



## **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  
1<sup>st</sup> 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**

---

	<b>Page</b>
<b>Reference &amp; Administrative Details</b>	3
<b>Annual Report of the PCC</b>	4
<b>Independent Examiner's Report</b>	10
<b>Statement of Financial Activities</b>	11
<b>Balance Sheet</b>	12
<b>Notes to the Financial Statements</b>	13

---

## 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 <sup>st</sup> 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 15<sup>th</sup> May with much rejoicing. In June we celebrated the Platinum Jubilee with a special evensong. On Sunday 26<sup>th</sup> 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 <sup>st</sup> / 3 <sup>rd</sup> Sunday	8am	Said Holy Communion – BCP
Sunday	9:30am	Morning Worship or Holy Communion
1 <sup>st</sup> / 3 <sup>rd</sup> Sunday	9:45am	Café Worship in the Main Hall
4 <sup>th</sup> 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 5<sup>th</sup> 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 31<sup>st</sup> 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 15<sup>th</sup> May. Then on 26<sup>th</sup> 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 12<sup>th</sup> 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**  
**1<sup>st</sup> 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 £
<b>Incoming resources</b>	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		-	-	-	-	-
<b>Total</b>		<b>255,085</b>	<b>220,795</b>	<b>-</b>	<b>475,880</b>	<b>466,814</b>
<b>Resources expended</b>						
<b>Expenditure on:</b>	4					
Church activities		234,081	621,228	-	855,309	423,288
<b>Total</b>		<b>234,081</b>	<b>621,228</b>	<b>-</b>	<b>855,309</b>	<b>423,288</b>
<b>Net income/(expenditure) before investment gains</b>		<b>21,004</b>	<b>(400,433)</b>	<b>-</b>	<b>(379,429)</b>	<b>43,526</b>
<b>Investment gains</b>	8	-	-	-	-	625
<b>Transfers between funds</b>	12	<b>(8,631)</b>	<b>23,588</b>	<b>(14,957)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>12,373</b>	<b>(376,845)</b>	<b>(14,957)</b>	<b>(379,429)</b>	<b>44,151</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		65,153	892,465	14,957	972,575	928,424
<b>Total funds carried forward</b>	12	<b>77,526</b>	<b>515,620</b>	<b>-</b>	<b>593,146</b>	<b>972,575</b>
* 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 £
<b>Fixed assets</b>						
Tangible assets	7	-	366,000	-	366,000	366,000
<b>Total fixed assets</b>		-	366,000	-	366,000	366,000
<b>Current assets</b>						
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
<b>Total current assets</b>		89,324	149,619	-	238,943	639,238
<b>Creditors: Amounts falling due within one year</b>	11	11,798	-	-	11,798	32,663
<b>Net assets</b>		<b>77,526</b>	<b>515,619</b>	<b>-</b>	<b>593,145</b>	<b>972,575</b>
<b>Represented by:</b>						
Unrestricted funds		77,526	-	-	77,526	65,153
Restricted funds		-	515,619	-	515,619	892,465
Endowment funds		-	-	-	-	14,957
<b>Total funds</b>	12	<b>77,526</b>	<b>515,619</b>	<b>-</b>	<b>593,145</b>	<b>972,575</b>

\* 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

<b>3. Income</b>	<b>Note</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total 2022</b>	<b>Total 2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Voluntary income</b>						
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		-	-	-	-	-
<b>Total</b>		<b>154,132</b>	<b>219,610</b>	<b>-</b>	<b>373,742</b>	<b>372,067</b>
<b>Church activities</b>						
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	-
<b>Total</b>		<b>97,723</b>	<b>-</b>	<b>-</b>	<b>97,723</b>	<b>89,633</b>
<b>Activities for generating funds</b>						
Other funds generated		3,230	1,185	-	4,415	3,089
Parish magazine and advertising		-	-	-	-	-
<b>Total</b>		<b>3,230</b>	<b>1,185</b>	<b>-</b>	<b>4,415</b>	<b>3,089</b>
<b>Investment income</b>						
Interest & investment gains		-	-	-	-	2,024
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,024</b>
<b>* Grants received or pledged for the refurbishment of Holy Trinity Church:</b>					<b>2022</b>	<b>2021</b>
					<b>£</b>	<b>£</b>
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
<b>Total</b>					<b>75,014</b>	<b>96,952</b>

# 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 £
<b>Church activities</b>						
<b>Ministry</b>						
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
<b>Missionary &amp; charitable giving</b>	6					
Giving to mission & churches		16,105	-	-	16,105	17,000
		16,105	-	-	16,105	17,000
<b>Staff costs</b>	5					
Administration & maintenance		19,564	-	-	19,564	16,842
Families & Children's work		-	-	-	-	-
		19,564	-	-	19,564	16,842
<b>Church property costs</b>						
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
<b>Church life &amp; outreach</b>						
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
<b>Administration</b>						
Phone		679	-	-	679	688
Stationery & photocopying		908	-	-	908	549
Other		-	-	-	-	24
		1,587	-	-	1,587	1,261
<b>Governance costs</b>						
Independent examiner's fee	16	3,900	-	-	3,900	3,840
		3,900	-	-	3,900	3,840
<b>Total</b>		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 £
<b>Staff costs</b>						
Salaries & wages	✓	19,307	-	-	19,307	16,623
Social security		-	-	-	-	-
Pension costs	✓	257	-	-	257	219
<b>Total</b>		<b>19,564</b>	<b>-</b>	<b>-</b>	<b>19,564</b>	<b>16,842</b>

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
	<b>16,105</b>	<b>17,000</b>

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 £
<b>Cost</b>				
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
<b>Depreciation and impairment</b>				
At 1 January	-	-	-	-
Disposals	-	-	-	-
Depreciation	-	-	-	-
Impairment	-	-	-	-
At 31 December	-	-	-	-
<b>Net book value</b>				
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
<b>Total</b>	<b>16,851</b>	<b>97,814</b>

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
<b>Total</b>	<b>72,473</b>	<b>149,619</b>	<b>-</b>	<b>222,093</b>	<b>530,641</b>

### 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
<b>Total</b>	<b>11,798</b>	<b>32,663</b>

# 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 £
<b>Unrestricted: General Fund</b>	65,153	255,085	(234,081)	(8,631)	77,526
<b>Restricted Funds</b>					
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
<b>Endowment Funds</b>					
Evatt	12,999	-	-	(12,999)	-
Hillson	1,958	-	-	(1,958)	-
	14,957	0	-	(14,957)	-
<b>Total</b>	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

---

<b>14. 2021 Statement of Financial Activities</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming resources</b>				
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	-	-	-	-
<b>Total income</b>	<b>255,259</b>	<b>211,555</b>	<b>-</b>	<b>466,814</b>
<b>Resources expended</b>				
Church activities	235,002	188,286	-	423,288
<b>Total expenditure</b>	<b>235,002</b>	<b>188,286</b>	<b>-</b>	<b>423,288</b>
<b>Net income before investment gains</b>	<b>20,257</b>	<b>23,269</b>	<b>-</b>	<b>43,526</b>
<b>Investment gains</b>	<b>-</b>	<b>-</b>	<b>625</b>	<b>625</b>
<b>Transfers between funds</b>	<b>-</b>	<b>2,057</b>	<b>(2,057)</b>	<b>-</b>
<b>Net movement in funds</b>	<b>20,257</b>	<b>25,326</b>	<b>(1,432)</b>	<b>44,151</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	44,896	867,139	16,389	928,424
<b>Total funds carried forward</b>	<b>65,153</b>	<b>892,465</b>	<b>14,957</b>	<b>972,575</b>

---

## PAROCHIAL CHURCH COUNCIL OF RAYLEIGH

### NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2022

---

<b>15. 2021 Balance Sheet by Fund</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Endowment funds £</b>	<b>Total 2021 £</b>
<b>Fixed assets</b>				
Tangible assets	-	366,000	-	366,000
Investments	-	-	-	-
<b>Total fixed assets</b>	-	366,000	-	366,000
<b>Current assets</b>				
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
<b>Total current assets</b>	86,225	538,056	14,956	639,237
<b>Creditors: amounts falling due within one year</b>	21,072	11,591	-	32,663
<b>Net assets</b>	<b>65,153</b>	<b>892,465</b>	<b>14,956</b>	<b>972,575</b>
<b>Represented by:</b>				
Unrestricted funds	65,153	-	-	65,153
Restricted funds	-	892,465	-	892,465
Endowment funds	-	-	14,956	14,956
<b>Total funds</b>	<b>65,153</b>	<b>892,465</b>	<b>14,956</b>	<b>972,575</b>

---

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.