



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

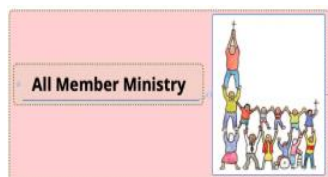
Whilst restrictions curtailed in-person events for most of the year, 2020 saw many creative ways to demonstrate unity in the face of unprecedented circumstances that affected us all.

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:

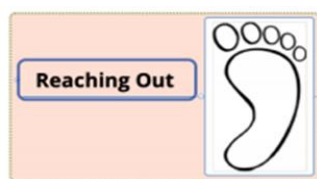


Nurture every member ministry, recognising and developing the gifts everyone has to offer to the service of God's Kingdom.

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:

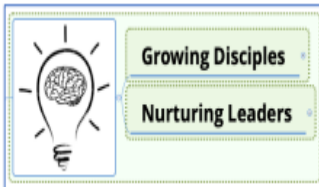


Establish a sound foundation, both financially, structural, and strategic from which to grow.

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.

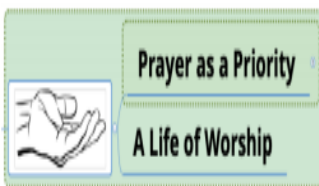
3.5. Growing disciples, nurturing leaders:



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.

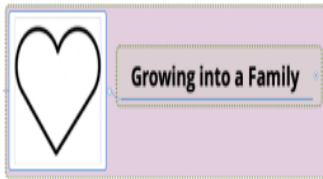
Whilst in general, we continue to explore the best way to communicate to those both within and outside our church family thinking about all forms of media, 2020 restrictions have necessitated a move to online activity. The PCC is grateful to Rev'd David and all those who have worked on establishing and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