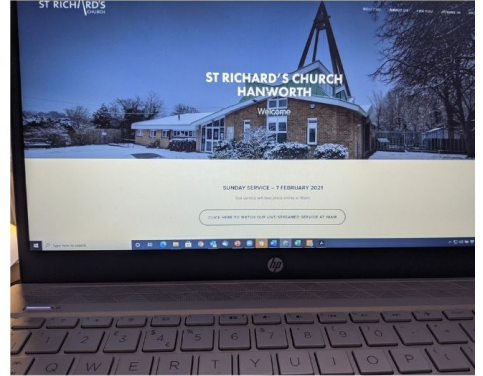




# Hanworth



# Annual Report 2020

## Prayer of St Richard

Thanks be to thee, my **Lord Jesus Christ**,  
For all the benefits thou hast given me,  
for all the pains and insults thou has  
borne for me.  
O most merciful redeemer, friend and  
brother,  
**may I know thee** more clearly,  
**love thee** more dearly,  
and **follow thee** more nearly, **day by day**.  
Amen

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## **ANNUAL REPORT 2020 St Richard's Church, Hanworth**

**The Annual Parochial Church Meeting is to be held online via Zoom  
on Wednesday 21<sup>st</sup> April 2021 at 7.45 p.m.**

***An Attendance Register will be taken virtually.***

### **Annual Meeting of Parishioners, (AMP)**

1. Opening Prayer.
2. Appointment of Churchwardens.

### **Annual Parochial Church Meeting, (APCM)**

1. Welcome
2. Apologies
3. Approval of the Minutes of the AMP and APCM of 22<sup>nd</sup> October 2020
4. Matters Arising
5. The presentation of the Electoral Roll and the Electoral Roll Officer's report.
6. Elections to PCC
7. PCC Secretary's Report incorporating Proceedings of the Council during 2020.
8. Treasurer's Report
  - a) Appointment of the Independent Examiner for 2021
9. Church Wardens' Report including a report on the Fabric, Goods and Ornaments of the Church for 2020.
10. Children Worker's Report.
11. Director of Music's Report
12. Church Safeguarding Officer's Report.
13. House group Leaders' Report
14. Hampton Deanery Synod Report.
15. Vicar's Report.

16. Election Results (if necessary)
17. AOB
18. Closing Prayer

## **PCC Membership 2020**

### **Clergy:**

Rev'd Chris Kennedy	Ex Officio, Deputy Chair,	(Until June 2020)
Rev'd Debs Wignall	Ex Officio, Chair,	(From November 2020)

### **Wardens:**

Julie Adams	Chair, Ex Officio,	(From June 2020)
	Vice - Chair	(from November 2020)
Ron Hudson	Ex Officio,	(Until October 2020)
Emma Hughes	Ex Officio,	(From October 2020)

### **Elected Members:**

Mike Coombes	Deanery Synod, Secretary, (From November 2020)
Jenny Bird (2020)	
Ann Hedges	
Debi Lagor	Electoral Roll Officer
Dave Rayner	Treasurer
Liz Sharpe (2020)	Deanery Synod
Gavin Thomas	
Anita Pinnalawatta (2020)	
Hannah Mitchell (2020)	
Emma Brown (2020)	
Beryl Wittin (2020)	

### **Forthcoming PCC meeting dates are as follows:**

(7:45 pm start): Monday 10th May and 14th June.

### **Church Employees:**

Wendy Rayner	Children's Worker (From April 2020)
Paul Hughes	Musical Director
Natasa Pedic	Cleaner

### **Licensed Ministers**

Brenda Small	Licensed Lay Minister
John Baggs	Licensed Lay Minister
Rev'd Danny Wignall	Permission to Officiate (From February 2021)

**Minutes of Annual Meeting of the Parishioners and the Annual  
Parochial Church Meeting in 2020  
St Richard's APCM 22 October 2020, on Zoom**

**Attendees:**

Mike & Gill Coombes, Paul & Emma Hughes, Rodney & Carolyn Bourne, Pam Rainbow, Yvonne Mansell, Debi Lagor, Julie Adams, Sheila Dobson, Margaret James, Liz Sharpe, Tina Allan, Wendy Holah, Mike & Jan Reynolds, Tricia Law, Vanessa Hughes, Dave & Wendy Rayner, James May, Hannah Mitchell, Beryl & John Wittin, Emma Brown, Jenny Bird, Mary & Andy Smith, Ann Hedges, Ron Hudson, Brenda Small, Kathleen Attrill, John Baggs

**Annual Meeting of Parishioners**

1. Opening Prayer – Julie Adams
2. Election of Churchwardens – 2 nominations: Julie Adams and Emma Hughes – duly elected

**APCM**

1. Welcome – by Julie Adams
2. Apologies – Sandra Bowskill
3. Minutes of 2019 AMP and APCM meeting – accepted unanimously
4. Matters arising – none
5. Presentation of Electoral roll – informal revision, given the exceptional circumstances due to Covid. Changes made: Roy and Ann Kerley, Hazel Scanlon and Hannah Kennedy were taken off, and Anita Pinnalwatta was added.
6. Elections to PCC – Nominations: Jenny Bird, Emma Brown, Hannah Mitchell, Anita Pinnalawatta, Liz Sharpe, Beryl Wittin – all duly elected.
7. PCC Secretary's Report – no comments. Julie Adams thanked Lisa Taylor for all she did as PCC Secretary.
8. Financial Report – Dave Rayner showed a presentation (see slides). Julie Adams thanked Dave Rayner for all his work. Appointment of Independent Examiner, Donna Cooksley – approved
9. Churchwardens' report – Ron Hudson said thanks to everyone who has helped in very interesting times. Julie Adams thanked Ron for all his service.
10. Children's Worker's Report – Wendy Rayner thanked all the volunteers who have come back after lockdown to help with groups. Julie Adams thanked Wendy Rayner for starting her role so well and all that she has done.
11. Safeguarding Report – Wendy Rayner and Gill Coombes read out the safeguarding policy 2020 (we re-adopted the 2019 policy, as advised by the Diocese). Julie Adams thanked Wendy and Gill for all their work on safeguarding
12. Deanery Synod Report – Mike Coombes reported the two main items were the Bushy Active project and Deanery Missions. Julie Adams thanked Mike for his work on Deanery Synod and advertised that there is another vacancy for Deanery Synod.
13. Reflection by Paul Hughes (see attached paper). Julie Adams said a big thank you to Paul for all his support and work. Pam Rainbow and Liz Sharpe said thank you to Paul and the team for all they've done.
14. Closing Prayer – by Julie Adams



## Electoral Roll Report to April 2021

### Summary

Date	Total on Roll	Resident in Parish	Male	Female
22/10/20	84	36 (43%)	28 (33)	56 (67)
08/04/21	84	36 (43%)	28 (33)	56 (67)

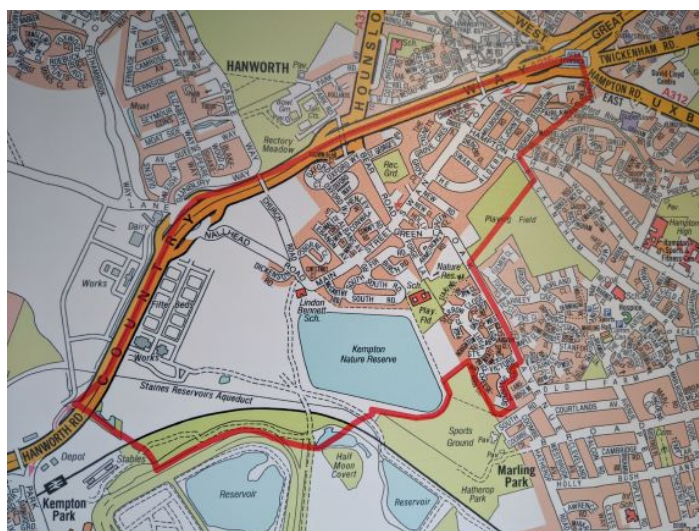
We welcomed new members onto the roll from 2020: 0

Those who have come off the 2020 roll are: N/A

### PCC Secretary's Report

We welcomed Debs to chair the PCC and the committee also appointed Julie Adams as vice-chair, Debi Lagor as Electoral Roll Officer and Mike Coombes as the PCC secretary. The PCC is indebted to Lisa Taylor for the immense job that she did for the church including, but in no way limited to, her role as secretary of the PCC.

We were also sorry to lose Ron Hudson as an excellent Church Warden and a very active operational member of the PCC. Debs formally admitted Emma Hughes as Church Warden alongside Julie Adams. Much of the PCC's key approvals for this abridged report centred on the use of the building under COVID restrictions. The PCC made the difficult decision to close the church for on-site Christmas services restricting the use of the building to funerals and bereavement related family support at the discretion of the vicar and in line with COVID risk assessments approved by the leadership team. It was good for the PCC





to be able to further approve the limited re-opening of the building for some Easter activities including private prayer. The PCC was also pleased to lend its support to an Activate/St Richard's School sport initiative being orchestrated by Chris Kennedy to provide some opportunities for both sport and ministry at the school.

Whilst there has been limited work around the building the PCC has authorised an application for funding to support some post Project Grow remedial works. Other works included electrical testing and repairs which will stand us in good stead for the impending quinquennial building inspection mandated by the CfE. We have additionally lit the spire in recent weeks with help from the Roger Casson Legacy. The PCC is indebted to Paul Hughes for his pivotal role in all of this work and to Wendy Rayner for being our on-site fixer and visitor host for workers.

Oxford Way continues to be a source of continued PCC discussion as we await the visit of a potential tenant. The PCC is very grateful to Beryl and John Witten for continuing to keep the garden in order.

This has been a challenging period for all, and great credit must go to Debs and the leadership team for coming up with ever more creative ways to ensure that COVID restrictions have not stopped the life of the church. This is also a testament to the flexibility of our congregation some of whom perhaps thought that on-line was something that you hung your washing on. It just bears out the truth of the words from 1 Peter 2 verse 5 -

*And you are living stones that God is building into his spiritual temple. What's more, you are his holy priests. Through the mediation of Jesus Christ, you offer spiritual sacrifices that please God.*

**Mike Coombes - PCC Secretary April**

**2021**

## **Treasurer's Report for 2021 APCM**

### **1. Introduction**

This report complements the 2020 Accounts. It focuses on the General Fund, comparing the 2020 figures with 2019 and the 2021 budget. It also gives summary information on the Project Grow fund.

### **2. General Fund Receipts**

Receipts	2019	2020	2021	Comment
Category	Outturn	Outturn	Budget	
Planned Giving (GA)	53,782	50,734	43,124	Reduced by 15% because of people who have left Church or died
Income Tax Recovery	17,145	12,974	12,506	Tax for Q3 and Q4 2020 claimed in early 2021
Planned giving (non-GA)	1,090	744	900	
Plate Collections (GASDS)	2,928	632	700	
Donations - Appeals (GASDS)	689	159	600	
Donations to Charities	1,156	-	-	Charity income goes straight to special charity fund
Other Donations (GA)	5,598	15,355	5,600	
Other Donations (non-GA)	817	417	500	
Events	326	-	300	Assume one modest event in 2021
CCLA Interest	350	93	30	CCLA investment reduced hence interest reduced
Hall lettings - Playgroup	14,200	5,000	10,000	Assume pre-school operates through most of 2021
Hall lettings - Tamils	5,885	3,896	4,000	Assume CLG still restricted in 2021
Hall lettings - Other ind Dance Group	3,944	3,780	3,800	Assume danceschool for 2 terms
Bible Notes	115	98	120	
Fees (Funerals)	268	211	250	
Church Group Income	3,444	532	800	Assume Church Groups only get back towards end of 2021
Holiday Club	645	-	600	Assume some sort of modest summer holiday club
<b>Total</b>	<b>112,383</b>	<b>94,626</b>	<b>83,830</b>	

### 3. General Fund Payments

Payments	2019	2020	2021	
Category	Outturn	Outturn	Budget	
Event costs	249	-	50	Assume one modest event in 2021
Overseas Mission	-	-	-	Assume another year of no payment from General Fund
Secular Charities	-	-	-	Assume all done through Special Charity fund
Common Fund	60,000	55,000	11,000	
Vicar & Reader Expenses	91	941	200	Back to more normal levels in 2021 2020 figure is for vicar advert (counts as sequestration expenses)
Parsonage	426	402	500	
C&F Worker salary	9,161	4,426	6,380	Assume further Hampton Fund £4k grant in 2021
C&F Worker Expenses	639	418	500	
Oxford Way costs	5,818	4,977	5,077	Continue paying loan interest, insurance and utility bills
Church running expenses	5,766	5,469	5,500	
Church Maintenance	642	26,180	1,000	Little maintenance in 2021 given all the work done in 2020
Furnishings & Equipment	310	2,670	1,000	
Church Service Expenses	1,238	1,321	1,300	
Training	764	89	200	Some modest training in 2021
Holiday Club	425	-	400	Assume some sort of modest summer holiday club
Phone, printing & stationery	3,562	3,091	3,000	
Church Groups Expenditure	3,469	1,394	600	Assume Church Groups only get back towards end of 2021
Bible notes & books	232	71	200	
Refreshments	329	205	100	Begin some refreshments late 2021
Hospitality	1,266	25	100	Begin some hospitality late 2021
Cleaner	4,564	1,124	1,500	
Director of Music	5,004	5,004	5,004	
Gifts	842	1,585	-	
Affiliation Fees	561	415	500	
PCC support costs	325	480	550	
Payroll Service Fee	400	200	200	
Bank Charges	-	22	40	Costs of online giving
<b>Total</b>	<b>106,085</b>	<b>115,509</b>	<b>44,901</b>	

### 4. General Fund Balances

Balances	2019	2020	2021	
	Outturn	Outturn	Budget	
Transfer from or to other funds	(2,955)	3,367	(35,000)	Transfer to Project Grow 2900 in 2020 and 35000 in 2021 required to pay off CAF loan and first tranche of diocese loan. Transfer in from Oxford Way Designated, Parish Administrator, Holiday Club, and Church Groups' funds in 2020. Small transfer to Flower Fund in 2020 too.
Excess of Receipts over Payments	3,344	(17,516)	3,929	
Needed for 3 months reserve	27,260	28,036	19,975	A quarter of total expenditure including transfer to other funds
Opening Balance	28,683	32,026	14,510	
Closing Balance	32,026	14,510	18,439	
Pre-school Awning Loan	0	2,400	0	Pay back Pre-school Awning loan in 2021
Cash in hand	32,026	16,910	18,439	Should aim to keep at about 3 month reserve in 2021

## 5. General Fund 2020 Highlights

- Opening balance £32,026
- Income £103,408
  - Includes £6.4k from other funds
  - Includes £10k donation to toilets work
  - Includes £2,400 interest free loan for Pre-school Awning
  - Excludes £4k Hampton Fund grant for Children's Worker post
- Expenditure £118,524
  - Excludes £4,000 in Children's Worker pay charged to Children's Worker fund
  - Includes £26,180 in Church Maintenance now Project Grow has finished, including toilets work, some ceiling work, some decoration, vestry work
  - Includes £2.9k transfer to Project Grow and £115 to Flower Fund
- Over £15k more expenditure than income
- Closing balance of £16,910 – £11k short of enough to cover 3 months' worth of expenditure

## 6. General Fund Budget 2021

- Opening balance £16,910
- Income £83,980
  - Planned giving projected to drop by 15% because of people who have left or died
  - Includes the gift aid recovery from Q3 and Q4 2020
  - Assumes hall hire income improves but not yet to normal levels
- Expenditure £80,051
  - Includes £35k transfer to Project Grow to pay back loans
  - Common Fund drastically reduced from £55k to £11k
  - Assumes Church Maintenance and Equipment will only cost £2k
  - Does not include costs that will be met by £8.5k grant from the diocese for brickwork restoration, store ceiling and new floor cleaner
- Nearly £4k less expenditure than income
- Projected closing balance of £18,439 – nearly enough to cover 3 months' worth of expenditure.

## 7. Project Grow 2020 Highlights

- Opening balances £148,993
  - Included £180,000 loans, £110k interest free, £70k CAF
- Income £22,622
  - Almost all regular giving and income tax recovery from gift aid
- Expenditure £167,610
  - Includes AV, alarm, partition, carpet, chairs, some ceiling works, some decoration
  - Includes £35k paid to CAF, £31k coming off the capital, the rest is interest
- Carried forward balance £4,005
  - Includes £148,997 in loans, of which £38,997 is with CAF
  - Note the £10,200 designated fund was moved to restricted
  - We continue to pay back the loans as this balance grows, topped up from General Fund as cash flow allows, keeping enough in 2021 to cover the 5% retained building costs less compensation for the damaged boilers, estimated at £7k

## **8. Summary**

### **General Fund**

- Hall Hire income badly hit by lockdown
- We had enough to meet Common Fund pledge for 2020, £55k compared to £60k for 2019, but have had to reduce Common Fund pledge to just £11k for 2021
- Church Maintenance has cost a lot this year, leaving some bigger items requiring grants if they are to go ahead – but happily the diocese has granted us an £8.5k grant to cover brickwork restoration, store ceiling and a new floor cleaner
- Pledged income is expected to reduce by 15% in 2021 because of members who have died or left the Church
- We plan to pay off the £2.4k awning loan in 2021

### **Project Grow**

- We are totally reliant on the loans but we are paying these off at only half the rate expected before the impact of lockdown
- We now expect to pay off the CAF loan and the first tranche of the diocese loan by the end of 2021
- We need to find ways to increase income to pay the loans off more quickly

## **9. Thanks**

I'd like to give warmest thanks to:

- Vanessa Hughes – book-keeper
- Helen Ballentine – for counting and banking with Vanessa.
- All regular givers, especially those giving through Parish Giving Scheme as that enables us to receive the Gift Aid every month alongside the giving itself.

- Our independent examiner, Donna Cooksley, who was amazingly helpful and patient as we got the accounts checked, corrected and signed off despite lockdown, and who has agreed to examine the 2020 accounts shortly after the APCM.

**Dave Rayner,  
Treasurer**

### **Church Wardens' Report including a report on the Fabric, Goods and Ornaments of the Church**

Since our last APCM in October 2020, we have welcomed our new Vicar Revd Debs Wignall, and we are thankful that she has already made a great start in the parish.

We are grateful to Ron Hudson for his time as Churchwarden; he stood down in October and we welcomed Emma Hughes as our new Churchwarden.

Having resumed worship services in the building in September, we decided once again to cease just before Christmas, as the Covid rates surged, and have been meeting online since then, with limited services taking place in the building (and outside where possible) during Holy Week. We are committed to keeping people safe and worshipping in a Covid-secure way. With the new strains of the virus being transmitted so much more quickly and easily, the best way to keep people safe has been to avoid physically meeting. But we are committed to staying in contact as a church family, through regular Zoom meetings and Debs has been fantastic at keeping in touch with those unable to get online, through weekly letters and regular phone calls.

We are incredibly grateful to Paul Hughes and Wendy Rayner, for arranging lots of maintenance work on the building.

Paul has organised electrical remedial work, electrical work identified as required in the last Quinquennial inspection, and for the spire to be lit. This is now a beautiful presence shining over the community. He also arranged for security lights to light the car park at night, providing important security for building users when it is dark; we are waiting for the electrician to provide an extra light or two to improve this further.

Paul has also organised for Virgin Media to be installed (to improve the Wi-Fi connection); the previous telephone number has been imported to Virgin Media, and our previous PlusNet contract has been cancelled. James Woodhead (our electrician) is going to quote to wirelessly relink the office telephone to the vicarage. The physical telephone cables between the church and vicarage over the car park were damaged during the building works and will be removed. In the course of our fixed wire testing and remedial work it has been recommended that we make plans to replace and consolidate the fuse boards as replacement parts for our current units are

hard and costly to find. We are encouraged to plan for this as part of our ongoing maintenance of the building.

Wendy has had shelving put into the craft supplies cupboard, removed mould from the vestry cupboards (and removed the mouldiest cupboard), had new shelving put in the stationery cupboard in the vestry (which was bowed), redecorated the vestry, which looks amazing, and repainted the kitchen.

The area outside the prayer window has been reseeded with grass seed. Plans are afoot to make this into a more practical area for quiet reflection and outdoor social gatherings.

We have also organised some work on a few faulty doors, including installing an 'engaged' lock on the door to the former gents' toilet, allowing us to remove the internal cubicle door to allow more light to come through. We have also had the guttering checked and are trying to organise tree trimming and PAT Testing before our Quinquennial inspection on 3<sup>rd</sup> June.

We tried to obtain funding for installing ceilings in the chair store cupboard, but a previous application was unsuccessful. Thanks to Dave Rayner for his help in submitting a funding application to the Diocese for this, and also to clean the church brickwork and purchase a new floor cleaning machine (the current machine keeps breaking). We were successful in obtaining £8500 for these works and hope to have them completed in the next few weeks.

Snagging points following roofing works have now been resolved and we have received the building manual. We await the final certificate and valuation.

Thanks to Beryl and John Wittin for all the work they do on maintaining the church and Oxford Way grounds, and to Natasa Pedic for all her hard work keeping the building clean.

There are two major pieces of work which still need doing, but we do not currently have the funds to carry them out: replacing the tired hard flooring throughout the building (estimated cost £15000-£20000) and resurfacing the unevenly surfaced car park (estimated cost £20000-£25000).

**Julie Adams and Emma Hughes  
(Churchwardens)**

### **Children's Worker Report**

From October until December 2020 both The Explorers group and Sunday Clubs were able to meet face to face until the second lockdown. Both groups were averaging ten children.

Since the second national lockdown began, we have endeavoured to keep our children connected to each other and the St Richard's family.

Throughout our Sunday worship we have included contributions from the



children through readings and prayers. The children have been brilliant at reading to camera and have participated in some memorable special services including Deb's Induction, the Children's Nativity and the Mothering Sunday service. We have also trialled a couple of live Zoom services for all ages and we will continue to establish these in our pattern of worship.

The Explorers group has continued on Zoom throughout the second lockdown. Between January and Lent, the group completed a series on Jesus's miracles. They then went onto working through the SHAPE course. The group has enjoyed connecting with each other, sharing news, playing games and teaching me how to use all the different features of Zoom.



The St Richard's Bake-off online events have been a joyous way of connecting with families during the lockdown period. So far, we have made biscuits, pancakes and Easter nests and look forward to the next showstopper challenge.

We have continued to strengthen our partnership with St Richard's School and Debs, and I have delivered assemblies for

use within the school. Our Remembrance Day reflection was also delivered to our other local schools. In December I had the great pleasure in visiting St Richard's school and St Richard's Preschool to make Christingles with all the children.

We have reached out to our wider community during the Easter period. I had a lovely time visiting the 3<sup>rd</sup> Hanworth Beaver group retelling the Easter story and making an Easter craft on Zoom with them. We delivered Easter colouring sheets and sunflower seeds to all the children at St Richard's Preschool. We delivered 36 Easter bags to 60 children who have links to the St Richard's church family.

I would like to thank Debs for her support and encouragement as we work together to keep our children's ministry thriving at St Richards. I would like to thank Paul Hughes for his continued support on the tech side, recording, editing and adding his own brilliance to our online services and assemblies. I would also like to thank the parents and the church community in supporting our children to be involved and ensuring they feel included in the life of our church. Finally, I would like to thank the children for being such a pleasure to work with and who teach me something new each time I meet them.

**Wendy Rayner, Children's worker.**

## **Reflection on Lockdown**

When we went into Lockdown the first time, I was in year 5. I missed out on doing one of my favourite topics Space. We went into Lockdown thinking we

might be back in a month or something. I really liked my year 5 teachers'; I wouldn't be taught by them again. I missed out on visiting my new year 6 teacher and my new classroom like we would usually do. When we did return in September everything was very different. The windows were open all the time even if it was cold. We could only play in one section of the playground and only in our class bubble, so I couldn't play with Martha. In year 6 we are given jobs to help around the school, but we can't do any of these jobs because of covid. We had to wash our hands lots of times during the day and we all have to sit facing the front. We haven't had any of our after-school clubs or choir. As we are in year 6, we should go on a week-long trip with our class, our trip has been moved twice and we still don't know if we can go or not.

Home schooling is another tricky thing. It is very easy to get distracted from work when you are home. It's stressful to get it all done without the teachers help. Sometimes the technology doesn't work or is frustrating. I have to set timers on my phone, so I get to all the right zoom meetings at the right time. Sometimes my parents don't know how to help as I learn it differently than how they learnt. Sometimes when the parents are both at work, we have to do stuff by ourselves and there isn't much to do.

Being at home can be fun. I don't have to get up so early. At the weekends it can be hard because we can't go to many places and during the winter, we have been stuck indoors a lot. It is hard not seeing my friends. I can facetime some of them. I don't have my friend Evie's phone number as she only started at our school this year and neither of us had phones, so I haven't been able to talk to her through this lockdown. I miss playing with my friends and chatting. I miss meeting them in the park, having sleepovers and seeing them at parties.

We had our 11<sup>th</sup> birthday during the second lockdown, and it was the worst, but I did get my iPhone. It was nice that my family came to see me and Martha on our doorstep, but it wasn't quite the same as our usual family party. We couldn't celebrate with any of our school friends which was sad. Then we heard we would have to stay at home for Christmas which was even more sad. We missed visiting our family and sharing meals. Martha didn't get any Brussel sprouts as no one else in our house likes them, but Nanny always cooks them for her. I was sad that I didn't get any of my Auntie Carol's Christmas mushroom ring and Paul's roast potatoes they are special things that I love at Christmas. I missed doing a nativity in church on Christmas eve. I missed visiting Hampton Court on New Year's Day with Hannah and Paul and Emma.

I have been on screen a lot. All of my usual activities have been on zoom. I have my saxophone lesson on zoom, and I had to record my grade 3 exam rather than do it in person which was hard. Before the first lockdown I was playing in a small wind band which was really helping me listen to others playing and counting lots. I don't know when I might get to play in a band again and if any of my friends will still be there when I do. I have had to do

my stagecoach lessons on Zoom including my group singing lesson which is very hard to do on zoom. My Lamda exam was cancelled in March last year 2 weeks before I was due to do it after spending 5 weeks learning my pieces by heart. It was then rearranged in September with 3 weeks' notice, so I had to relearn it very quickly. We have Guides on zoom. Martha, and I made our Guide promise on zoom, we would have liked to do it in person. No guide camps or days out this year but we have managed to do lots of work and badges at home.

In September me and Martha are going to secondary school. We hope that we can visit our new school in the summer term. We hope that when we get to Bishop Wand that things will be a bit more normal, and we can experience school in a more normal way. Most of all we would like to see our friends and family and not have to worry about how far we are apart or how many of us there are in one house. I want covid to be over soon so I can see and be with everyone I love.

**Jasmine Rayner,**

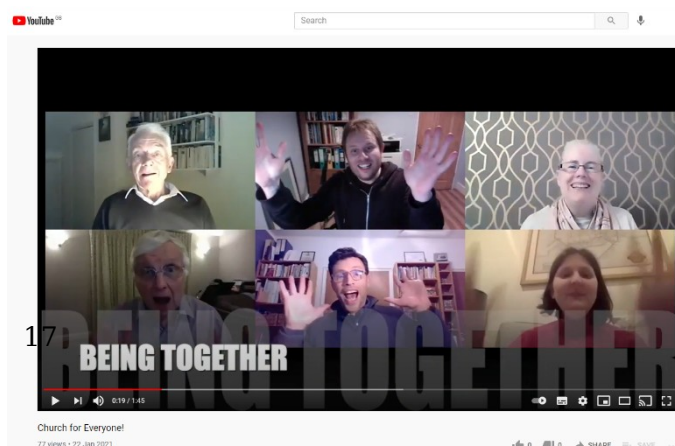
**(Age 11)**

### **A note from the piano player...**

It feels strangely like many, many months since our last APCM, and – conversely – as if it were only yesterday. Asked to write something for tonight's meeting, in many ways I feel I have little to report on. In my role as 'Director of Music' (2021 marks my twentieth year in the post), it's certainly been a quiet time, in more ways than one. But there has been growth and many green shoots in church life which we have to celebrate.

On your behalf, I'd like to thank Debs for her faith, enthusiasm and care since joining us in November, and for her time and encouragement especially for the staff team between her appointment in the summer and her Collation in the autumn. Two of the things which we reflected would become a real focus at the last APCM in October were 'people' and 'community.' They have always been important – and the ways which God has been at work through so many of our church family in connecting with and caring for each other in these testing times has continued magnificently. Much of this takes place quietly – but that quiet Godly care, friendship, encouragement offered is vital, and we are very blessed as a family to have welcomed Debs for whom this is such a priority. She also happens to be hugely gifted at getting alongside people wherever they are in their faith or journey, as many of you will know personally. Starting a new role in the middle of a pandemic is challenging and restrictive, yet the impact Debs has made on us as a family and community during this short time – still less than six months – is immense. We are very blessed.

Thank you all for the continued ways you have embraced 'digital'



church, despite the challenges and frustrations technology sometimes brings. Going forward it's inevitable and appropriate that we don't merely return to church being what it was but seek to make use of the technology so many of us have become adept at to be family and community in new ways which can make better use of time and reach more people. It's something we will continue to explore and will likely figure heavily in our planning for the future. There's still much we can learn, and as we do so we change and grow. As we reflect on the ways that many of us can meet for worship, prayer and fellowship, a quick word of thanks to all of those who have contributed to our online services and activities this year. A special note of thanks to Mike Coombes for starting to lead us in Morning Prayer online over the last few months.

As we continue to edge cautiously closer to 'normality', let's continue to look out for and be thankful for the 'small things'. There are lots of things we'd like to do, lots of things we miss, but God is still at work - sometimes in the things which we might be tempted to write off as mundane or insignificant, or things we mightn't even notice at all.

Sometimes God speaks loudest when we're quietest.

**Paul  
Hughes**

## **House group Leaders' Reports**

### **Monday Morning House Group**

At present we are a group of 8 more mature (not at all old in mind) ladies who have had various members up to about 12 and at times have been of mixed gender. We always welcome new members and value the support through talking and prayer that we give each other through the highs and lows of life. Anything personal discussed in the group is always kept confidential.

Our group have been meeting for many years and we decide between us what we will study etc. Prior to Covid we were studying Luke and for many months met on Zoom sporadically to have a catch up and share concerns and to pray. In October last year we started to study on Zoom having got used to it and continued with the series on Luke and in January followed a short weekly series on Ephesians to link with the Sunday sermons. Following this we did the SHAPE Lent series and did our final Luke study after the Easter break.

We generally now meet weekly again still via Zoom and our new study is to be Christian Character from Scripture Union. We are looking forward to being able to meet in person again.

**Tricia Law**

### **Monday Evening House Group**

The Monday Evening House Group meets weekly from 8 to 10 pm on Monday evenings apart from during major school holidays. Sometimes when our

meetings clash with PCC meetings, the non-PCC members meet for a prayer meeting without a bible study. However, our normal pattern is to have about an hour of bible study followed by an hour of sharing prayer concerns. Dave Rayner usually leads the bible studies and Elaine Whittle usually brings all the prayer concerns together into a closing prayer.

We are a mixed gender group with quite a wide age range and always welcome new members whether on a short or long-term basis.

Pre-COVID we met in members' homes, but since March 2020 we have met on Zoom. Once restrictions allow, we'd love to get back to meeting in people's homes again, possibly with the option of some joining us online if they prefer. We have a WhatsApp group for sharing prayer concerns among members, thereby providing a prayer chain.

Over the past year or so we have done series on Luke's Gospel, Prayer, Ephesians and SHAPE. We expect our next series to be on Acts.

**Dave**

**Rayner**

### **Tuesday Evening House Group**

We are a small group of 7 Ladies (but with room for more). We meet on Tuesday evenings from 8m to 9.30pm. We all bring so many different things to the group. Gill Coombes is my sidekick and helps run our group. We support each other through prayer and keep in touch through each week through what's app.

Before Lockdown we would meet in members' homes and enjoy a cuppa and chat and sometimes we have home-made cakes (yummy). We have enjoyed a wide variety of bible studies together including James, Women of the bible, Sheila Walsh it's ok not to be ok. Just to name a few. We also have an evening out sharing good food and drink together.

Lockdown hasn't stopped us. The only difference is we are all in the comfort of our own homes. All of us learning the new world of Zoom! And still enjoying a cuppa together.

**Julie Adams &  
Gill Coombes**

### **Thursday Evening House Group**

Our house group used to meet on the 2nd & 4th Thursdays and if there was a 5th one, we did that as well from 7.30. till 9.00.pm. Leadership is shared between me and Liz who is a member of St. George's Church. When lockdown came Liz and I decided to suspend house group as some of our members did not have a computer and we felt it was unfair to carry on and leave people out.

So since last March we have, without fail, telephoned each other to keep in touch and occasionally, doorstep chats! Upon speaking to Liz this week, she said that although we are not studying as a group should, she felt that our friendships have deepened because although we chatted before our group study, it was never in as much depth as we do now, we each other.

All our members are hoping at some point to resume later this year when hopefully we can meet in safety.

**Beryl  
Wittin**

## **Safeguarding Report October 2020 - April 2021**

No Safeguarding concerns have been reported during the period of time since the last APCM.

We have undertaken a review of all roles which require Leadership Safeguarding training and have begun the process to ensure all those who require such training have renewed, completed, or are working towards completing that training.

Leadership training has been completed by Wendy Rayner and Gill Coombes. Leadership training had been refreshed by Emma Hughes, and by Debs Wignall prior to her arriving at St Richard's. Leadership training has been booked by Paul Hughes and Julie Adams. All PCC members have completed the Basic Safeguarding training or are covered by previous in-date training.

Since the last report we have completed the conflict-of-interest flow chart and agreed the Safeguarding policy for 2021. We have displayed helpline advice posters within the church building and created a designated Safeguarding notice board which provides information and contact details for those to contact with safeguarding concerns. These actions are the completion of the 2020 safeguarding audit action plan.

Risk assessments pertaining to church services are completed by Debs Wignall.

Risk assessments for groups will be reassessed by a member of the Safeguarding team as groups restart. The team will also meet with volunteers to ensure:

- they know the responsibilities and duties of their role and who they report to.
- that they have agreed to the code of conduct, including the digital charter.
- that training requirements including Safeguarding are completed.
- that all volunteers have a current DBS in place.



We have set up an email where Safeguarding concerns can be reported, and it monitored by the Safeguarding team.  
(safeguarding@strichardshanworth.church)

We are now part of an area Safeguarding forum with other local churches in which we can share experience, expertise and advice.

In the autumn term we plan to dedicate one Sunday Service to Safeguarding. We will communicate our commitment to safer churches for all those who attend our groups and ministries.

**Wendy Rayner and Gill  
Coombes  
Church Safeguarding Officers.**

## **Hampton Deanery Synod Report**

There have been two Deanery Synod Meetings since the last APCM attended by Debs Wignall, Liz Sharpe and Mike Coombes.

### **23rd November 2020**

Bishop Graham presented his 2030 vision for 'Every Londoner to encounter the love of God in Christ'. Three strands identified were - Confident Disciples, Compassionate Communities and Creative Growth.

### **23rd February 2021**

This is an extract from the Deanery Synod notes with many thanks to Anne-Marie Philp,

*The Revd Canon Miles Baker reported that clergy training had continued during the pandemic.*

*The Diocese position was very encouraging with:*

- *50 new Curates (20 female and 30 male)*
- *63 Ordinands in training from Kensington (21 female and 42 male)*
- *37 potential candidates on discernment*

*The new clergy at the meeting who introduced themselves included:*

- *The Reverend Canon John Kafwanka K, St Augustine, Whitton.*
- *The Reverend Debs Wignall, St Richard, Hanworth; and*
- *The Reverend Donna Williams, All Saints, Hampton.*

*Two other new Clergy are:*

*The Reverend Rachel Bedford and The Reverend Dave Cokayne, Curate, both from St Stephens, Twickenham.*

*There was also the Ministry Experience scheme where young people who were seriously thinking about an ordination route could reside in a Parish and get some experience of ministerial life.*

*The Diocese had many wonderful Licensed Lay Ministers and Miles' hope was that more of them would step forward in the future. Miles ended by*

*commenting that there were reasons to be optimistic and next steps included being more diverse, flexible and adaptable. Clergy could ask and invite people to have a go.*

*Chris Kennedy updated on Activate and added they had contacted 2 schools and 7 sports clubs to date but not any churches, due to the pandemic. Chris flagged up the Wellbeing Journey Course (an 8-week course) they would be running starting on 4 March 2021. More information could be found at <https://wellbeingjourney.org/>*

*The Common Fund had experienced a difficult year with Hampton Deanery down 9% against a Diocesan average of an 8% drop in offerings. 2021 is currently looking worse with the Hampton Deanery offerings down 15% down overall.*

**Liz Sharpe and Mike Coombes, Deanery Synod Reps.**

## **Vicar's Report**

What a privilege to be writing my first APCM report as your new vicar, five months after beginning here. Danny and I are very thankful for your welcome in such extraordinary circumstances!

Even though only a few months have elapsed since last year's Covid-delayed APCM took place in October 2020, I hope that as you have read this report you will have been amazed and thankful for the ongoing life and ministry of our church.

I know that you will want to thank Paul, Wendy, Emma, Julie, Dave, John, and Brenda for all that they have contributed. Building project management, financial stewardship, prayerful pastoral ministry including funerals with heart-breaking Covid- restrictions, development of digital church, video assemblies, growing social media engagement, and lots of phone calls, zoom meetings and door-step conversations.

I am personally thankful to each one for their wisdom, willingness to listen to and question me, their encouragement and most of all for their love for this family of St Richard's.

I also want to highlight our House group leaders. During this last year, they have faithfully led and enabled their House groups to remain connected, to provide a space for prayer, Bible Study, and support. I am very thankful for all that they do. I hope that many more of us will join small groups of one sort or another over the coming year. Let me know if you are interested. There is also space to join our existing groups.

Behind the scenes Gill Coombes has been working with Wendy to develop our Safeguarding provision. Mike Coombes became our PCC Secretary, doing an excellent job producing minutes from Zoom PCC meetings. Vanessa Hughes continues to support Wendy every week with our Explorer's group. Beryl and John care for our grounds. Our PCC has met monthly which has been so significant during this time. Thank you, all of you.

I know that when we thank people by name, it is easy to forget someone! So, let me say a thank you to all of you for the many ways in which you have continued to demonstrate Jesus' love to those you have been able to connect with. Those little acts of kindness, those smiling eyes above the face mask in the post office queue, those stories and jokes shared over a zoom cuppa, the courage, (and patience!) to engage with technology, every time you have prayed, every time you have listened to a front-line work colleague, helped a neighbour. Thank you.  
In January I introduced our verse for the year for 2021:

***Trust in the LORD with all your heart;  
do not depend on your own understanding.  
Seek his will in all you do,  
and he will show you which path to take.***

I need to pray these words daily, to ask God the Holy Spirit to enable me to live them. This last year we have learned in a deeper way to trust in God, not to depend on what we think, to seek to follow Jesus in everything and then with Faith to take the next step. In the last year I have made lots of decisions, some under extreme time pressure that were never anticipated as part of my training! I know that is true for some of you too.



There is no substitute for gathering to worship in our building. We have all missed the opportunity to do that. It has been a necessary sacrifice for the sake of others. As we begin in the next few weeks, first mid-week and then later, on Sundays to gather again, let us continue to explore being church in our gardens, our homes, in small groups, as families, scattered yet united. Trusting God, following Jesus each step of the way.

I am thankful for the partnerships we already have with Church of the Living God, with St Richard's Pre-School and with St Richard's Primary School and look forward to those developing.

I am excited for all that is ahead, and I also want us to live in the present, not missing anything that God is doing in our midst, as we continue to explore how our church will build on all that has gone before to be a beacon of growing HOPE.

**Debs Wignall, Vicar,**

**April 2021**

# Parochial Church Council of St. Richard of Chichester, Hanworth

## Financial Statements for the Year Ended 31 December 2020

### Receipts and Payments Accounts

		Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<b>Receipts</b>	<b>Note</b>				
Voluntary Income	1a	81,016	23,175	104,191	173,621
Activities for generating funds	1b	-	1,167	1,167	49,066
Income from investments	1c	93	51	144	350
Income from church activities	1d	13,745	-	13,745	29,326
Other incoming resources	1e	-	-	-	-
<b>Total Receipts</b>		<b>94,854</b>	<b>24,393</b>	<b>119,247</b>	<b>252,363</b>
<b>Payments</b>	<b>2</b>				
Church activities	2a	117,826	142,120	259,946	385,473
Costs of generating funds	2b	-	-	-	249
Governance costs	2c	702	-	702	725
Other payments	2d	-	-	-	-
<b>Total Payments</b>		<b>118,528</b>	<b>142,120</b>	<b>260,648</b>	<b>386,447</b>
<b>Excess of receipts over payments</b>		<b>(23,674)</b>	<b>(117,727)</b>	<b>(141,401)</b>	<b>(134,084)</b>
Transfers between funds	12	(13,215)	13,215	-	-
Changes in liabilities		2,400	(30,865)	(28,465)	138,374
		(34,489)	(135,377)	(169,866)	4,290
Cash and banked funds on 1 January	11	57,711	142,940	200,651	196,360
Cash and banked funds on 31 December	11	23,222	7,563	30,785	200,651
Non cash adjustments		-	-	-	-
<b>Net Movement in Funds</b>	<b>11, 13</b>	<b>(36,889)</b>	<b>(104,512)</b>	<b>(141,401)</b>	<b>(134,084)</b>
Funds b/fwd @ 1 January 2020	12, 13	57,711	(37,195)	20,516	154,600
Funds c/fwd @ 31 December 2020	11, 13	20,822	(141,707)	(120,885)	20,517

# Parochial Church Council of St. Richard of Chichester, Hanworth

## Statement of Assets and Liabilities as at 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Fixed Assets</b>					
Tangible fixed assets	7	-	-	-	-
<b>Cash funds</b>					
Cash at bank and in hand		9,633	4,083	13,716	153,726
Short term deposits	8	13,589	3,479	17,069	46,925
		23,222	7,563	30,785	200,651
<b>Liabilities</b>					
Other Creditors	9	-	272	272	134
Loans	10, 11	2,400	148,997	151,397	180,000
		2,400	149,269	151,669	180,134
Net Current Assets / (Liabilities)		20,822	(141,707)	(120,885)	20,517
Total Net Assets / (Liabilities)		20,822	(141,707)	(120,885)	20,517
Represented By					
<b>Funds</b>					
Unrestricted		20,822	-	20,822	57,711
Restricted		-	(141,707)	(141,707)	(37,194)
		20,822	(141,707)	(120,885)	20,517

# Parochial Church Council of St. Richard of Chichester, Hanworth

## Notes to the Financial Statements for the year ended 31 December 2020

### 1. Receipts

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<b>a) Voluntary Income</b>				
Planned giving: declared as Gift Aid	50,734	12,153	62,887	68,866
Income tax recoverable on Gift Aid	12,974	3,369	16,342	23,421
Non Gift Aid free will offerings	744	530	1,274	3,503
Plate collections	632	-	632	2,749
Sundry donations & legacy	15,931	3,124	19,055	10,082
Grants	-	4,000	4,000	65,000
	<b>81,016</b>	<b>23,175</b>	<b>104,191</b>	<b>173,621</b>
<b>b) Activities for Generating Funds</b>				
Project Grow fundraising	-	1,167	1,167	48,740
Functions & events	-	-	-	326
	<b>-</b>	<b>1,167</b>	<b>1,167</b>	<b>49,066</b>
<b>c) Income from Investments</b>				
CBF deposit interest	93	51	144	350
	<b>93</b>	<b>51</b>	<b>144</b>	<b>350</b>
<b>d) Income from Church Activities</b>				
Church hall letting	12,676	-	12,676	24,029
Bookstall	98	-	98	115
Fees - weddings & funerals	211	-	211	268
Church activities income	760	-	760	4,268
Holiday club & youth mission	-	-	-	645
	<b>13,745</b>	<b>-</b>	<b>13,745</b>	<b>29,326</b>
<b>e) Other Incoming Resources</b>				
PCC associated funds	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Receipts</b>	<b>94,854</b>	<b>24,393</b>	<b>119,247</b>	<b>252,363</b>



# Parochial Church Council of St. Richard of Chichester, Hanworth

## Notes to the Financial Statements for the year ended 31 December 2020

### 2. Payments

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £	
<b>a) Church Activities</b>					
Donations					
Overseas mission societies	-	-	-	1,700	Sheepfold
Relief & development agencies	-	216	216	21	Tear Fund
Home missions & church societies	-	261	261	126	Children's Society
Secular charities	-	216	216	440	Shooting Star Hospice
Gifts	1,585	-	1,585	842	
Total Donations	1,585	693	2,278	3,129	
Diocesan Common Fund contribution	55,000	-	55,000	60,000	
Vicar, Curate and Reader's expenses	-	-	-	91	
Sequestration Expenses	941	-	941	-	
Children Worker's salary	4,426	4,000	8,426	14,161	
Children Worker's related expenses	418	-	418	639	
Parish administrator's salary	2,048	-	2,048	812	
Training & associated literature	89	-	89	764	
Total Staff Related Costs	62,922	4,000	66,922	76,467	
Upkeep of church services	1,321	300	1,621	2,790	
Church activities expenditure	1,845	-	1,845	4,305	
Youth Mission & holiday club	-	-	-	425	
Total Church Activities Costs	3,166	300	3,466	7,520	
Church running expenses	5,469	-	5,469	5,766	
Fees - cleaning/organist	6,128	-	6,128	9,568	
Expenditure on bookstall	71	-	71	232	
Web site, affiliation fees & literature	415	-	415	599	
Printing, stationery, telephone, etc	3,091	-	3,091	3,562	
Total Church Running Costs	15,174	-	15,174	19,728	
Church maintenance	26,930	-	26,930	642	
Vicarage costs	402	-	402	426	
35 Oxford Way costs	4,977	519	5,496	7,490	
Furnishings & equipment	2,670	-	2,670	310	
Total Maintenance Cost	34,979	519	35,498	8,869	
Project grow expenses	-	136,608	136,608	269,760	
Total Church Activities	117,826	142,120	259,946	385,473	
<b>b) Costs of Generating Funds</b>					
Functions & events	-	-	-	249	
<b>c) Governance Costs</b>					
Payroll Service Fee	200	-	200	400	
PCC support costs	480	-	480	325	
Bank Charges	22	-	22	-	
Total Governance Costs	702	-	702	725	
<b>d) Other Payments</b>					
PCC Associated Funds	-	-	-	-	
<b>Total Payments</b>	<b>118,528</b>	<b>142,120</b>	<b>260,648</b>	<b>386,447</b>	

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

3. Accounting Policies:
  - The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
  - Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purpose of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.
  - Restricted funds represent donations or grants received for a specific purpose. These funds may only be expended on the specific purpose for which they were given. The nature of particular funds is disclosed in more detail in Note 12 to the financial statements.
  - Fixed Assets - All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure. Individual items of equipment are written off to the receipts and payments account when the asset is acquired.
4. Receipts: There have been delays in making gift aid claims for Q3-Q4 (Jul-Dec) donations eligible for gift aid not made through the Parish Giving Scheme. These will be claimed in early 2021.
5. As in 2019, donations and appeals income has been included in Sundry donations.
6. As in 2019, PCC associated funds expenditure has been shown under Church activities expenditure.
7. Fixed assets are not depreciated under receipts and payments accounting.
8. Short term deposits reflect money held on deposit with the Central Board of Finance of the Church of England.
9. The only amount shown in Other Creditors is money owed to the diocese for funeral fees.
10. The Project Grow Loans are from four sources all restricted for use for Project Grow: £100k from Church members advanced on an interest free basis; £10k from the diocese again interest free; and what was originally £70k from CAF at 6% interest – this reduced to £38,997 by the end of 2020. Each loan is subject to a loan agreement. The CAF loan is to be repaid first, then the diocese loan, then the £100k loans from Church members.

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

11. In addition, we have received a further interest-free loan of £2,400 to pay for the pre-school awning. This loan applies to the General Fund. The aim is to repay it by the end of 2021.
12. This year, many very old legacy issues in the Financial Accounting System have been rectified. Most of these corrections had no effect on the balances brought forward; they just ensured that the assets and liabilities report run off the system would match to the version required in these accounts. However, one correction to an incorrectly entered adjustment transaction made on 31 December 2012 did result in a reduction of £1.52 in the balances brought forward. As a result, the balance brought forward in the 2020 accounts do not quite match the balance carried forward as reported in the 2019 accounts. See the red flags on the adjusted figures on page 1.

# Parochial Church Council of St. Richard of Chichester, Hanworth

## Notes to the Financial Statements for the year ended 31 December 2020

### 13. Analysis of Fund Movements

Notes	Fund B/fwd £	Income £	Expenditure £	Fund Transfers £	Fund C/fwd £
<b>Unrestricted Funds</b>					
General Fund	32,026	94,626	115,509	3,367	14,510
Roger Casson Legacy Fund	6,511	-	750	-	5,761
Parish Administrator Fund	3,152	-	2,048	(1,105)	-
Holiday Club	1,000	-	-	(1,000)	-
Project Grow	10,200	-	-	(10,200)	-
Men's Supper Club	433	50	51	(100)	332
Friends of St Richards	152	65	72	(120)	25
Scramblers	40	-	-	-	40
Little Stars	-	-	-	-	-
Explorers	40	-	-	-	40
The Hub	92	113	98	(57)	50
Lunch Club	14	-	-	-	14
Coffee Morning	50	-	-	-	50
Oxford Way	4,000	-	-	(4,000)	-
<b>Total Unrestricted Funds</b>	<b>57,711</b>	<b>94,854</b>	<b>118,528</b>	<b>(13,215)</b>	<b>20,822</b>
<b>Restricted Funds</b>					
Project Grow Fund	(41,207)	19,722	136,608	13,100	(144,992)
Children/Fam Outreach Fund	-	4,000	4,000	-	-
35 Oxford Way Repairs Fund	3,473	-	519	-	2,954
Flowers Fund	145	40	300	115	-
Special Charity Donations	95	630	693	-	31
PCC Associated Functions Fund (Hub)	300	-	-	-	300
<b>Total Restricted Funds</b>	<b>(37,194)</b>	<b>24,392</b>	<b>142,120</b>	<b>13,215</b>	<b>(141,707)</b>
<b>Total Funds</b>	<b>20,517</b>	<b>119,246</b>	<b>260,648</b>	<b>-</b>	<b>(120,885)</b>

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

#### **Unrestricted Funds**

##### **General Fund**

The general fund represents funds for the general use of the PCC. It reflects all the funds available to the PCC, other than those designated for another purpose by the PCC or restricted by donors.

Traditionally the PCC has kept a cash balance sufficient to cover expenses for 3 months to cope with a drop in the level of giving or some unforeseen expenditure.

##### **Roger Casson Legacy Fund**

The Roger Casson legacy fund was set up to hold the legacy from the estate of the late Roger Casson. The PCC would like to use these funds to both commemorate the life of Roger and also support the future work of the church. During 2020, the PCC decided to spend some of the remaining funds on exterior lighting, only half of which has been paid for in 2020.

##### **Project Grow Designated Fund**

This fund was set up in 2017 by transfer of £25,000 from the Roger Casson Legacy Fund. The aim is to use this fund to support the cash flow of Project Grow provided that the funds are not required to support the General Fund. At the end of 2018, £15,700 was transferred to the General Fund. During 2020 the remaining funds were moved to the Project Grow Restricted fund to help pay off the loans.

##### **Parish Administrator Fund**

The parish administrator fund represents a one-off gift from a church member. The PCC decided to use this gift (with gift aid received in 2018) to cover the cost of the parish administrator over a 2-year period. The original parish administrator started work in December 2017 but resigned in early 2019. Hannah Kennedy was eventually appointed to the role in 2020 and the funds were sufficient to cover the role until August 2020. Thereafter, the residue was transferred to the General Fund.

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

#### **Holiday Club**

Holiday club is one of the core mission activities of the church. Hence, in 2017, Holiday Club income and expenditure was transferred to the General Fund. During 2020, the retained £1,000 was transferred back to the General Fund.

#### **PCC Associated Funds (Church Groups funds)**

Following discussion, the PCC felt that the income and funds held by the various groups of St Richards Church are by nature designated, rather than restricted, as the groups are part of the core mission of the church. Hence the funds of active groups were transferred from restricted funds to designated funds in 2017. Most of these groups have decided to transfer some of their remaining fund balances to the general fund. Designated funds are maintained to account for the agreed floats maintained by most of the groups, whereas Men's Supper Club maintains an agreed reserve in its designated funds.

#### **Oxford Way Designated Fund**

The PCC decided to set aside £500 per quarter, to provide a reserve to cover any significant repair costs on the property, particularly resulting from the quinquennial inspection. This fund is separate from the restricted fund as it does not have the same restrictions applying to its use. However, in 2020, the money in this fund was transferred back to the General Fund.

#### **Restricted Funds**

##### **Project Grow Fund**

The Project Grow fund represents funds that have been donated to provide for the church building project. Income comes primarily from free-will offerings specifically for Project Grow, fund-raising activities, and various grants and large donations including those from other Churches in the Deanery. There has of course been significant expenditure in 2020 to cover the final costs of the main building works, and thereafter the fund has been used to pay off the loans.

##### **Children and Family Outreach Fund**

The Children and Family Outreach fund represents the restricted grants that contributed to the costs of the children and family outreach work. The grants received were used to offset the salary costs.

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

#### **35 Oxford Way Repairs Fund**

The 35 Oxford Way Repairs fund was set up to hold the rental income from 35 Oxford Way. It is required that this money is set aside to cover the repair costs of the property. During 2020, there were only small repair costs charged to this fund.

#### **Flowers Fund**

The Flowers fund represents church member's donations given to cover the costs of flowers for special services; Easter, Harvest and Christmas. The balance at 31 December 2020 relates to Christmas flowers, the invoice for which will be paid in 2021.

#### **Associated Functions Fund**

The associated functions fund represented monies raised and expended for community projects affiliated to the church. There had been no movement on this fund for a number of years. However, during 2018 a donation of £300 was given specifically to buy equipment for the Hub and thus this fund has been used to hold this money, but for clarity in the accounts it is specifically stated to be related to the Hub. The amount has remained unused in 2020.

#### **Special Charity Donations**

The Special Charity Donations fund represents monies raised by the church to support various charities. Donations made during the year are shown in note 2 to the accounts. In 2020 funds were raised for Tear Fund, Shooting Star Hospice and the Children's Society. These have been input to this Special Charity account for transparency, before then being paid to the charity.



## **Independent Examiner's Report to the Parochial Church Council of St. Richard of Chichester, Hanworth**

I report on the accounts for the year ended 31 December 2020 which are set out on pages 2 to 11.

### **Respective responsibilities of the Trustees and the Independent Examiner**

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

### **Basis of Independent Examiner's Statement**

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

### **Independent Examiner's Statement**

In connection with my examination, no material matters have come to my attention which give me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
Donna Cooksley FCCA

Date: 07.06.21.....

# Parochial Church Council of St. Richard of Chichester, Hanworth

## Financial Statements for the Year Ended 31 December 2020

### Receipts and Payments Accounts

	Note	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<b>Receipts</b>	<b>1</b>				
Voluntary Income	1a	81,016	23,175	104,191	173,621
Activities for generating funds	1b	-	1,167	1,167	49,066
Income from investments	1c	93	51	144	350
Income from church activities	1d	13,745	-	13,745	29,326
Other incoming resources	1e	-	-	-	-
<b>Total Receipts</b>		<b>94,854</b>	<b>24,393</b>	<b>119,247</b>	<b>252,363</b>
<b>Payments</b>	<b>2</b>				
Church activities	2a	117,826	142,120	259,946	385,473
Costs of generating funds	2b	-	-	-	249
Governance costs	2c	702	-	702	725
Other payments	2d	-	-	-	-
<b>Total Payments</b>		<b>118,528</b>	<b>142,120</b>	<b>260,648</b>	<b>386,447</b>
<b>Excess of receipts over payments</b>		<b>(23,674)</b>	<b>(117,727)</b>	<b>(141,401)</b>	<b>(134,084)</b>
Transfers between funds	12	(13,215)	13,215	-	-
Changes in liabilities		2,400	(30,865)	(28,465)	138,374
		<b>(34,489)</b>	<b>(135,377)</b>	<b>(169,866)</b>	<b>4,290</b>
Cash and banked funds on 1 January	11	57,711	142,940	200,651	196,360
Cash and banked funds on 31 December	11	23,222	7,563	30,785	200,651
Non cash adjustments		-	-	-	-
<b>Net Movement in Funds</b>	<b>11, 13</b>	<b>(36,889)</b>	<b>(104,512)</b>	<b>(141,401)</b>	<b>(134,084)</b>
Funds b/fwd @ 1 January 2020	12, 13	57,711	(37,195)	20,516	154,600
Funds c/fwd @ 31 December 2020	11, 13	20,822	(141,707)	(120,885)	20,517

# Parochial Church Council of St. Richard of Chichester, Hanworth

## Statement of Assets and Liabilities as at 31 December 2020

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Fixed Assets</b>					
Tangible fixed assets	7	-	-	-	-
<b>Cash funds</b>					
Cash at bank and in hand		9,633	4,083	13,716	153,726
Short term deposits	8	13,589	3,479	17,069	46,925
		23,222	7,563	30,785	200,651
<b>Liabilities</b>					
Other Creditors	9	-	272	272	134
Loans	10, 11	2,400	148,997	151,397	180,000
		2,400	149,269	151,669	180,134
Net Current Assets / (Liabilities)		20,822	(141,707)	(120,885)	20,517
Total Net Assets / (Liabilities)		20,822	(141,707)	(120,885)	20,517
<b>Represented By</b>					
<b>Funds</b>					
Unrestricted		20,822	-	20,822	57,711
Restricted		-	(141,707)	(141,707)	(37,194)
		20,822	(141,707)	(120,885)	20,517

# Parochial Church Council of St. Richard of Chichester, Hanworth

## Notes to the Financial Statements for the year ended 31 December 2020

### 1. Receipts

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<b>a) Voluntary Income</b>				
Planned giving: declared as Gift Aid	50,734	12,153	62,887	68,866
Income tax recoverable on Gift Aid	12,974	3,369	16,342	23,421
Non Gift Aid free will offerings	744	530	1,274	3,503
Plate collections	632	-	632	2,749
Sundry donations & legacy	15,931	3,124	19,055	10,082
Grants	-	4,000	4,000	65,000
	<b>81,016</b>	<b>23,175</b>	<b>104,191</b>	<b>173,621</b>
<b>b) Activities for Generating Funds</b>				
Project Grow fundraising	-	1,167	1,167	48,740
Functions & events	-	-	-	326
	<b>-</b>	<b>1,167</b>	<b>1,167</b>	<b>49,066</b>
<b>c) Income from Investments</b>				
CBF deposit interest	93	51	144	350
	<b>93</b>	<b>51</b>	<b>144</b>	<b>350</b>
<b>d) Income from Church Activities</b>				
Church hall letting	12,676	-	12,676	24,029
Bookstall	98	-	98	115
Fees - weddings & funerals	211	-	211	268
Church activities income	760	-	760	4,268
Holiday club & youth mission	-	-	-	645
	<b>13,745</b>	<b>-</b>	<b>13,745</b>	<b>29,326</b>
<b>e) Other Incoming Resources</b>				
PCC associated funds	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Receipts</b>	<b>94,854</b>	<b>24,393</b>	<b>119,247</b>	<b>252,363</b>



# Parochial Church Council of St. Richard of Chichester, Hanworth

## Notes to the Financial Statements for the year ended 31 December 2020

### 2. Payments

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £	
<b>a) Church Activities</b>					
Donations					
Overseas mission societies	-	-	-	1,700	Sheepfold
Relief & development agencies	-	216	216	21	Tear Fund
Home missions & church societies	-	261	261	126	Children's Society
Secular charities	-	216	216	440	Shooting Star Hospice
Gifts	1,585	-	1,585	842	
<b>Total Donations</b>	<b>1,585</b>	<b>693</b>	<b>2,278</b>	<b>3,129</b>	
Diocesan Common Fund contribution	55,000	-	55,000	60,000	
Vicar, Curate and Reader's expenses	-	-	-	91	
Sequestration Expenses	941	-	941	-	
Children Worker's salary	4,426	4,000	8,426	14,161	
Children Worker's related expenses	418	-	418	639	
Parish administrator's salary	2,048	-	2,048	812	
Training & associated literature	89	-	89	764	
<b>Total Staff Related Costs</b>	<b>62,922</b>	<b>4,000</b>	<b>66,922</b>	<b>76,467</b>	
Upkeep of church services	1,321	300	1,621	2,790	
Church activities expenditure	1,845	-	1,845	4,305	
Youth Mission & holiday club	-	-	-	425	
<b>Total Church Activities Costs</b>	<b>3,166</b>	<b>300</b>	<b>3,466</b>	<b>7,520</b>	
Church running expenses	5,469	-	5,469	5,766	
Fees - cleaning/organist	6,128	-	6,128	9,568	
Expenditure on bookstall	71	-	71	232	
Web site, affiliation fees & literature	415	-	415	599	
Printing, stationery, telephone, etc	3,091	-	3,091	3,562	
<b>Total Church Running Costs</b>	<b>15,174</b>	<b>-</b>	<b>15,174</b>	<b>19,728</b>	
Church maintenance	26,930	-	26,930	642	
Vicarage costs	402	-	402	426	
35 Oxford Way costs	4,977	519	5,496	7,490	
Furnishings & equipment	2,670	-	2,670	310	
<b>Total Maintenance Cost</b>	<b>34,979</b>	<b>519</b>	<b>35,498</b>	<b>8,869</b>	
Project grow expenses	-	136,608	136,608	269,760	
<b>Total Church Activities</b>	<b>117,826</b>	<b>142,120</b>	<b>259,946</b>	<b>385,473</b>	
<b>b) Costs of Generating Funds</b>					
Functions & events	-	-	-	249	
<b>c) Governance Costs</b>					
Payroll Service Fee	200	-	200	400	
PCC support costs	480	-	480	325	
Bank Charges	22	-	22	-	
<b>Total Governance Costs</b>	<b>702</b>	<b>-</b>	<b>702</b>	<b>725</b>	
<b>d) Other Payments</b>					
PCC Associated Funds	-	-	-	-	
<b>Total Payments</b>	<b>118,528</b>	<b>142,120</b>	<b>260,648</b>	<b>386,447</b>	

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

3. Accounting Policies:
  - The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
  - Unrestricted funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purpose of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.
  - Restricted funds represent donations or grants received for a specific purpose. These funds may only be expended on the specific purpose for which they were given. The nature of particular funds is disclosed in more detail in Note 12 to the financial statements.
  - Fixed Assets - All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure. Individual items of equipment are written off to the receipts and payments account when the asset is acquired.
4. Receipts: There have been delays in making gift aid claims for Q3-Q4 (Jul-Dec) donations eligible for gift aid not made through the Parish Giving Scheme. These will be claimed in early 2021.
5. As in 2019, donations and appeals income has been included in Sundry donations.
6. As in 2019, PCC associated funds expenditure has been shown under Church activities expenditure.
7. Fixed assets are not depreciated under receipts and payments accounting.
8. Short term deposits reflect money held on deposit with the Central Board of Finance of the Church of England.
9. The only amount shown in Other Creditors is money owed to the diocese for funeral fees.
10. The Project Grow Loans are from four sources all restricted for use for Project Grow: £100k from Church members advanced on an interest free basis; £10k from the diocese again interest free; and what was originally £70k from CAF at 6% interest – this reduced to £38,997 by the end of 2020. Each loan is subject to a loan agreement. The CAF loan is to be repaid first, then the diocese loan, then the £100k loans from Church members.

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

11. In addition, we have received a further interest-free loan of £2,400 to pay for the pre-school awning. This loan applies to the General Fund. The aim is to repay it by the end of 2021.
12. This year, many very old legacy issues in the Financial Accounting System have been rectified. Most of these corrections had no effect on the balances brought forward; they just ensured that the assets and liabilities report run off the system would match to the version required in these accounts. However, one correction to an incorrectly entered adjustment transaction made on 31 December 2012 did result in a reduction of £1.52 in the balances brought forward. As a result, the balance brought forward in the 2020 accounts do not quite match the balance carried forward as reported in the 2019 accounts. See the red flags on the adjusted figures on page 1.



# Parochial Church Council of St. Richard of Chichester, Hanworth

## Notes to the Financial Statements for the year ended 31 December 2020

### 13. Analysis of Fund Movements

	Notes	Fund B/fwd £	Income £	Expenditure £	Fund Transfers £	Fund C/fwd £
<b>Unrestricted Funds</b>						
General Fund		32,026	94,626	115,509	3,367	14,510
Roger Casson Legacy Fund		6,511	-	750	-	5,761
Parish Administrator Fund		3,152	-	2,048	(1,105)	-
Holiday Club		1,000	-	-	(1,000)	-
Project Grow		10,200	-	-	(10,200)	-
Men's Supper Club		433	50	51	(100)	332
Friends of St Richards		152	65	72	(120)	25
Scramblers		40	-	-	-	40
Little Stars		-	-	-	-	-
Explorers		40	-	-	-	40
The Hub		92	113	98	(57)	50
Lunch Club		14	-	-	-	14
Coffee Morning		50	-	-	-	50
Oxford Way		4,000	-	-	(4,000)	-
Total Unrestricted Funds		57,711	94,854	118,528	(13,215)	20,822
<b>Restricted Funds</b>						
Project Grow Fund		(41,207)	19,722	136,608	13,100	(144,992)
Children/Fam Outreach Fund		-	4,000	4,000	-	-
35 Oxford Way Repairs Fund		3,473	-	519	-	2,954
Flowers Fund		145	40	300	115	-
Special Charity Donations		95	630	693	-	31
PCC Associated Functions Fund (Hub)		300	-	-	-	300
Total Restricted Funds		(37,194)	24,392	142,120	13,215	(141,707)
<b>Total Funds</b>		<b>20,517</b>	<b>119,246</b>	<b>260,648</b>	<b>-</b>	<b>(120,885)</b>

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

#### **Unrestricted Funds**

##### **General Fund**

The general fund represents funds for the general use of the PCC. It reflects all the funds available to the PCC, other than those designated for another purpose by the PCC or restricted by donors.

Traditionally the PCC has kept a cash balance sufficient to cover expenses for 3 months to cope with a drop in the level of giving or some unforeseen expenditure.

##### **Roger Casson Legacy Fund**

The Roger Casson legacy fund was set up to hold the legacy from the estate of the late Roger Casson. The PCC would like to use these funds to both commemorate the life of Roger and also support the future work of the church. During 2020, the PCC decided to spend some of the remaining funds on exterior lighting, only half of which has been paid for in 2020.

##### **Project Grow Designated Fund**

This fund was set up in 2017 by transfer of £25,000 from the Roger Casson Legacy Fund. The aim is to use this fund to support the cash flow of Project Grow provided that the funds are not required to support the General Fund. At the end of 2018, £15,700 was transferred to the General Fund. During 2020 the remaining funds were moved to the Project Grow Restricted fund to help pay off the loans.

##### **Parish Administrator Fund**

The parish administrator fund represents a one-off gift from a church member. The PCC decided to use this gift (with gift aid received in 2018) to cover the cost of the parish administrator over a 2-year period. The original parish administrator started work in December 2017 but resigned in early 2019. Hannah Kennedy was eventually appointed to the role in 2020 and the funds were sufficient to cover the role until August 2020. Thereafter, the residue was transferred to the General Fund.

## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

#### **Holiday Club**

Holiday club is one of the core mission activities of the church. Hence, in 2017, Holiday Club income and expenditure was transferred to the General Fund. During 2020, the retained £1,000 was transferred back to the General Fund.

#### **PCC Associated Funds (Church Groups funds)**

Following discussion, the PCC felt that the income and funds held by the various groups of St Richards Church are by nature designated, rather than restricted, as the groups are part of the core mission of the church. Hence the funds of active groups were transferred from restricted funds to designated funds in 2017. Most of these groups have decided to transfer some of their remaining fund balances to the general fund. Designated funds are maintained to account for the agreed floats maintained by most of the groups, whereas Men's Supper Club maintains an agreed reserve in its designated funds.

#### **Oxford Way Designated Fund**

The PCC decided to set aside £500 per quarter, to provide a reserve to cover any significant repair costs on the property, particularly resulting from the quinquennial inspection. This fund is separate from the restricted fund as it does not have the same restrictions applying to its use. However, in 2020, the money in this fund was transferred back to the General Fund.

#### **Restricted Funds**

##### **Project Grow Fund**

The Project Grow fund represents funds that have been donated to provide for the church building project. Income comes primarily from free-will offerings specifically for Project Grow, fund-raising activities, and various grants and large donations including those from other Churches in the Deanery. There has of course been significant expenditure in 2020 to cover the final costs of the main building works, and thereafter the fund has been used to pay off the loans.

##### **Children and Family Outreach Fund**

The Children and Family Outreach fund represents the restricted grants that contributed to the costs of the children and family outreach work. The grants received were used to offset the salary costs.



## **Parochial Church Council of St. Richard of Chichester, Hanworth**

### **Notes to the Financial Statements for the year ended 31 December 2020**

#### **35 Oxford Way Repairs Fund**

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The Flowers fund represents church member's donations given to cover the costs of flowers for special services; Easter, Harvest and Christmas. The balance at 31 December 2020 relates to Christmas flowers, the invoice for which will be paid in 2021.

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