	530,640
Total current assets		89,324	149,619	-	238,943	639,238
Creditors: Amounts falling due within one year	11	11,798	-	-	11,798	32,663
Net assets		77,526	515,619	-	593,145	972,575
Represented by:						
Unrestricted funds		77,526	-	-	77,526	65,153
Restricted funds		-	515,619	-	515,619	892,465
Endowment funds		-	-	-	-	14,957
Total funds	12	77,526	515,619	-	593,145	972,575

* Analysis of 2021 fund balances is provided in note 15

The Financial Statements and notes on pages 13-23 were approved by the PCC on 17 April 2023 and signed on its behalf by:

(Original Copy Signed)

(Original Copy Signed)

Gordon Simmonds
Vice Chair

Lalini Hiranthi Fernando BA FCA
Treasurer

The notes on pages 13-23 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

1. Basis of Preparation

Basis of Accounting

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 in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice as amended for bulletin 1 & 2 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally Accepted Practice as it applies from 1 January 2019.

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

The financial statements are prepared in pounds sterling which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

The trustees consider that there are no material uncertainties about the PCC's ability to continue its activities and accordingly these financial statements have been prepared as a going concern.

2. Accounting Policies

Incoming resources

- a. Incoming resources are included in the Statement of Financial Activities when the PCC is entitled to the benefit of the resources, the inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.
- b. Gift aid receivable is included in income when there is a valid declaration from the donor, is included in the period to which the relevant donation is received and is treated as an addition to the same fund as the donation.
- c. Voluntary income which is collected on behalf of other charities is not included as PCC income.
- d. Legacies are recognised on a case-by-case basis following the granting of probate when the administrator/executor of the estate has communicated in writing both the amount and settlement date.
- e. Grants and specific donations are recognised in the SOFA when all criteria for their award has been satisfied.
- f. Income from charitable activities is gross of associated costs.
- g. Income from the use of premises and facilities is recognised when due.
- h. Fees from weddings and funerals only represents a part of the total fee to which the PCC is entitled and does not include any fees payable to other parties.
- i. Investment income is recognised when receivable.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

Resources expended

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

Grants payable are payments made to third parties in the furtherance of the PCC's objects. These are recognised when an award has been made and all criteria for the grant to be disbursed have been met.

Governance costs include costs of the independent examination of financial statements.

Fixed Assets

Consecrated and beneficed property is not included in the financial statements in accordance with s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Team Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected on provision of reasonable notice. All expenditure on church furnishings is written off when incurred.

Buildings consisting of the Parish Centre complex at Holy Trinity Church and the Annexe at St. Michael's Church are included at cost. Equipment used in the church buildings and complexes are written off on acquisition.

Investments are included at market value at 31 December.

Debtors

Debtors are stated at amounts due and subsequently at cash or other consideration due. Other debtors include prepayments which are stated at the amount of prepaid expenditure at balance sheet date.

Creditors

Creditors are included at amounts due at settlement.

Funds

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

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object 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. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for ordinary purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

3. Income	Note	Unrestricted funds	Restricted funds	Endowment funds	Total 2022	Total 2021
		£	£	£	£	£
Voluntary income						
Planned giving		113,893	3,945	-	117,838	123,175
Loose plate collections		11,187	-	-	11,187	4,602
One-off gifts		4,078	37,367	-	41,445	76,450
Tax recoverable on gift aid		24,274	3,184	-	27,458	31,815
Legacies		-	5,000	-	5,000	19,073
Grants *		700	75,014	-	75,714	96,952
Friends of Holy Trinity Church		-	95,100	-	95,100	20,000
Other		-	-	-	-	-
Total		154,132	219,610	-	373,742	372,067
Church activities						
Cake, cuppa, chat		706	-	-	706	142
Bookstall sales		2,316	-	-	2,316	1,340
Church hall lettings		90,147	-	-	90,147	81,982
Fees for weddings and funerals		4,448	-	-	4,448	6,169
Other		106	-	-	106	-
Total		97,723	-	-	97,723	89,633
Activities for generating funds						
Other funds generated		3,230	1,185	-	4,415	3,089
Parish magazine and advertising		-	-	-	-	-
Total		3,230	1,185	-	4,415	3,089
Investment income						
Interest & investment gains		-	-	-	-	2,024
Total		-	-	-	-	2,024
* Grants received or pledged for the refurbishment of Holy Trinity Church:					2022	2021
					£	£
Department for Culture, Media & Sport: Listed Places of Worship Scheme					75,014	34,952
Garfield Weston Foundation					-	20,000
Congregational & General Charitable Trust					-	15,000
Friends of Essex Churches					-	15,000
The Beatrice Laing Trust					-	5,000
Essex Heritage Trust					-	5,000
Fowler, Smith & Jones Charitable Trust					-	2,000
Total					75,014	96,952

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

4. Expenditure	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2022 £	Total 2021 £
Church activities						
Ministry						
Parish share		150,023	-	-	150,023	161,388
Clergy & staff expenses		173	-	-	173	2,206
Family & young church expenses		-	-	-	-	-
Mission & training		225	-	-	225	885
		150,421	-	-	150,421	164,479
Missionary & charitable giving	6					
Giving to mission & churches		16,105	-	-	16,105	17,000
		16,105	-	-	16,105	17,000
Staff costs	5					
Administration & maintenance		19,564	-	-	19,564	16,842
Families & Children's work		-	-	-	-	-
		19,564	-	-	19,564	16,842
Church property costs						
Utilities		18,533	-	-	18,533	8,734
Insurance		5,994	-	-	5,994	6,672
Cleaning		837	-	-	837	336
Maintenance & repairs		1,492	620,692	-	622,184	196,568
Churchyard		1,296	-	-	1,296	20
Other general support costs		7,385	536	-	7,921	1,268
		35,537	621,228	-	656,765	213,598
Church life & outreach						
Cake, cuppa, chat		-	-	-	-	83
Bookstall		1,450	-	-	1,450	501
Magazine expenses		-	-	-	-	-
Upkeep of services		4,763	-	-	4,763	5,684
Other		754	-	-	754	-
		6,967	-	-	6,967	6,268
Administration						
Phone		679	-	-	679	688
Stationery & photocopying		908	-	-	908	549
Other		-	-	-	-	24
		1,587	-	-	1,587	1,261
Governance costs						
Independent examiner's fee	16	3,900	-	-	3,900	3,840
		3,900	-	-	3,900	3,840
Total		234,081	621,228	-	855,309	423,288

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

5. Staff costs

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2022 £	Total 2021 £
Staff costs						
Salaries & wages	✓	19,307	-	-	19,307	16,623
Social security		-	-	-	-	-
Pension costs	✓	257	-	-	257	219
Total		19,564	-	-	19,564	16,842

During the year the PCC employed on average 2 staff (2021: 2 staff) and at 31 December 2022 had 2 paid staff (31 December 2021: 2 staff)

2022 social security costs were £Nil (2021 - £337) due to the National Insurance employment allowance.

The PCC is a participating employer in the Church of England Pensions Board Pension Builder, a defined contribution scheme, to discharge its obligation for pension auto enrolment.

No employee received remuneration of more than £60,000 (2021: Nil)

6 . Mission and charitable giving

Unrestricted Fund:- Giving to mission & churches	Total 2022 £	Total 2021 £
Bar 'n' Bus	966	1,020
Church Mission Society	2,416	2,550
Church Pastoral Aid Society	2,577	2,720
Essex Clergy Charity Corporation	966	1,020
Hopeworx	966	1,020
Open Doors	966	1,020
St Michaels, Obiya	3,141	3,315
Vision to Serve, India	3,141	3,315
Teen Challenge	966	1,020
	16,105	17,000

No grants were disbursed from the PF Fund in 2022 (2021 - Nil).

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

7 . Tangible Fixed Assets

	2022		2021	
	Freehold land & buildings £	Total £	Freehold land & buildings £	Total £
Cost				
At 1 January	366,000	366,000	366,000	366,000
Additions	-	-	-	-
Revaluations	-	-	-	-
Disposals	-	-	-	-
At 31 December	366,000	366,000	366,000	366,000
Depreciation and impairment				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	-	-	-	-
Net book value				
At 1 January	366,000	366,000	366,000	366,000
At 31 December	366,000	366,000	366,000	366,000

Fixed assets comprise the original cost of buildings in the Parish Centre complex at Holy Trinity Church and the Annexe at St Michael's Church.

8 . Current Asset Investments

All investments are endowments

	Total 2022 £	Total 2021 £
Carrying value at 1 January	10,783	12,575
Additions at cost	-	-
Disposals	(10,783)	(2,417)
Revaluation gain		625
Carrying value at 31 December	-	10,783

In 2021 the PCC passed resolutions under S.281 Charities Act 2011 to dissolve endowment trusts, sell the investments and use proceeds on disposal for the refurbishment of Holy Trinity Church. One investment was sold in December 2021 and the remainder in February 2022.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

9. Debtors

	Total 2022 £	Total 2021 £
Tax recoverable on Gift Aid	4,277	3,147
Hall fees receivable	12,574	7,136
Grants receivable	-	59,954
Other debtors	-	27,577
Total	16,851	97,814

Grants receivable in 2021 include £34,953 from the DCMS Listed Places of Worship Scheme and other grants of £25,000 pledged by charitable trusts where conditions of award have been satisfied. Other debtors in 2021 consist of a non-refundable payment on account of a digital organ of £27,577 including irrecoverable VAT expensed on installation in May 2022.

10. Cash at bank & in hand

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total 2022 £	Total 2021 £
Barclays Bank current account	46,739	123,615	-	170,355	55,982
Lloyds Bank - Fees Account	25,734	-	-	25,734	20,157
CBF Church of England Deposit Fund - PCC	-	26,004	-	26,004	450,329
CBF Church of England Deposit Fund - Evatt	-	-	-	-	3,607
CBF Church of England Deposit Fund - Hillson	-	-	-	-	566
Total	72,473	149,619	-	222,093	530,641

11. Creditors & Accruals

	Total 2022 £	Total 2021 £
CDBF re payroll	1,659	1,566
Accruals	7,725	4,116
Outward giving	-	10,370
Wedding & funerals fees payable to CDBF	-	1,660
Refurbishment	-	11,591
Agency payments	2,414	3,360
Total	11,798	32,663

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

12. Analysis of Funds

	1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	31 December 2022 £
Unrestricted: General Fund	65,153	255,085	(234,081)	(8,631)	77,526
Restricted Funds					
Fixed Assets	366,000	-	-	-	366,000
Holy Trinity Fabric	381,985	215,655	(621,228)	23,588	-
Holy Trinity Ministry	40,320	-	-	-	40,320
St. Michael's Ministry	1,792	-	-	-	1,792
Youth & Children's Worker	34,026	5,140	-	-	39,166
PF Fund	62,092	-	-	-	62,092
Outreach	6,250	-	-	-	6,250
	892,465	220,795	(621,228)	23,588	515,620
Endowment Funds					
Evatt	12,999	-	-	(12,999)	-
Hillson	1,958	-	-	(1,958)	-
	14,957	0	-	(14,957)	-
Total	972,575	475,880	(855,309)	-	593,146

During the year, the PCC disposed of investments in the Endowment funds and proceeds on disposal were transferred to the Holy Trinity Church Fabric fund.

13. Related party transactions

None of the other trustees have been paid any remuneration or received any other benefits from an employment with the PCC or a related entity. Expenses incurred on behalf of the PCC have been re-imbursed to trustees.

There were no related party transactions during the year that require disclosure, i.e. other than giving from members of the PCC.

Gordon Simmonds is a trustee of The Friends of Holy Trinity, Rayleigh (registered charity no. 1069853). During the year £95,100 (2021 - £20,000) was received from The Friends of Holy Trinity Church, Rayleigh.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

14. 2021 Statement of Financial Activities	Unrestricted funds	Restricted funds	Endowment funds	Total 2021
	£	£	£	£
Incoming resources				
Voluntary income	161,108	210,959	-	372,067
Church activities	89,633	-	-	89,633
Activities for generating funds	3,089	-	-	3,089
Investment income	1,429	596	-	2,025
Other	-	-	-	-
Total income	255,259	211,555	-	466,814
Resources expended				
Church activities	235,002	188,286	-	423,288
Total expenditure	235,002	188,286	-	423,288
Net income before investment gains	20,257	23,269	-	43,526
Investment gains	-	-	625	625
Transfers between funds	-	2,057	(2,057)	-
Net movement in funds	20,257	25,326	(1,432)	44,151
Reconciliation of funds:				
Total funds brought forward	44,896	867,139	16,389	928,424
Total funds carried forward	65,153	892,465	14,957	972,575

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

15. 2021 Balance Sheet by Fund	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2021 £
Fixed assets				
Tangible assets	-	366,000	-	366,000
Investments	-	-	-	-
Total fixed assets	-	366,000	-	366,000
Current assets				
Debtors	10,283	87,531	-	97,814
Investments	-	-	10,783	10,783
Cash in bank and in hand	75,942	450,525	4,173	530,640
Total current assets	86,225	538,056	14,956	639,237
Creditors: amounts falling due within one year	21,072	11,591	-	32,663
Net assets	65,153	892,465	14,956	972,575
Represented by:				
Unrestricted funds	65,153	-	-	65,153
Restricted funds	-	892,465	-	892,465
Endowment funds	-	-	14,956	14,956
Total funds	65,153	892,465	14,956	972,575

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

16. Independent examiner's fees

	Total 2022 £	Total 2021 £
2022 fee	3,900	-
2021 fee	-	2,160
2020 fee	-	1,680
Total	3,900	3,840

17. Capital commitments

As part of the internal refurbishment of Holy Trinity Church, the PCC has contractual commitments for building works. At 31 December 2022, capital commitments due within one year are £14,648 (including VAT of £2,441) payable in April 2023. It is anticipated that the Department for Culture, Media & Sport will re-imburse 97.5% of the VAT on building works on presentation of invoices.

Accounts

Annual Report
of the
Parochial Church Council

for the year ended 31 December 2021

Team Rector:

The Revd. David Oxtoby (resigned 4 July 2021)

Parish Office:
Rectory Garth,
Rayleigh, SS6 8BB

Bank:

Barclays Bank PLC
63-65 High Street
Rayleigh, SS6 7EL

Independent Examiners:

Rickard Luckin Limited
Phoenix House
Basildon, SS14 3EZ

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**ANNUAL REPORT OF THE PCC – CONTENTS****YEAR ENDED 31 DECEMBER 2021**

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PAROCHIAL CHURCH COUNCIL OF RAYLEIGH
REFERENCE & ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2021

Membership

Members of the Parochial Church Council ('PCC') are either ex-officio or elected by Annual Parochial Church Meetings (APCMs) in accordance with the Church Representation Rules. Members of the PCC are also charity trustees for the purpose of charity law and those who served from 1 January 2021 to the date of this report are: -

Revd. David Oxtoby	Team Rector	Ex officio (resigned 4 July 2021)
Revd. Tracy Marlow	Team Vicar	Ex officio (resigned 17 April 2021)
Revd. Tracy Nutter	Associate Minister	Ex officio
Matthew Buckley	PCC	
Rachel Carter	DS	Resigned 26 April 2021
Steve Davey	PCC	Appointed 26 April 2021
Paul Falvey	PCC	Appointed 26 April 2021
Hiranthi Fernando	PCC Treasurer	Appointed 26 April 2021; PCC Treasurer from 10 May 2021
Maggi Gale	PCC Secretary	Deanery Synod
Adrian Hall	PCC	PCC Treasurer until 10 May 2021
Ann Jolly	PCC	
June Openshaw	PCC	Term of office ended 26 April 2021
Deborah Prankard	PCC	Term of office ended 26 April 2021
Wayne Prankard	Church Warden	Deanery Synod
Robert Robinson	PCC	
Gordon Simmonds	Vice Chair	Deanery Synod
Emily St Ledger	PCC	
Mike Thakoordin	PCC	Resigned 15 November 2021
Jacky Wragg	Church Warden	Deanery Synod

Status: THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF RAYLEIGH
is a registered Charity number 1129561.

Main office: Parish office, Rayleigh Garth, Rayleigh, SS6 8BB

Independent Examiners: Rickard Luckin Limited, Phoenix House,
Basildon, SS14 3EZ

Bankers: Barclays Bank PLC, 63-65 High Street, Rayleigh, SS6 7EL

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

The Parochial Church Council of the Ecclesiastical Parish of Rayleigh (PCC) submits its annual report and financial statements for the year end 31 December 2021.

1. Aims and purposes

The PCC is responsible for co-operating with the Team Rector, clergy and lay ministers in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish of Rayleigh. It also has responsibilities to maintain the buildings and facilities of Holy Trinity Church, High Street, Rayleigh and St. Michael and All Angels Church ('St. Michael's'), Sir Walter Raleigh Drive, Rayleigh.

2. Objectives and activities

The PCC is committed to encouraging and enabling as many people as possible to worship at our churches and to become part of our church family. The PCC oversees worship throughout the parish and makes suggestions on how our services can include the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. Specifically, we enable people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish
- Ministry and outreach work

To facilitate this work, it is important that we maintain the fabric of the two church buildings and facilities. We aim to keep our premises in a good state, providing high quality facilities to community groups for significant civic support within our parish.

3. Achievements and performance

Worship: Covid restrictions precluded gathered services for the early part of the year, and so we provided weekly pre-recorded Sunday services via YouTube, as well as daily morning prayer recordings. After Easter our gathered services resumed at both churches, with a Sunday service in each location as well as 8am communion at Holy Trinity Church twice a month. The Alen Chapel (and from October the Link Chapel) continues to be set aside as a place for prayer and quiet contemplation during church opening outside formal worship. Wednesday communion services resumed in June. A new twice-monthly café-style service launched in September at Holy Trinity Church is very popular. We were delighted to welcome back our uniformed organisations to a special Café Worship service in October to celebrate harvest festival. It was good to be able to reinstate afternoon family services on Christmas Eve after their suspension last year. Area Dean Nick Rowan and Associate Priest Tracy Nutter have given generously of their time during the interregna of Team Rector and Team Vicar, as have our retired clergy and many others, including Maree Gaskin who has taken on a commitment of leading Sunday services at Holy Trinity Church monthly.

Pastoral Care: phone calls to the house bound and elderly and shopping/collection of medication have continued throughout the year. Visits to the elderly and vulnerable, housebound, and sick, and Home Communion resumed when COVID rules allowed. Monthly Services at Rosedale Court resumed in May, but COVID restrictions have only allowed two visitors at a time.

Members of the pastoral team took part in the Listening Course, online in April, finding it very useful and "Being Here", our space for the bereaved, resumed in October. The telephone 'Buddy List' is being 'audited', to establish if anyone who might need help/contact has fallen through the net.

A team member's mobile number is now advertised, in case anyone needs help.

Photos of members of the Pastoral Team were added to the Team page on the Parish Website.

All members of the pastoral team are required to keep their Safeguarding Training updated.

Outreach: Several members of our congregations have been trained as Acorn Christian listeners. 'Stop and Chat' is a new Outreach Ministry, whose role is to be a visible welcoming presence to those who pass by Holy Trinity Church on the High Street, to chat and listen and offer refreshments to those who stop and to signpost people to a Christian Listener or other services. 'Cake Cuppa Chat' started in September in the Underspire on Friday mornings, serving hot drinks and delicious home-made cakes to provide a welcoming meeting space for all. 'Stop and Chat' personnel are also on hand and there is a British Sign Language (BSL) signing group that meets monthly in the café. In November we resumed 'Tots, Toys and Chat' as a refreshed toddler group at St Michael's. The group is run by a wonderful group of volunteers, many of whom attended the Parish's previous toddler groups and for some is the only connection to the church. Sessions are based around a different theme linked to a Bible story each week, and families participate in play, craft, singing and story time.

The volunteers try to get alongside each family, getting to know them well and building what we pray will be lasting and supportive relationships with adults and children. We offered an online Alpha Course at the beginning of the year (our second time online) and once again the online format seemed to work very effectively, enabling more people to attend than with the in-person format.

Prayer: The prayer working group has continued to meet on zoom, seeking to encourage and raise the profile of prayer in our church family. The Rayleigh House of Prayer resumed in September in person. Online morning prayer recordings were published from Mondays to Saturdays, while the Wednesday morning phone-in prayer group continued. A prayer walk took place between our two churches. Our online Alpha course was supported simultaneously in prayer by a number of people. We aspire to host a prayer workshop and resource centre in 2022.

Mission Partners: In 2021 the PCC allocated 10% of its 2020 voluntary income to support our external mission partners. These are St Michael's Church Obiya (Uganda), Vision to Serve Ministries (India), CPAS, CMS, Hopeworx, Open Doors, Bar N Bus, Essex Clergy Charity, and Teen Challenge. Links have been maintained with most of these partners. During the year we had visits from Bar N Bus and CPAS. For 2022 we already have visits scheduled by CMS and Open Doors. Many church members also support the Leprosy Mission, whose representative visited us in February 2022, and the Children's Society.

Covid-19 impact: Covid-19 continued to have a significant impact on church life, but in 2021, as in 2020, creative ways were found to continue and develop church activities despite restrictions and many of these are mentioned above. As restrictions were withdrawn in the spring and early summer, we were pleased to be able to revert to "in-person" services and other events as well as continuing to make Morning Prayer available through our Parish of Rayleigh YouTube channel [Parish of Rayleigh - YouTube](#)

Discipleship: The Discipleship working group continues to oversee homegroups, encourage personal bible study and mark events such as Bible Sunday with special services. There are around 70 church members participating in 9 homegroups. Study materials are mostly developed 'in house'. In 2021 these included studies in Ecclesiastes continued from autumn 2020, a series of Lent studies on God's love as revealed in both Old and New Testaments, a number of vignettes looking at some key women of the Bible and a set of studies on some of the shorter books of the Bible, continuing into early 2022.

4. Financial review

We are grateful for many blessings including financial resources to deliver the Church's mission in our parish.

Voluntary income increased 70% to £372,067 (2020 - £220,488) due to fundraising for refurbishment of Holy Trinity Church which raised £210,961, almost as much as the last financial year. Nearly half of this was from our church family who responded to an appeal in March 2021. The rest was from generous grants from organisations, most of whom have supported our building projects before. A list of these organisations may be found in Note 3. Raising the funds required for refurbishment enabled the PCC to commission Universal Stone on building works which began in October. The PCC is grateful as always to the Friends of Holy Trinity, Rayleigh which donated £20,000 in 2021 for the refurbishment and new organ. The Friends' fundraising over the past decade enables us to present a credible story to grant-making trusts and secure their financial support for refurbishment. A non-refundable deposit of 40% on a new digital organ plus VAT was also paid in October to secure the organ at the price quoted. Capital commitments at 31 December 2021 on contracts for building works and the organ may be found in Note 17. In November we submitted our first claim to recover VAT under the Listed Places of Worship Scheme of the Department for Culture, Media and Sport to confirm recovery of 97.5% of VAT on all qualifying expenditure on the refurbishment.

Fundraising for refurbishment however masks a recent trend in decreasing unrestricted giving. This is attributable to members of our church family who have moved out of the parish or others who have departed this life to be with our Lord. An appeal during the first lockdown in spring 2020 yielded substantial amounts of unrestricted income whereas in 2021, the appeal raised funds restricted for the refurbishment of our Grade II* listed ancient church. Consequently, in February 2022 we invited the Acting Archdeacon of Southend to preach on the importance of giving towards our mission.

Despite the reduction in unrestricted giving, we paid our parish share of £161,388 in full to the Diocese and also met our commitments on outward giving to our mission partners (see note 6). The surplus on unrestricted funds is attributable to a legacy from a faithful member of the congregation and an increase in income from lettings of our premises and facilities following the relaxation of restrictions to contain spread of COVID-19. A legacy from another faithful member is restricted for ministry at Holy Trinity Church.

During the year the PCC passed resolutions under s.281 Charities Act 2011 to dissolve its endowment trusts, sell the investments and use proceeds of disposal for refurbishment of Holy Trinity Church. One investment was sold in December and the remainder were sold in February 2022.

5. Structure, governance and management

5.1. PCC

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity.

The membership of the PCC and method of appointment along with other administrative information is set out on page 3.

The PCC met on 12 occasions in 2021. In addition to 9 standard meetings, there were two pre-vacancy meetings (one each in May and June) and a 'Section 11' meeting (adjourned and reconvened) in August in connection with recruitment to the Team Rector vacancy.

The principal groups which work with the PCC to discharge its responsibilities are:

- **Standing Committee** which has the power to transact the business of the PCC between meetings, subject to any directions given by the Council.

- **Working Groups** appointed by the PCC to act on their behalf. Much of the detailed work of the PCC is undertaken by these groups which meet in between PCC meetings and report back to the PCC. The extensive work of maintaining the church fabric is undertaken by the Facilities and Parish Centre groups who assist the Churchwardens in this part of their traditional responsibilities.

5.2. Church Membership

The Electoral Roll was renewed in 2019. At 31 December 2021 there were 231 (31 December 2020 - 237) members on the Electoral Roll, of these 57 (31 December 2020 - 57) are not resident in the Parish. The average Parish Sunday weekly attendance in October 2021 at 81 was significantly increased compared to 45 last year, but the average number of views of our online services in October 2021 was c.40.

5.3. Personnel

Revd. Tracy Marlow, our Team Vicar, was appointed Lead Evangelist and Vicar in the Diocese of Southwark and left the parish in March. Revd David Oxtoby, our Team Rector, left the parish in July to take up a new position overseeing the roll-out of the revised discernment process for new ordinands across the Church of England. We thank God for their contribution to ministry in our parish.

The process to appoint a new Team Rector started in summer, and we are hopeful that an appointment will be made in 2022.

Revd. Tracy Nutter continues in her ministry including supporting the pastoral needs of our community, especially during lockdown, through phone calls and where possible restricted visiting. Though we suspended all our in-person groups due to Covid, these will no-doubt be re-visited in due course.

We continue to encourage lay leadership and preaching across our different services, and we have continued to see a wonderful diversity of the church family taking part both in our gathered services and in our online services.

Wayne Prankard as Authorised Local Preacher continues to offer his ministry to the church family (with a number of other lay preachers), and we thank them for their diligent study of the Bible and for sharing their insights and encouragements with the church family.

Maree Gaskin has continued her work as an Authorised Lay Funeral Minister.

We are grateful for all that Joseph Zammit has done in supporting and helping our Choir meet virtually and in person during the Covid pandemic and helping not only grow the choir, but also enabling them to contribute to our online services. We were very happy to see the return of both the choir and music group to our services in the summer, which marked our emerging pattern of services during another Covid-affected year.

Janet Thompson has settled into her role as our Parish Administrator.

Jenny Crane continues to offer day to day practical support to Janet in her role as Parish Centres Assistant.

The welcome desk at our parish centre is ably staffed by a team of volunteers.

Lynn Lee is our Baptism Co-ordinator (mainly as first point of contact for enquiries/referrals from Janet in the office and the paperwork), supported by a Baptism Team. Baptisms recommenced in June 2021 and stopped at the end of September 2021 due to Holy Trinity Church closure in October for extensive interior refurbishment; there were 8 baptisms at Holy Trinity Church and 2 at St Michael's in that period.

Many volunteers are involved in the day to day running and activities of our churches. We are grateful to them all.

6. Fabric Report

6.1 Refurbishment of Holy Trinity Church

After about twelve years in preparation, the work reached a climax in 2021 and we are most grateful to the hard-working members of our two groups. We submitted a petition for a faculty to do the work, accompanied by over 60 supporting documents, early in April. Almost at the same time, we sent detailed requests for tender to four well-qualified firms and after a careful evaluation of their submissions, we selected Universal Stone to do the work. They are locally-based and have an excellent record, not only for us on the Tower and Windows project, but also on many buildings of national importance.

Unfortunately, there was a far longer delay than expected in being granted a faculty, and one consequence of that was an increase of almost £15,000 in the tender price, mainly due to the effect of world economic conditions, on bought-in equipment. Another source of concern was coping with the resident bats and a potential delay of about a year. Fortunately, our professionals were able to find a way of handling those issues.

In the event, we were able to start work on time, on 11th October; with a superb effort from the Church Family in removing the furniture and other movables from church, into storage. But almost immediately, we were badly let down by the group that had contracted to remove the old organ. In fact, they continued to cause problems until February, when they eventually removed the last of the organ parts. Overall, they were the major contributor to the two-week delay in the expected completion date, which is now 30 April - when we expect to rejoice in a renewed church, fit for the future. The cables for the new digital organ have been laid and it will be installed in May, after the dust has settled - literally!

In parallel with the refurbishment work, a small team led by Jane Brown, has been fundraising for Project 640. An important aspect of this has been regular updates for both our members and community, an unexpected element of this was the discovery of ledger (grave) stones under the chancel floor. The group has done an amazing job in obtaining grants and encouraging generous giving by our members. Thus, we are now able to prepare for phase three of the project. This will include new choir stalls, a font cover and fire and intruder alarm systems, as well as upgrading the choir vestry.

6.2 Parish Centres

The Covid-19 situation again has had a major impact on us. Not only were Church activities severely reduced but also those of most of the community groups who use our premises, and unexpectedly we found that the Hilltop Nursery group had decided to leave us. So, with a reduction of income, we held back on expenditure. However, later in the year when Covid rules relaxed, not only did many activities restart, but a number of other groups joined us. Overall, we have been able to maintain the premises to the usual high standard. In fact, the release of storage by Hilltop greatly helped our move from the church, due to the refurbishment.

In spite of the situation outlined above, significant work was done in the Main Hall - the doors to the car park and the lighting have been replaced. This was out of necessity but happily we were able to improve the function of both. We have supported our users by holding our prices for the third year in succession, but with the massive increase in energy and other costs, we anticipate having to make increases for 2023.

The buildings on the St Michael's site remain in good condition and have needed little work this year. They too have served not only Church events and services, but also the interests of the wider community. Unfortunately, the parking restrictions in the area still have a negative impact on what is possible on this site.

With the refurbishment work on the church, we lost the use of the Alen Chapel, especially for the weekday visits by individuals. So, we converted the Link corridor into a temporary chapel and this has been very well received.

We have greatly appreciated the efforts of the 'Bodge' team and were delighted to award certificates of thanks to the five members who retired after over twenty years of service. We would value the help of further members, to walk in their footsteps as the group is now down to two or three.

6.3 Churchyard

With the help of Rochford District Council and our teams of volunteers, our churchyard has been kept in excellent condition. The Council repaired the damaged paths early in the year. The new yew hedge is growing well and we have had a small number of burials in the new ashes plot.

7. Approval

This has been another year of massive disruption caused by Covid 19, for us and for the whole community. In addition, both our stipendiary clergy have moved away, and we wish them well in their exciting new roles; but it would be wrong to say they have not left gaps. However, Tracy, our Associate Minister, Nick our Area Dean and many other church members have worked tirelessly to maintain our Services and pastoral work. 'Change' is a good word to relate to our Services: on-line, in the church and then transferred to the Main Hall at HT, and Café Church has been introduced twice a month in the Underspire; with Services more or less 'as normal' at St Michael's.

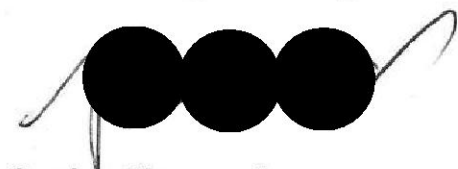
Unfortunately, the national restrictions had a huge impact on our Christmas Services, especially on the extent to which we could provide for the need within our community at large, but happily we were not stopped completely from gathering in person to worship God.

Our pastoral work was able to start the move from virtual via phone and other media to 'in-person', so we could resume and even expand some of our support and outreach, especially to vulnerable groups. The pandemic has hastened our move to greater use of on-line services in other ways too. We now hold some of our business meetings, including most of our PCCs, and some prayer meetings remotely. We realise this is not only less hazardous, but also more efficient. But of course we also recognise the importance of relationships and there is no substitute for personal contact in developing these.

One of our marks of mission is to nurture disciples and we have continued our offerings here. Several of our members have engaged with Diocesan-run training and many more have been helped in their missionary journey by our other offerings such as through the Homegroups. But not least has been the insights brought by 'hands on' work such as leading services, offering reflections and supporting pastoral and outreach work.

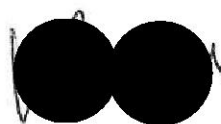
A huge impact this year has come from the interior refurbishment work on our ancient and listed church building, probably the most significant edifice in our town. We, and our community at large, value this house of prayer which has been handed down to us by many generations. It is now our privilege and duty to preserve and improve the building, not least for future generations. It has been hard work and disruptive to our parish life and has called upon the generosity of many. But we hold to the generosity of our God and are excited by the prospect of worshipping there again in May. In all things we give God the glory.

The annual report was approved by the PCC on 6 May 2022 and signed on its behalf by:



Gordon Simmonds

PCC Vice Chair



Wayne Prankard

Churchwarden

Independent Examiner's Report to the Parochial Church Council of Rayleigh

I report to the trustees on my examination of the financial statement the Parochial Church Council of Rayleigh ('the charity') for the year ended 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

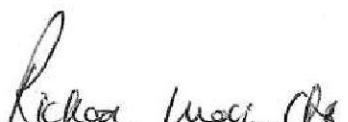
Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

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


Rickard Luckin Limited
Phoenix House, Suite 8
Christopher Martin Road
Basildon SS 14 3EZ

Date: 9 May 2022

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total 2021 £	Total 2020 £
Incoming resources	3					
Voluntary income		161,108	210,959	-	372,067	220,488
Church activities		89,633	-	-	89,633	61,669
Activities for generating funds		3,089	-	-	3,089	5,993
Investment income		1,429	596	-	2,025	2,293
Other		-	-	-	-	-
Total		255,259	211,555	-	466,814	290,443
Resources expended						
Expenditure on:	4					
Church activities		235,002	188,286	-	423,288	280,882
Costs of generating funds		-	-	-	-	-
Total		235,002	188,286	-	423,288	280,882
Net income/(expenditure) before investment gains		20,257	23,269	-	43,526	9,561
Investment gains	8	-	-	625	625	810
Transfers between funds	12	-	2,057	(2,057)	-	-
Net movement in funds		20,257	25,326	(1,432)	44,151	10,371
Reconciliation of funds:						
Total funds brought forward		44,896	867,139	16,389	928,424	918,053
Total funds carried forward	12	65,153	892,465	14,957	972,575	928,424

* Analysis of 2020 fund balances is provided in note 14

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

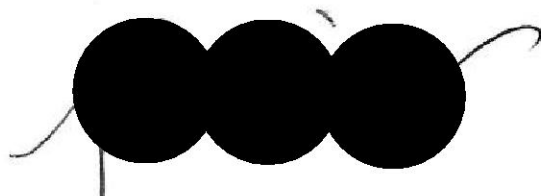
BALANCE SHEET

AT 31 DECEMBER 2021

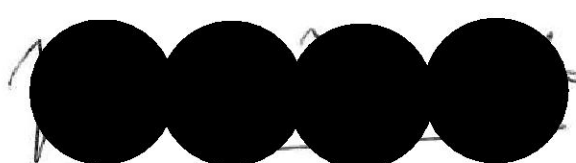
	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total 2021 £	Total 2020 £
Fixed assets						
Tangible assets	7	-	366,000	-	366,000	366,000
Investments	8	-	-	-	-	12,575
Total fixed assets		-	366,000	-	366,000	378,575
Current assets						
Debtors	9	10,283	87,531	-	97,814	10,516
Investments		-	-	10,783	10,783	-
Cash in bank and in hand	10	75,942	450,525	4,173	530,640	552,529
Total current assets		86,225	538,056	14,957	639,238	563,045
Creditors: Amounts falling due within one year	11	21,072	11,591	-	32,663	13,196
Net assets		65,153	892,465	14,957	972,575	928,424
Represented by:						
Unrestricted funds		65,153	-	-	65,153	44,896
Restricted funds		-	892,465	-	892,465	867,139
Endowment funds		-	-	14,957	14,957	16,389
Total funds	12	65,153	892,465	14,957	972,575	928,424

* Analysis of 2020 fund balances is provided in note 15

The Financial Statements and notes on pages 11-23 were approved by the PCC on 6 May 2022 and signed on its behalf by:



Gordon Simmonds (Vice Chairman)



Lalini Hiranthi Fernando BA FCA (Treasurer)

The notes on pages 13-23 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

1. Basis of Preparation

Basis of Accounting

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 the FRS 102 (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. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are an informal gathering of church members.

The financial statements are prepared in pounds sterling which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

The trustees consider that there are no material uncertainties about the PCC's ability to continue its activities and accordingly these financial statements have been prepared as a going concern.

2. Accounting Policies

Incoming resources

- a. Incoming resources are included in the Statement of Financial Activities when the PCC is entitled to the benefit of the resources, the inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.
- b. Gift aid receivable is included in income when there is a valid declaration from the donor, is included in the period to which the relevant donation is received and is treated as an addition to the same fund as the donation.
- c. Voluntary income which is collected on behalf of other charities is not included as PCC income.
- d. Legacies are recognised on a case-by-case basis following the granting of probate when the administrator/executor of the estate has communicated in writing both the amount and settlement date.
- e. Grants and specific donations are recognised in the SOFA when all criteria for their award has been satisfied.
- f. Income from charitable activities is gross of associated costs.
- g. Income from the use of premises and facilities is recognised when due.
- h. Fees from weddings and funerals only represents a part of the total fee to which the PCC is entitled and does not include any fees payable to other parties.
- i. Investment income is recognised when receivable.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

Resources expended

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

Grants payable are payments made to third parties in the furtherance of the PCC's objects. These are recognised when an award has been made and all criteria for the grant to be disbursed have been met.

Governance costs include costs of the independent examination of financial statements.

Fixed Assets

Consecrated and beneficed property is not included in the financial statements in accordance with s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Team Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected on provision of reasonable notice. All expenditure on church furnishings is written off when incurred.

Buildings consisting of the Parish Centre complex at Holy Trinity Church and the Annexe at St. Michael's Church are included at cost. Equipment used in the church buildings and complexes are written off on acquisition.

Investments are included at market value at 31 December.

Debtors

Debtors are stated at amounts due and subsequently at cash or other consideration due. Other debtors include prepayments which are stated at the amount of prepaid expenditure at balance sheet date.

Creditors

Creditors are included at amounts due at settlement.

Funds

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

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object 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. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for ordinary purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

3. Income					
	Note	Unrestricted funds	Restricted income funds	Endowment funds	Total
		£	£	£	2021
					2020
					£
					£
Voluntary income					
Planned giving		116,415	6,760	-	123,175
Loose plate collections		4,602	-	-	4,602
One-off gifts		6,984	69,466	-	76,450
Tax recoverable on gift aid		24,034	7,781	-	31,815
Legacies		9,073	10,000	-	19,073
Grants *		-	96,952	-	96,952
Friends of Holy Trinity Church		-	20,000	-	20,000
Other		-	-	-	3,695
Total		161,108	210,959	-	372,067
					220,488
Church activities					
Cake, cuppa, chat		142	-	-	142
Bookstall sales		1,340	-	-	1,340
Church hall lettings		81,982	-	-	81,982
Fees for weddings and funerals		6,169	-	-	6,169
Other		-	-	-	264
Total		89,633	-	-	89,633
					61,669
Activities for generating funds					
Other funds generated		3,089	-	-	3,089
Parish magazine and advertising		-	-	-	668
Total		3,089	-	-	3,089
					5,993
Investment income					
Interest & investment gains		1,428	596	-	2,024
Total		1,428	596	-	2,024
					3,103
* Grants received or pledged for the refurbishment of Holy Trinity Church:					
					2021
					2020
					£
					£
Department of Culture, Media & Sport: Listed Places of Worship Scheme					34,952
Garfield Weston Foundation					20,000
Congregational & General Charitable Trust					15,000
Friends of Essex Churches					15,000
Allchurches Trust					-
Coronavirus Job Retention Scheme					7,500
The Beatrice Laing Trust					-
Essex Heritage Trust					5,000
Fowler, Smith & Jones Charitable Trust					5,000
Total					2,000
					96,952
					13,960

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

4. Expenditure						
	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total 2021 £	Total 2020 £
Church activities						
Ministry						
Parish share		161,388	-	-	161,388	162,047
Clergy & staff expenses		2,206	-	-	2,206	3,147
Family & young church expenses		-	-	-	-	365
Mission & training		885	-	-	885	729
		164,479	-	-	164,479	166,288
Missionary & charitable giving						
Giving to mission & churches	6	17,000	-	-	17,000	17,000
		17,000	-	-	17,000	17,000
Staff costs						
Administration & maintenance	5	16,842	-	-	16,842	17,976
Families & Children's work		-	-	-	-	16,023
		16,842	-	-	16,842	33,999
Church property costs						
Utilities		8,734	-	-	8,734	7,933
Insurance		6,672	-	-	6,672	5,265
Cleaning		336	-	-	336	486
Maintenance & repairs		8,282	188,286	-	196,568	40,106
Area for cremated remains		20	-	-	20	205
Other general support costs		1,268	-	-	1,268	3,151
		25,312	188,286	-	213,598	57,146
Church life & outreach						
Cake, cuppa, chat		83	-	-	83	-
Bookstall		501	-	-	501	573
Magazine expenses		-	-	-	-	134
Upkeep of services		5,684	-	-	5,684	1,599
Other		-	-	-	-	1,038
		6,268	-	-	6,268	3,344
Administration						
Phone		688	-	-	688	1,452
Stationery & photocopying		549	-	-	549	634
Other		24	-	-	24	29
		1,261	-	-	1,261	2,115
Governance costs						
Independent examiner's fee	16	3,840	-	-	3,840	990
		3,840	-	-	3,840	990
Total		235,002	188,286	-	423,288	280,882

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

5. Staff costs

Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total 2021 £	Total 2020 £
Staff costs					
Salaries & wages	16,623	-	-	16,623	33,046
Social security	-	-	-	-	-
Pension costs	219	-	-	219	953
Total	16,842	-	-	16,842	33,999

During the year the PCC employed on average 2 staff (2020: 3 staff) and at 31 December 2021 had 2 paid staff (31 December 2020: 2 staff)

2021 social security cost was £337 (2020 - nil) due to the National Insurance employment allowance.

Salary costs in 2020 are shown gross and were part funded by income of £6,460 from the Coronavirus Job Retention Scheme.

The PCC became a participating employer in the Church of England Pensions Board Pension Builder, a defined contribution scheme, in May 2021 to discharge its obligations for pensions auto enrolment.

No employee received remuneration of more than £60,000 (2020: Nil)

6 . Mission and charitable giving

Unrestricted Fund:-

	Total 2021 £	Total 2020 £
Giving to mission & churches		
Bar 'n' Bus	1,020	1,020
Church Mission Society	2,550	2,550
Church Pastoral Aid Society	2,720	2,720
Essex Clergy Charity Corporation	1,020	1,020
Hopeworx	1,020	1,020
Open Doors	1,020	1,020
St Michaels, Obiya	3,315	3,315
Vision to Serve, India	3,315	3,315
Teen Challenge	1,020	1,020
	17,000	17,000

Restricted Funds:-

No grants were disbursed from the PF Fund in 2021 (2020 - Nil).

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

7 . Tangible Fixed Assets

	2021		2020	
	Freehold land & buildings £	Total £	Freehold land & buildings £	Total £
Cost				
At 1 January	366,000	366,000	366,000	366,000
Additions	-	-	-	-
Revaluations	-	-	-	-
Disposals	-	-	-	-
At 31 December	366,000	366,000	366,000	366,000
Depreciation and impairment				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	-	-	-	-
Net book value				
At 1 January	366,000	366,000	366,000	366,000
At 31 December	366,000	366,000	366,000	366,000

Fixed assets comprise the original cost of buildings in the Parish Centre complex at Holy Trinity Church and the Annexe at St Michael's Church.

8 . Current Asset Investments

All investments are endowments

	Total 2021 £	Total 2020 £
Carrying value at 1 January	12,575	11,765
Additions at cost	-	-
Disposals	(2,417)	-
Revaluation gain	625	810
Carrying value at 31 December	10,783	12,575

In 2021 the PCC passed resolutions under S.281 Charities Act 2011 to dissolve endowment trusts, sell the investments and use proceeds on disposal for the refurbishment of Holy Trinity Church. One investment was sold in December 2021 and the remainder in February 2022. Two remaining investments have been reclassified as current assets in 2021 (2020 - fixed asset investments) and at their value on disposal.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

9. Debtors

	Total 2021 £	Total 2020 £
Tax recoverable on Gift Aid	3,147	1,874
Hall fees receivable	7,136	6,200
Grants receivable	59,954	-
Other debtors	27,577	2,442
Total	97,814	10,516

Grants receivable include £34,953 from the DCMS Listed Places of Worship Scheme and other grants of £25,000 pledged by charitable trusts where conditions of award have been satisfied. Other debtors consist of a non-refundable payment on account of a digital organ of £27,577 including irrecoverable VAT to be expensed on installation in May 2022.

10. Cash at bank & in hand

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total 2021 £	Total 2020 £
Barclays Bank current account	55,785	196	-	55,982	86,648
Lloyds Bank - Fees Account	20,157	-	-	20,157	13,748
CBF Church of England Deposit Fund - PCC	-	450,329	-	450,329	448,320
CBF Church of England Deposit Fund - Evatt	-	-	3,607	3,607	3,298
CBF Church of England Deposit Fund - Hillson	-	-	566	566	516
Total	75,942	450,525	4,173	530,641	552,530

11. Creditors & Accruals

	Total 2021 £	Total 2020 £
CDBF re payroll	1,566	1,232
Accruals	4,116	1,600
Outward giving	10,370	-
Wedding & funerals fees payable to CDBF	1,660	1,191
Refurbishment	11,591	9,120
Agency payments	3,360	53
Total	32,663	13,196

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

12. Analysis of Funds

	1 January 2021	Incoming resources	Resources expended	Transfers	31 December 2021
	£	£	£	£	£
Unrestricted: General Fund	44,896	255,259	(235,002)	-	65,153
Restricted Funds					
Fixed Assets	366,000	-	-	-	366,000
Holy Trinity Fabric	334,706	196,508	(188,286)	39,057	381,985
Holy Trinity Ministry	67,300	10,020	-	(37,000)	40,320
St. Michael's Ministry	1,792	-	-	-	1,792
Youth & Children's Worker	29,031	4,995	-	-	34,026
PF Fund	62,060	32	-	-	62,092
Outreach	6,250	-	-	-	6,250
	867,139	211,555	(188,286)	2,057	892,465
Endowment Funds					
Evatt	12,149	850	-	-	12,999
Hillson	1,827	131	-	-	1,958
Anonymous	2,413	(356)	-	(2,057)	-
	16,389	625	-	(2,057)	14,957
Total	928,424	467,439	(423,288)	-	972,575

Analysis of Endowment Funds

		CCLA Income fund	Fixed Asset Investment	Cash - CBF Deposit	Total
	Purpose	Number of shares	£	£	£
Evatt	West window, chancel screen & little window	432	9,392	3,607	12,999
Hillson	Fire insurance & repair of chancel	64	1,391	566	1,958
		496	10,783	4,173	14,957

13. Related party transactions

None of the other trustees have been paid any remuneration or received any other benefits from an employment with the PCC or a related entity. Expenses incurred on behalf of the PCC have been re-imbursed to trustees.

There were no related party transactions during the year that require disclosure, i.e. other than giving from members of the PCC.

Gordon Simmonds was appointed trustee of The Friends of Holy Trinity Rayleigh (registered charity no. 1069853) on 22 September 2021.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

14. 2020 Statement of Financial Activities	Unrestricted funds	Restricted income funds	Endowment funds	Total 2020
	£	£	£	£
Incoming resources				
Voluntary income	177,056	43,432	-	220,488
Church activities	61,407	262	-	61,669
Activities for generating funds	5,993	-	-	5,993
Investment income	428	1,535	330	2,293
Other	-	-	-	-
Total income	244,884	45,229	330	290,443
Resources expended				
Church activities	233,296	47,586	-	280,882
Total expenditure	233,296	47,586	-	280,882
Net income/ (expenditure) before investment gains	11,588	(2,357)	330	9,561
Investment gains	-	-	810	810
Transfers between funds	-	-	-	-
Net movement in funds	11,588	(2,357)	1,140	10,371
Reconciliation of funds:				
Total funds brought forward	33,308	869,496	15,249	918,053
Total funds carried forward	44,896	867,139	16,389	928,424

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

15. 2020 Balance Sheet by Fund	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total 2020 £
Fixed assets				
Tangible assets	-	366,000	-	366,000
Investments	-	-	12,575	12,575
Total fixed assets	-	366,000	12,575	378,575
Current assets				
Debtors	10,516	-	-	10,516
Investments	-	-	-	-
Cash in bank and in hand	47,576	501,139	3,814	552,529
Total current assets	58,092	501,139	3,814	563,045
Creditors: Amounts falling due within one year	13,196	-	-	13,196
Net assets	44,896	867,139	16,389	928,424
Represented by:				
Unrestricted funds	44,896	-	-	44,896
Restricted funds	-	867,139	-	867,139
Endowment funds	-	-	16,389	16,389
Total funds	44,896	867,139	16,389	928,424

Analysis of endowment funds		CCLA			Total
	Purpose	Income fund Number of shares	Fixed Asset Investment £	Cash - CBF Deposit £	2020 £
Evatt	West window, chancel screen & little	432	8,851	3,298	12,149
Hillson	Fire insurance & repair of chancel	64	1,311	516	1,827
Anonymous	Fabric of Holy Trinity	118	2,413	-	2,413
		614	12,575	3,814	16,389

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

16. Independent examiner's fees

	Total 2021 £	Total 2020 £
2021 fee	2,160	-
2020 fee	1,680	-
2019 fee	-	990
Total	3,840	990

17. Capital commitments

As part of the internal refurbishment of Holy Trinity Church, the PCC has contractual commitments for building works and installation of a new digital organ. At 31 December 2021, capital commitments due within one year are £407,956 including VAT of £67,993 for building works and £49,392 including VAT of £8,232 for the digital organ. It is expected that the Department of Culture, Media & Sport will re-imburse 97.5% of the VAT on building works and organ installation on presentation of invoices.

Retentions of £9,657 on building works completed at 31 December 2021 are accrued. In addition to the above capital commitments, there is a retention of £14,648 (including VAT of £2,441) payable in 2023, one year after completion of building works in April 2022.

Accounts



Annual Report of the Parochial Church Council

for the year ended 31 December 2020

Team Rector:

The Revd. David Oxtoby

Parish Office:

Rectory Garth,
Rayleigh, SS6 8BB

Bank:

Barclays Bank PLC
63-65 High Street
Rayleigh, SS6 7EL

Independent Examiners:

Rickard Luckin Limited
Phoenix House
Basildon, SS14 3EZ



PAROCHIAL CHURCH COUNCIL OF RAYLEIGH**ANNUAL REPORT OF THE PCC 2020 – CONTENTS**

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PAROCHIAL CHURCH COUNCIL OF RAYLEIGH REFERENCE & ADMINISTRATIVE DETAILS

YEAR ENDED 31 DECEMBER 2020

Membership

Members of the PCC are either ex-officio or elected by Annual Parochial Church Meetings (APCMs) in accordance with the Church Representation Rules. Members of the PCC are also charity trustees for the purpose of charity law and those who served from 1 January 2020 to the date of this report are: -

Revd. David Oxtoby	Team Rector	Ex officio
Revd. Tracy Marlow	Team Vicar	Ex officio
Revd. Tracy Nutter	Associate Minister	Ex officio
Matthew Buckley	PCC / DS	Until April 2022 (DS until October 2020)
Rachel Carter	DS	October 2020 – Spring 2023
Maggi Gale	PCC Secretary / DS	Elected PCC until October 2020; DS October 2020 – Spring 2023
Andrew Gordon	PCC	Until October 2020
Adrian Hall	PCC Treasurer	Re-elected October 2020 until Spring 2023
Ann Jolly	PCC	Until April 2022
June Openshaw	PCC	Until April 2021
Deborah Prankard	PCC	Until April 2021
Wayne Prankard	Church Warden / DS	Churchwarden full year; Re-elected to Deanery Synod until 2023
Robert Robinson	PCC	Until April 2022
Gordon Simmonds	Vice Chair/ DS	Re-elected to Deanery Synod until Spring 2023
Emily St Ledger	PCC	Elected October 2020 until Spring 2023
Mike Thakoordin	PCC	Co-opted until October 2020; elected October 2020 – Spring 2023
Jacky Wragg	Church Warden / DS	Churchwarden full year; Deanery Synod until October 2020

DS – deanery synod member

Status: THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF RAYLEIGH
has been a registered Charity, number 1129561, since May 2009

Main office: Parish office, Rayleigh Garth, Rayleigh, SS6 8BB

Independent Examiners: Rickard Luckin Limited, Phoenix House,
Basildon, SS14 3EZ

Bankers: Barclays Bank PLC, 63-65 High Street, Rayleigh, SS6 7EL

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

ANNUAL REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

The Parochial Church Council of the Ecclesiastical Parish of Rayleigh (PCC) submits its report and financial statements for the year end 31 December 2020.

1. Aims & purposes

The PCC has the responsibility of co-operating with the Team Rector in promoting, in the ecclesiastical parish of Rayleigh, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church complexes of Holy Trinity, High Street, Rayleigh and at St. Michael and All Angels (St. Michael's), Sir Walter Raleigh Drive, Rayleigh.

2. Objectives & activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and Scripture, music and sacrament.

When planning our activities for the year we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try and enable ordinary people to live out their faith as part of our parish community through: -

- Worship and prayer; learning about the gospel; developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish
- Ministry and outreach work

To facilitate this work, it is important that we maintain the fabric of the two churches. We aim to keep our premises in good state, providing high quality facilities to community groups as part of providing significant civic support within our parish.

3. Achievements and performance

In 2019 the PCC determined a "priority framework" in order to:-

1. Establish clear goals and objectives for the Parish to help inform its decision making.
2. Help clearly communicate to the Church members and wider deanery what our priorities are.
3. Help the different ministry areas to weigh up and test their activities against, to ensure our energy and resources are going into the right areas.

Our activities in 2020, particularly noting that 2020 was planned to be our "Year of Invitation", needed to continually adapt and evolve as the year went on, but notes of 2020 activities against that framework are as follows: -

3.1. Unity:



Mutual, love, support and respect of the whole Church family in our parish, and wider Christian community in our deanery

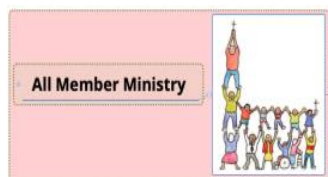
Whilst restrictions curtailed in-person events for most of the year, 2020 saw many creative ways to demonstrate unity in the face of unprecedented circumstances that affected us all.

Online services were shared across our congregations and were available to all in our parish and beyond and many other of our church activities continued with online meetings or content.

Phone Buddies was established where everyone on the Electoral Roll had a phone buddy to keep in contact with them and along with other churches, we were in a team that pro-actively called the most vulnerable members our communities.

Similarly, practical support was available where needed and we were part of a district wide telephone/practical response resource hub.

3.2. All member ministry:

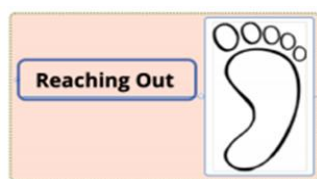


Nurture every member ministry, recognising and developing the gifts everyone has to offer to the service of God's Kingdom.

The Rector continues to encourage and enable church members to explore their calls and giftings in different areas of ministry through practical opportunity and training courses. In particular, as we saw a significant move to online content during the year, the wider church family was encouraged to participate in many different ways in the various activities.

There are also many less "frontline" ministry activities which are required to sustain our Parish and the PCC is grateful to those who have continued to offer support, time and service through 2020.

3.3. Reaching out:



Growing in confidence to share the Good News of Jesus, through word and deed, and going out into our communities to share the Gospel appropriately.

2019 had been “A Year of Preparation” preparing us for a “Year of Invitation”. Clearly plans had to change, but pre-lock down, our first event, “Come walk with us down Memory Lane” was well received.

Before restrictions curtailed them, many of our expressions of church that can be easier for nonchurch members of the community to attend continued, such as Brew and Natter, Being Here (our space for those who have been bereaved), Messy Church, café church and all-age worship continued.

An evening Alpha course and Positive Parenting (a Care for the Family parenting course) started early in the year and we also ran the Marriage Course online.

Whilst much more difficult in 2020, outside of our church buildings, the Rev'd. Tracy Nutter has continued to lead a ministry supporting the pastoral needs of our community and our Rector holds several posts in the Rayleigh community. Plus, the move to online services and content has widened the availability of many church activities.

Further afield, in mid-February Rev'd Tracy Marlow and others visited our mission partner in Hyderabad working in the Vision School, church and sewing centre.

3.4. Firm Foundation:

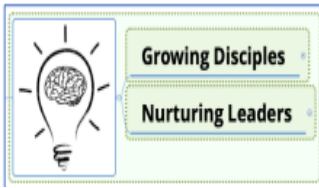


Establish a sound foundation, both financially, structural, and strategic from which to grow.

A priority for our parish is to develop the foundations on which we can build. These include:-

- Finances – looking to bring our finances to a sustainable position (see Financial Review) with tithes and offerings in line with biblical teaching and expenditure responsible and measured against Parish objectives.
- Strategic – ensuring there is an agreed vision and objectives. Accordingly, we now look to refer to the 'Think Different' ideas, the “On the Ground” map and this priority framework when deciding areas for future focus.
- Structural – with the right people in place and adequate physical facilities for the work and ministry of the Parish to grow and flourish. Developments in these areas are expanded on under Personnel and the Fabric Report below.

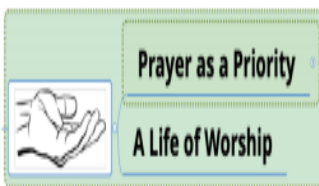
3.5. Growing disciples, nurturing leaders:



To be a church where all members have the opportunities to grow and mature in their faith as disciples of Christ.
Nurture leaders from the ground up, recognising the gifts of others

The theme of engendering a supportive environment for people to explore their giftings and ministry and encourage different leadership roles was not changed by Covid. The many different creative ways in which church life evolved have offered many opportunities to exercise and develop their talents.

3.6. Prayer as a priority, a life of worship:



Nurture a culture where Prayer is what we do first, and is an integral part of our church culture, and Worship is a lifestyle and response to God's grace & holiness

Our prayer working group looks to help people with this priority and forms a key part of the many online services which we have had during the year.

Daily morning prayers at Holy Trinity and the weekly Rayleigh House of Prayer continued when possible, the Monday night prayer at St. Michael's followed on from the prayer course looking at different ways to prayer and became a phone-in prayer meeting and the Alen Chapel has continued to be set out as a place for prayer and quiet thought during church opening time.

3.7. Effective communications :



Establish effective and professional means of communication both internally and externally.

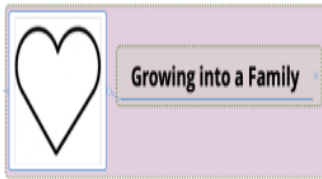
Whilst in general, we continue to explore the best way to communicate to those both within and outside our church family thinking about all forms of media, 2020 restrictions have necessitated a move to online activity. The PCC is grateful to Rev'd David and all those who have worked on establishing and developing these forms of communication so quickly and successfully.

The Rev'd David's YouTube channel can be found at <https://www.youtube.com/c/RevdDavidOxtoby>

With limited or no "in-person" worship, the weekly newssheet and Rector's update have been increasingly important ways of keeping in contact and contain many links to different resources.

A new website has also been developed with a focus on our online content.

3.8. Growing into a family:



We treat one another as if we are a family, with care, support, love and respect.

Like all families, our church family has been severely impacted by restrictions on meeting, significant changes in our daily way of life and additional concerns around physical and economic well-being.

We have looked to stay in contact through the various ways services and activities have moved online and to support each other when needed through the phone buddy system and more practical ways of support. To help support those grieving after the loss of loved ones, additional online remembrance services have been provided.

3.9. Loving our community, loving our world:



We listen and respond to the needs of our community, helping to meet particular social needs with the resources we have.

This is a dual priority looking at the needs outside of our church community through social and practical help as well as having a care for the needs of the wider world and our environment.

Co-ordinated by our mission working group, the PCC gives financially to support various organisations as detailed in our accounts and there is fundraising within our congregations directly to support others, such as the Leprosy Mission and Operation Christmas Child.

In the middle of the year a group of members came together to consider the Black Lives Matter movement and the role our church has to play in standing up to racism.

More locally our bereavement café & Brew & Natter operated when possible and we continue to develop links with other civic and community groups.

From an environmental perspective, we are utilizing the A Rocha Eco Church survey to develop and guide our awareness and have achieved bronze status at St. Michael's.

4. Financial review

In line with our "Firm Foundations" priority, we continue to target to at least break even in the general fund. Although COVID 19 meant we significantly departed from our budget, it is very pleasing to report that the general fund still made a surplus for the year of £11,588 (2019 surplus £4,588) as our reductions in expenditure exceeded the reduction in income.

Total incoming resources on unrestricted funds in the year were £244,884 (2019 £251,283). The need to stop or only maintain limited in-person services meant a significant fall in loose plate collections, but much of this was redirected to direct giving. Hall lettings did not fall significantly due to some major new lettings and incoming resources benefitted from over £6,000 of Coronavirus Job Retention Scheme income.

Unrestricted fund expenditure in 2020 was £233,296 (2019 £246,695). This reduction is mainly due to reduced costs in relation to using the church buildings and maintaining Sunday services as well as lower administration costs. This expenditure includes full payment of our parish share and budgeted outward giving.

Restricted fund income in 2020 was from various sources:-

- i. We continued to benefit from the significant contributions from the Friends of Holy Trinity Rayleigh; £18,000 was received in 2020.
- ii. Giving to finance the Families & Children's worker; this reduced in 2020 compared to 2019 as this role became vacant during the year.
- iii. A grant of £7,500 towards our Holy Trinity refurbishment project (Project 640)
- iv. Interest income on our cash deposits in the restricted funds

Restricted fund expenditure in 2020 comprised two main areas:-

- i. The cost of the Families & Children's worker and some related expenses. This was lower compared to 2020 due to the role becoming vacant as noted above and reduced "in person" events.
- ii. Expenditure on fees for surveyors and architects in relation to refurbishment planning.

No grants were made from the PF Fund in 2020 reflecting the lack of travel opportunities.

At the end of 2020, the unrestricted funds were in surplus by £44,896 (2019 £33,308). The PCC does not currently have a specific Reserves Policy for unrestricted funds but does not approve deficit budgets for these funds & can utilise restricted funds where expenditure meets the terms of the fund. The unrestricted fund surplus now represents just over 2 months' budgeted unrestricted expenditure.

Excluding fixed assets, the Parish has significant restricted reserves, particularly in the Holy Trinity Fabric and Ministry Funds as well as the PF Fund totaling £501,139 at the end of 2020 (2019 £503,496). The Holy Trinity Fabric restricted reserve (£334,706) and some of the Holy Trinity Ministry reserve (£67,300) are expected to be used on the internal refurbishment of Holy Trinity Church as referenced in the Fabric Report below. The PF Fund (£62,060) will diminish over time as grants are made in accordance with its purpose.

Our endowment funds have specific objects as noted in the financial statements. We plan to utilize these as part of our refurbishment plans.

5. Structure, governance & management

5.1. PCC

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure and is a registered charity.

The membership of the PCC and method of appointment along with other administrative information is set out on page 3.

The PCC met on 10 occasions during 2020.

The principal groups which work with the PCC in its task are as follows:

- **Standing Committee** which has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.
- **Working Groups** appointed by the PCC to act on their behalf. Much of the detailed work of the PCC is undertaken by these groups which meet in between PCC meetings and report back to the PCC. The extensive work of maintaining the church fabric is undertaken by the Facilities and Parish Centre groups who assist the Churchwardens in this part of their traditional responsibilities.

5.2. Church Membership

The Electoral Roll was renewed in 2019. At the end of December 2020 there were 237 (240 at end 2019) members on the Electoral Roll, of these 57 (61 at end 2019) are not resident in the Parish. The average Parish Sunday weekly attendance in October 2020 at 45 was significantly down compared to last year due to only having a single socially distanced service (218 in 2019), but the average number of "logins" to watch our online services in October 2020 was around 140.

5.3. Personnel

There have been several key personnel changes these past 12 months. Our Families and Children's Worker, Cara Parker, resigned from her position after an extended sabbatical, with her last day in post being 4th September. We are immensely grateful for the love and care she has shown to our young families and children and she will be greatly missed as part of the team (Chris Parker also asked to step down from helping with Family Children & Youth Ministries).

Also, our Office Administrator, Jo Jackson, emigrated to New Zealand, and her care and professionalism for all those who used our Parish Centre will be greatly missed. Rev'd. David stepped into the Administrator role, developing new streamlined systems and processes. After a healthy interest in the advertised post, a new appointment was made, and we are delighted to welcome Janet Thompson to the church family, albeit on reduced hours due to financial pressures. We continue to hold off on the appointment of a new Families and Children Ministry Co-ordinator role due to Covid and financial uncertainties, but hope to explore this from spring onwards.

Rev'd. Tracy Marlow, our Team Vicar, will also be leaving the parish to take up an exciting Lead Evangelist and Vicar post in the Diocese of Southwark, and we are thankful to her for all she has done within the Parish community, in particular helping St. Michael's become ready for the next season of their mission and ministry, and she will be greatly missed as both a friend and colleague. The discussions around a new Team Vicar appointment have not yet started.

Rev'd. Tracy Nutter continues to do an incredible ministry supporting the pastoral needs of our community, especially during lockdown, through phone calls and where possible restricted visiting. Though we needed to suspend all our in-person groups due to Covid, these will no-doubt be re-visited in due course.

We continue to encourage lay leadership and preaching across our different services, and we have seen a wonderful diversity of the church family taking part in our online services and gathered services (when we were able). Sadly though, we have also had a great many of the church family step down from their previous ministry roles for a diversity of reasons, thus leaving us with a lot of unknowns around how services, mission, and ministry may be resourced in the future, although this also provides opportunities for new ministries to be discovered and nurtured across the church family.

Wayne Prankard continues to offer his Authorised Lay Preaching ministry to the church family (along with a number of other lay preachers), and we thank them for their diligent study of the Bible and for sharing their insights and encouragements with the church family.

We also welcome to the team Maree Gaskin, who is now an Authorised Lay Funeral Minister. She is thrilled to be stepping into this ministry, something she has been passionate about for many years, and we are sure Maree will grow and flourish in this ministry.

We also said goodbye to one of our organists, Warren Symes, who was wanting to free up his time to dedicate to his new job, and important time with the family. We are incredibly appreciative of all that Joseph Zammit has done in supporting and helping our Choir meet virtually during the Covid pandemic and helping not only grow the choir, but also enabling them to contribute to our online services.

Jenny Crane continues to offer day to day practical support to Janet in her role as Parish Centres Assistant, though we needed to furlough Jenny at times due to the reduction in Parish Centre usage and the related bookings. Jenny has as always been wonderfully helpful and accommodating of these changes and does a wonderful job in keeping our centres in good order.

Lynn Lee also does an incredible job helping co-ordinate our Baptism ministry, though sadly this too was suspended for most of the year due to Covid restrictions, but she has been keeping in contact with Baptism enquiries, and helping families plan for their service at some point in the future.

Rev'd. David, our Team Rector, continues to lead the team and wider church, having provided a clear vision for the last few years, and the next, with 2020 'A year of Invitation', and 2021 'A year of Exploration.' Though all our best-laid plans had to be changed and adapted due to the Covid pandemic, David continues to release the team to do the ministries they feel called to, while picking up day-to-day tasks and oversight himself and encouraging and nurturing lay ministry. David also offers his time to the wider Diocese as a Vocations Interviewer, Ministerial Development Reviewer, and nationally as a Bishop's Advisor. Locally, David is also supporting the Rayleigh Town Council, Rochford District Council, Royal Naval Association Rayleigh and the Royal British Legion in Rayleigh as Padre/Chaplain, while also being a Trustee of a local Multi Academy Trust.

At the start of the lockdowns David suspended all our activities, but put in place a phone buddy system, moved all our services online and provided additional online services to help support those grieving after the loss of loved ones. In partnership with other organisations, he helped to establish a Community Support Hub for the Rayleigh and Rochford area, and provided telephone support to the clinically vulnerable in the area via a coordinated pastoral ringing team. Overall, he has been busy generally keeping things together during different vacancies and challenges.

When we consider the team and resources the church has enjoyed in the past, and what we have available to us now, especially as we consider post-Covid Mission and Ministry, we must be careful not to ask more than is sensible of our church family and leadership, and ensure we are caring for everyone mentally, physically, and spiritually. Where there isn't the resource to do something, we need to accept that it might not be possible, but Revd. David has been encouraging the whole church family to consider in 2021, what their unique calling, ministry and gifts maybe, and then discern how God is inviting all of us to offer these for His service and Kingdom.

6. Fabric Report

6.1. Holy Trinity Church

Ongoing Work

We established an area for children in the north aisle, under a temporary permission. Unfortunately, owing to the pandemic, we have had far less time to evaluate it, but it will form part of the refurbishment. Some of the redundant pews have been sold, but all the engraved ends have been retained; the remaining pews are stored around the buildings. The noticeboard in the inner porch has been replaced with 'slatboard'.

The new ashes plot is now complete following the installation of the fence and planting the yew hedge and the specimen yew. A set of notes is available for families wishing to use the plot and arrangements are in place for the actual burials and entries in the book.

We replaced several major components in the church heating system in order to keep the building reasonably warm. This was not an easy decision as they will have to be replaced in the refurbishment.

We have had a thorough fire inspection and made the regular revision of our safety policies. Some safety signs were replaced. The lightning protection system was professionally inspected and is satisfactory. During the lockdown periods, we made regular inspections of the empty buildings.

We have repaired leaks in the roof that occurred in extreme weather and are monitoring the situation. We have had a periodic survey by our insurer and provided the information they then requested. Since we plan to remove the pipe organ in the refurbishment, we have been able to save over £200 pa by insuring it on the basis of replacing it with a digital instrument.

In cooperation with the Town Council, we planned to place a large-scale model aircraft covered in poppies in the churchyard, for the 80th anniversary of the Battle of Britain, but Covid-19 intervened.

Refurbishment

In spite of the Covid-19 restrictions we have been able to complete a huge amount of preparatory work, mostly via virtual meetings. Much expert work was done by our architect, engineers and quantity surveyor and we were able to submit a package of 45 electronic documents for formal review by the statutory historic societies and to the Diocesan Advisory Committee (DAC). They have agreed we can petition for a faculty subject to two clarifications, so this is a major milestone passed.

We will now send a detailed request for tender for the main contractor to four capable firms, who have already expressed their interest in bidding for the work.

It is important, especially after the disruptions of the pandemic, that we do not add to the stress of wedding couples, by asking them to change their date. So, we now plan for the work to be done between 18 October and 14 April 2022; sadly, this will impact what we can do for Christmas.

Our engineers made a full assessment of our heating needs and challenges. Unfortunately our ancient fabric does not give good insulation, e.g. they estimate that 43% of the heat is lost through the roof, so when it needs repair, we will install significant insulation below it. In the meantime, we will install de-stratification fans to push warm air down to where it is needed. Although we have made major repairs to the existing boiler, the flue does not meet current safety standards and would be expensive to rectify. So, the engineers assessed alternative heat sources, but unfortunately most options such as biomass and ground source heat pumps do not make sense for us; so, we have opted for a more efficient gas boiler as an interim solution, until we can afford an air to water heat exchange system. We anticipate there will be major improvements in that technology within a few years and the radiators and underfloor heat exchangers are designed to be adaptable to such a system.

As expected, we need to replace the electrical distribution and install low energy LED lighting; this will be more adaptable to different modes of church use and will enhance the church features. Otherwise, the refurbishment plan is much as described in last year's report, except that we now have the design work and paint tests to support it.

Last year was not a good one for fundraising and in fact we delayed making any appeal to the Church Family until our ongoing financial situation became clearer. So, a low-key appeal was made at all services on 13 December and support has started to come in, including offers of loans. However, our fundraising group started work in the summer and have identified a list of grant making bodies who seem more likely to support us. Each application takes much time to prepare and has to be specifically tailored. We are glad to report that we have received a grant of £7,500 from AllChurches trust and only had one rejection. Most trusts seem to be working even more slowly than normal, owing to the pandemic, and we are awaiting replies. We are in the digital age and so have been building a network of interest via Facebook and other media. In the past, we received support from the wider local community and so we are planning to have printed material delivered directly to homes.

6.2. HT Parish Centre

We have now used all our spare fluorescent tubes for the Main Hall, and as these are no longer available, we plan to fit the more efficient LED lamps, when the ones in use fail. Two trees have been removed from the car park, as they gave excessive shade to the Rectory garden.

Some aspects of the centre have now had a lot of use and, for example, we have had to renew one of the locks. The five yearly electrical certification checks revealed inadequacies in some components and these have been replaced. The hinges on the door from the Main Hall to the car park have been repaired several times and the doors will probably need replacing next time. A period of no use accelerated the failure of the water boiler in Cloister Hall, so it had to be replaced.

For many years we have relied heavily on the regular maintenance done by the Bodge team and we are most grateful to them. Sadly, the periods of lockdown have persuaded several of the stalwarts that it is time to step down. We very much look forward to new men (and women) stepping forward into the gaps.

6.3. St Michael's

The poorly applied paint in the Main Hall has been stripped from the sills, skirtings etc. by volunteers and then new paint applied, to give a far better and more durable finish. We have replaced three gas heaters in the main building. In common with all our expenditure this year, we made a point of delaying the work as long as possible, to preserve our cash flow during the pandemic. Volunteers have started work on refreshing the Annex kitchen and the open area behind that building. But the pandemic restrictions have had a severe impact on this work. We continue to monitor the cracks in the structure of the Main Hall and fortunately can report only minimal changes in the width of the cracks. The blinds have been repaired.

6.4 Parish Centres Usage

At the beginning of the year, although we had lost a few regular bookings and gained others during 2019, we anticipated that the total income would be higher. However, everything changed in March due to the pandemic. The Blood Donor Service though has continued to use our premises and indeed made some extra bookings. We were happy to make adjustments for them, e.g. to accommodate the distancing requirements. The Hilltop nursery group was an essential service for children of key workers and kept going at a reduced scale.

Initially we furloughed our support assistant and relied on volunteer help for the small amount of cleaning required, but as things eased, we brought her off furlough, especially as extra cleaning is now required.

For much of the year, at least 70% of our historical bookings stopped due to Covid. But largely due to Rochford District Council closing most of their hireable facilities, we have gained new bookings, which has helped our income. This includes a 2-year long-term daytime booking for the Courtyard room (RRAVS). We are pleased to say that the new hirers have expressed delight with our facilities and are thrilled to be able to resume their activities with us, both at Holy Trinity and St Michael's.

All historical bookings, including the uniformed groups have been told that we are unfortunately not able to hold their bookings indefinitely; but we will do what we can accommodate them when they want to restart. Future use by Church groups is also uncertain, but we are now restricting new bookings from outside groups.

Overall, we now have more bookings than we did historically and are potentially in a stronger financial position than at the beginning of the year. The PCC has agreed to delay fee increases to July to reduce the financial stress on our users.

We identified a potential, new revenue stream of allowing a small number of local residents to park in the HT car park, in return for a fee. Other Churches seem to have found this beneficial, but clearly this is likely to reduce the number of spaces available to Centre users. However, without an expensive automated gate, it will be very difficult to manage and so we decided against it. Please note that during the refurbishment, part of the car park will be handed over to our contractor.

7. Approval

I'm sure we have all heard the line "if you want to give God a laugh, tell Him your plans." Well, we had a great many ideas and plans for 2020/21, but with the devastating effect of Covid on the whole nation, and our church communities, all these plans we learnt to hold very lightly, and even discard.

We have undergone a great many changes this past year as a nation, and as a church family. As noted earlier, our personnel have changed considerably, and our resources of both finances and people have also drastically changed, but I am confident that this is an opportunity for the Church to seek God in prayer and fasting, for wisdom and direction, and discern what the 'new thing' is that God is leading His church into.

There will be a strong desire to go back to how things used to be, but as I've noted a few times, the message in Isaiah 43 "forget the former things, behold I am doing a new thing" is relevant not only for us, but the whole church. While we honour our inherited traditions and recognise they are equally valuable and important to our expressions of faith, at the same time we are exploring what ways of being church, and doing mission and ministry are right for ourselves and our wider communities, that have a great many challenges also ahead of them.

We will in the fullness of time explore re-appointing a Family and Children's Ministry Coordinator, and Team Vicar, but also continue to make the development of lay ministries and leadership a priority, encouraging the whole church family to discern and explore what God is calling them into, in this new season.

This report was agreed at the PCC meeting of 8th March 2021 and signed on its behalf by:



The Reverend David Oxtoby

Chairman

Independent Examiner's Report to the Parochial Church Council of Rayleigh

I report to the trustees on my examination of the financial statement the Parochial Church Council of Rayleigh ('the charity') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

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

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


Kate Bell FCA

Rickard Luckin Limited
Phoenix House, Suite 8
Christopher Martin Road
Basildon SS 14 3EZ

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2020 £	Total Funds 2019* £
Incoming resources						
Income and endowments from:						
	3					
Voluntary income		177,056	43,432	-	220,488	235,962
Church activities		61,407	262	-	61,669	68,048
Activities for generating funds		5,993	-	-	5,993	5,818
Investment income		428	1,535	330	2,293	3,679
Other		-	-	-	-	-
Total		244,884	45,229	330	290,443	313,507
Resources expended						
Expenditure on:						
	4					
Church activities		233,296	47,586	-	280,882	308,768
Costs of generating funds		-	-	-	-	-
Total		233,296	47,586	-	280,882	308,768
Net income/(expenditure) before investment gains		11,588	- 2,357	330	9,561	4,739
Investment gains	8	-	-	810	810	1,854
Transfers between funds	12	-	-	-	-	-
Net movement in funds		11,588	- 2,357	1,140	10,371	6,593
Reconciliation of funds:						
Total funds brought forward		33,308	869,496	15,249	918,053	911,460
Total funds carried forward	12	44,896	867,139	16,389	928,424	918,053

* An analysis of the 2019 balances by fund classification is provided in note 14

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

BALANCE SHEET

AT 31 DECEMBER 2020

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2020 £	Total Funds 2019* £
Fixed assets						
Tangible assets	7	-	366,000	-	366,000	366,000
Investments	8	-	-	12,575	12,575	11,765
Total fixed assets		-	366,000	12,575	378,575	377,765
Current assets						
Debtors	9	10,516	-	-	10,516	9,540
Investments		-	-	-	-	-
Cash in bank and in hand	10	47,576	501,139	3,814	552,529	543,233
Total current assets		58,092	501,139	3,814	563,045	552,773
Creditors: Amounts falling due within one year	11	13,196	-	-	13,196	12,485
Total net assets		44,896	867,139	16,389	928,424	918,053
Represented by:						
Unrestricted funds		44,896	-	-	44,896	33,308
Restricted funds		-	867,139	-	867,139	869,496
Endowment funds		-	-	16,389	16,389	15,249
Total funds	12	44,896	867,139	16,389	928,424	918,053

* An analysis of the 2019 balances by fund classification is provided in note 15

Approved by the Parochial Church Council on 8th March 2021 and signed on its behalf by:



The Reverend David Oxtoby (Chairman)



Adrian Hall (Treasurer)

The notes on pages 18 to 27 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1. Basis of Preparation

Basis of Accounting

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 the FRS 102 (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. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are an informal gathering of church members.

The financial statements are prepared in sterling, which is the functional currency. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

The trustees consider that there are no material uncertainties about the PCC's ability to continue and accordingly the accounts have been drawn up on a going concern basis.

2. Accounting Policies

Incoming resources

- a. Incoming resources are included in the Statement of Financial Activities when the PCC has entitlement to the benefit of the resources, the inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.
- b. Gift aid receivable is included in income when there is a valid declaration from the donor, is included in the period to which the relevant donation is received and is treated as an addition to the same fund as the additional income.
- c. Voluntary income which is collected on behalf of other charities is not included as PCC income.
- d. Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.
- e. Grants and specific donations are included in the SOFA when any preconditions preventing their use by the PCC have been met.
- f. The income from charitable activities is accounted for gross of associated costs.
- g. Rental income from the letting of church premises is accounted for when due.
- h. Fee income from weddings and funerals only represents the element of the overall fee to which the PCC is entitled, i.e. does not include the element passed on to other parties.
- i. Investment income is included when receivable.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

Resources expended

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

Grants payable are payments made to third parties in the furtherance of the PCC's objects. These are recognized in the accounts when a commitment has been made externally and there are no preconditions still to be met for entitlement to the grant that remain within the control of the PCC.

Governance costs include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice on governance or constitutional matters.

Fixed Assets

Consecrated and beneficed property is not included in the financial statements in accordance with s.10(2) of the Charities Act 2011.

Movable church furnishings held by the Rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). All expenditure on church furnishings is written off when incurred.

The Parish Centre complex and St. Michael's annex are included at cost.

Equipment used within the church buildings and complexes are written off on acquisition.

Investments are included at market value at 31 December.

Debtors

Debtors are initially included at the settlement amount due and are subsequently measured at the cash or other consideration due.

Creditors

Creditors are included at the settlement amount due.

Funds

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

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object 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. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for ordinary purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

3. Analysis of Income

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2020 £	Total Funds 2019 £
Voluntary income						
Planned giving		133,732	14,352	-	148,084	150,995
Loose plate collections		4,009	-	-	4,009	20,936
One-off gifts		4,146	-	-	4,146	6,155
Tax recoverable on gift aid		25,214	3,380	-	28,594	34,740
Legacies		-	-	-	-	-
Grants *		6,460	7,500	-	13,960	-
Friends of Holy Trinity		-	18,000	-	18,000	19,100
Other		3,495	200	-	3,695	4,036
Total		177,056	43,432	-	220,488	235,962
Church activities						
Brew & Natter /@Trinity		-	-	-	-	889
Bookstall sales		2,148	-	-	2,148	1,804
Church hall lettings		50,964	-	-	50,964	53,903
Fees for weddings and funerals		8,293	-	-	8,293	10,385
Other		2	262	-	264	2,067
Total		61,407	262	-	61,669	69,048
Activities for generating funds						
Other funds generated		5,325	-	-	5,325	4,485
Parish magazine sales and advertising		668	-	-	668	1,333
Total		5,993	-	-	5,993	5,818
Investment income						
Interest & investment gains		428	1,535	1,140	3,103	5,533
Total		428	1,535	1,140	3,103	5,533

* Unrestricted grant income relates to the Coronavirus Job Retention Scheme . Restricted grant income was from Allchurches Trust for the Holy Trinity refurbishment project.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

4. Analysis of Expenditure

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2020 £	Total Funds 2019 £
Church activities						
Ministry						
Parish share		162,047	-	-	162,047	160,614
Clergy & staff expenses		3,147	-	-	3,147	2,288
Family & young church expenses		-	365	-	365	5,066
Mission & training		729	-	-	729	1,139
		165,923	365	-	166,288	169,107
Missionary & charitable giving						
	6					
Giving to mission & churches		17,000	-	-	17,000	15,900
Other (from PF Fund)		-	-	-	-	2,800
		17,000	-	-	17,000	18,700
Staff costs						
	5					
Administration & maintenance		17,976	-	-	17,976	21,340
Families & Children's work		-	16,023	-	16,023	23,583
Organists *		-	-	-	-	1,733
		17,976	16,023	-	33,999	46,656
Church property costs						
Utilities		7,933	-	-	7,933	14,790
Insurance		5,265	-	-	5,265	5,370
Cleaning		486	-	-	486	1,903
Maintenance & repairs		8,908	31,198	-	40,106	13,421
Area for cremated remains		205	-	-	205	21,351
Other general support costs		3,151	-	-	3,151	4,652
		25,948	31,198	-	57,146	61,487
Church life & outreach						
@Trinity/ coffee shop		-	-	-	-	-
Bookstall		573	-	-	573	901
Discipleship		-	-	-	-	-
Magazine expenses		134	-	-	134	1,260
Upkeep of services *		1,599	-	-	1,599	5,620
Other		1,038	-	-	1,038	452
		3,344	-	-	3,344	8,233
Administration						
Phone		1,452	-	-	1,452	1,625
Stationery & photocopying		634	-	-	634	1,991
Other		29	-	-	29	9
		2,115	-	-	2,115	3,625
Governance costs						
Independent examiner's fee		990	-	-	990	960
		990	-	-	990	960
Total		233,296	47,586	-	280,882	308,768

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

5. Paid Employees

	Note	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total funds 2020 £	Total Funds 2019 £
Staff costs						
Salaries & wages		17,649	15,397	-	33,046	45,216
Social security		-	-	-	-	-
Pension costs		327	626	-	953	1,440
Total		17,976	16,023	-	33,999	46,656

During the year the PCC employed on average 3 staff (2019: 3) and as at 31 December 2020 had 2 paid staff (2019: 3)

2020 social security cost was nil (2019 nil) due to the National Insurance employment allowance.

Salary costs are shown gross of amounts claimed under the Coronavirus Job Retention Scheme of £6,460 (which is reported as income)

The PCC became a participating employer in the Church of England Pensions Board Pension Builder 2014 from 1 May 2017 in order to meet its automatic enrolment obligations, but left in September 2020 as the PCC had no eligible employees This was accounted for as a defined contribution scheme.

No employee received remuneration of more than £60,000 (2019: Nil)

6 . Missionary and charitable giving

Unrestricted Fund:-

	Total funds 2020 £	Total Funds 2019 £
Giving to mission & churches		
Bar 'n' Bus	1,020	954
CMS	2,550	2,385
Church Pastoral Aid Society	2,720	2,544
Essex Clergy Charity Corporation	1,020	954
Hopeworx	1,020	954
Open Doors	1,020	954
St Michaels, Obiya	3,315	3,100
Vision to Serve, India	3,315	3,101
Teen Challenge	1,020	954
	17,000	15,900

Restricted Funds:-

The PF Fund made no grants in 2020 (2019 three totalling £2,800).

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

7 . Tangible Fixed Assets

All tangible fixed assets in 2020 and 2019 relate to restricted funds.

	2020		2019	
	Freehold land & buildings £	Total £	Freehold land & buildings £	Total £
Cost				
At 1 January	366,000	366,000	366,000	366,000
Additions	-	-	-	-
Revaluations	-	-	-	-
Disposals	-	-	-	-
At 31 December	366,000	366,000	366,000	366,000
Depreciation and impairment				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	-	-	-	-
Net book value				
At 1 January	366,000	366,000	366,000	366,000
At 31 December	366,000	366,000	366,000	366,000

Fixed assets comprise the original cost of buildings in the Parish complex and St. Michael's Annexe.

8 . Fixed Asset Investments

All fixed asset investments in 2020 and 2019 relate to endowment funds

	Total Funds 2020 £	Total Funds 2019 £
Carrying value at 1 January	11,765	9,911
Additions at cost	-	-
Disposals	-	-
Revaluation gain	810	1,854
Carrying value at 31 December	12,575	11,765

Investments are represented by CBF Investment Fund Shares

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

9. Debtors and prepayments

	Total Funds 2020	Total Funds 2019
	£	£
Tax recoverable on Gift Aid	1,874	5,077
Hall fees receivable	6,200	4,463
Other	2,442	-
Total	10,516	9,540

10. Cash at bank & in hand

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds 2020	Total Funds 2019
	£	£	£	£	£
Barclays current account -PCC	33,828	52,819	-	86,648	89,134
Lloyds - Fees Account	13,748	-	-	13,748	4,191
CBF Church of England Deposit Fund - PCC	-	448,320	-	448,320	446,424
CBF Church of England Deposit Fund - Evatt	-	-	3,298	3,298	3,007
CBF Church of England Deposit Fund - Hillson	-	-	516	516	477
	47,576	501,139	3,814	552,530	543,233

11. Creditors & Accruals

	Total Funds 2020	Total Funds 2019
	£	£
CDBF re salaries	1,232	4,027
Accruals	1,600	2,450
Re area for cremated remains	-	4,269
Wedding/ funerals fees to Diocese	1,191	-
Refurbishment	9,120	-
Agency payments	53	1,739
Total	13,196	12,485

Accruals relate to utilities.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

12. Analysis of Funds

	1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	31 December 2020 £
Unrestricted: General Fund	33,308	244,884	- 233,296	-	44,896
Restricted Funds					
Fixed Assets	366,000	-	-	-	366,000
Holy Trinity Fabric	338,915	26,989	- 31,198	-	334,706
Holy Trinity Ministry	67,054	246	-	-	67,300
St. Michael's Ministry	1,792	-	-	-	1,792
Youth & Childrens' Worker	27,425	17,994	- 16,388	-	29,031
PF Fund	62,060	-	-	-	62,060
Outreach	6,250	-	-	-	6,250
	869,496	45,229	- 47,586	-	867,139
Endowment Funds					
Evatt	11,288	861	-	-	12,149
Hillson	1,704	123	-	-	1,827
Anonymous	2,257	156	-	-	2,413
	15,249	1,140	-	-	16,389
Total	918,053	291,253	- 280,882	-	928,424

Analysis of endowment funds

	Purpose	CCLA Income fund Number of shares	Fixed Asset Investment £	Cash - CBF Deposit £	Total £
Evatt	West window, chancel screen & little window	432	8,851	3,298	12,149
Hillson	Fire insurance & repair of chancel	64	1,311	516	1,827
Anonymous	Fabric of Holy Trinity	118	2,413	-	2,413
		614	12,575	3,814	16,389

13. Transactions with trustees and related parties

None of the other trustees have been paid any remuneration or received any other benefits from an employment with the PCC or a related entity.

No trustees' expenses have been incurred.

There have been no related party transactions other than giving from members of the PCC to the church in the normal course of events as members of the church.

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

14. 2019 SOFA by Fund Classification	Unrestricted funds	Restricted income funds	Endowment funds	Total funds 2019
	£	£	£	£
Incoming resources				
Income and endowments from:				
Voluntary income	179,407	56,555	-	235,962
Church activities	65,981	2,067	-	68,048
Activities for generating funds	5,818	-	-	5,818
Investment income	77	3,330	272	3,679
Other	-	-	-	-
Total	251,283	61,952	272	313,507
Resources expended				
Expenditure on:				
Church activities	246,695	62,073	-	308,768
Total	246,695	62,073	-	308,768
Net income/(expenditure) before investment gains	4,588	- 121	272	4,739
Investment gains	-	-	1,854	1,854
Transfers between funds	-	-	-	-
Net movement in funds	4,588	- 121	2,126	6,593
Reconciliation of funds:				
Total funds brought forward	28,720	869,617	13,123	911,460
Total funds carried forward	33,308	869,496	15,249	918,053

PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

15. 2019 Balance Sheet by Fund Classification	Unrestricted funds	Restricted income funds	Endowment funds	Total funds 2019
	£	£	£	£
Fixed assets				
Tangible assets	-	366,000	-	366,000
Investments	-	-	11,765	11,765
Total fixed assets	-	366,000	11,765	377,765
Current assets				
Debtors	9,540	-	-	9,540
Investments	-	-	-	-
Cash in bank and in hand	36,253	503,496	3,484	543,233
Total current assets	45,793	503,496	3,484	552,773
Creditors: Amounts falling due within one year	12,485	-	-	12,485
Total net assets	33,308	869,496	15,249	918,053
Represented by:				
Unrestricted funds	33,308	-	-	33,308
Restricted funds	-	869,496	-	869,496
Endowment funds	-	-	15,249	15,249
Total funds	33,308	869,496	15,249	918,053

Analysis of endowment funds

	CCLA Income fund			Total
	Number of shares	Fixed Asset Investment	Cash - CBF Deposit	
		£	£	£
Evatt	432	8,281	3,007	11,288
Hillson	64	1,227	477	1,704
Anonymous	118	2,257	-	2,257
	614	11,765	3,484	15,249