

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR YEAR ENDED

31.12.2020

REIGATE PARK UNITED REFORMED CHURCH

CHARITY REGISTRATION NUMBER: 1130103

REIGATE PARK CHURCH UNITED REFORMED CHURCH CHARITY REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st DECEMBER 2020

INTRODUCTION

This report is produced in accordance with the requirements of FRS 102 and the Statement of Recommended Practice (FRS 102) issued by the Charities Commission.

OBJECTIVES AND ACTIVITIES

As a local congregation of the United Reformed Church, Reigate Park seeks to advance the Christian religion through its activities and the facilities offered to the community by its building, and described more specifically in its mission statement which states:

Travelling together with Jesus in faith, hope and love.

Reaching out with God's care and love for all.

The Elders' Meeting is aware of the Charity Commission's guidance on public benefit in "The Advancement of Religion for the Public Benefit" and has regard to it in the administration of the Church. The Elders' Meeting believes that the Church provides benefit to the public by:

- providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for the congregation and for anyone else who wishes to benefit from what the Church offers;
- promoting Christian values and service by members of the congregation to the community, for the benefit of individuals and society as a whole.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The activities of Reigate Park United Reformed Church are overseen by the Elders' Meeting of the Church in accordance with the provisions of The Structure of the United Reformed Church. This is determined by the General Assembly of the United Reformed Church, and supplemented by the constitution of Reigate Park United Reformed Church. The governing document of the registered charity is a statement adopted by the Church Meeting on 17th March 2009. The Church Meeting consists of those persons who have been admitted to the full privileges and responsibilities of membership of the United Reformed Church and whose names are included on the membership roll of such local Church. The Church Meeting has the ultimate authority on the life and work of the Church. The Elders' Meeting is responsible for the financial administration of the Church, and the care and maintenance of Church premises and the Manse, provide advice and recommendations to the Church Meeting whilst fulfilling their responsibilities as Trustees. The members of the Elders' Meeting are the trustees of the registered charity during their period of service as Elders. Up to 12 members of Reigate Park Church can be nominated and elected by the members of Reigate Park Church at Church Meeting to be serving Elders. Elders serve for 3 years, retire by rotation and are eligible for re-election. There is normally a limit of two consecutive periods of service. The Elders Meeting met 21 times during the year, twice a month, to oversee our pastoral responsibility and continued smooth running of the church. The Elders are assisted in the administration of the Church and its property by committees established for: Finance, Premises and Management, Media Group, Social and Fundraising and the Worship Planning Group.

These committees report to Elders and Church Meeting at least annually. The Church had a full time Minister paid from the URC central Ministry and Mission Fund, a Local Church Leader and employed four part time members of staff, the Minister's PA, Church & Community Manager, Caretaker and a Youth Worker. A contractor was used for cleaning for the year.

The Church building and the Manse at 7 Priory Drive, Reigate, Surrey RH2 8AF are vested in Southern Synod Trust as trustees and held for the benefit of Reigate Park URC in accordance with the trusts applicable to URC properties.

ADMINISTRATIVE INFORMATION

Name and Status

Reigate Park United Reformed Church Charity is a local church of the United Reformed Church in Great Britain, and is a member church of Southern Synod of the Church. It was registered on 11th June 2009 as Charity Number 1130103.

Reigate Park Church is situated at Park Lane East, Reigate, Surrey, RH2 8BD. Tel: 01737 249766 email office@reigateparkchurch.org The Church Office is normally open Monday – Friday 9 am – 1 pm.

Trustees

Those who served during 2020 were:

Susan Knight	Lynne Skinner	Lynne Lewis
Christina Papworth	George Watt	
Mavis Proctor	Reuben Watt	Kevin Lewis
Hannah Robertson	Peter Whipps	
Margaret Samuel		Helen Conway

The members of the Elders' Meeting for the time being are recognised as the charity trustees.

Trustees' Responsibilities Statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the

assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees receive advice and training on all matters necessary to enable them to perform their duties. The Trustees are aware of their responsibilities for assessing and managing the risks faced by the church and continue to implement plans to mitigate those risks. The principal risks to the finances and continuity of the church are the church buildings. This is addressed by a regular programme of maintenance and improvement.

Independent Examiner

The Independent Examiner is Mr Keith Halstead MA (Oxon) FCA 60 Woodcote Hurst, Epsom Surrey KT18 7DT.

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FINANCIAL REVIEW

Details of the Church's Income and Expenditure and its assets at the year-end are given in the Financial Statements for the year. In 2020 there was a deficit of £23,141 (2019 – deficit of £5,392). Income was adversely affected during 2020 because of a significant reduction in lettings and offerings as a consequence of the COVID-19 pandemic resulting in the closure of the Church premises for much of the year. Three members of staff were placed on the Job Retention Scheme from March, returning to work part time as and when required from July 2020 to the present. This scheme has helped to significantly limit the church's expenses during this difficult time.

The Trustees have designated £70,000 to hold in reserve for the 2020 financial year in accordance with the Reserves Policy (The equivalent of four months general running costs, three month's salary costs and likely capital expenditure.)

The budget for 2021 shows a significant deficit, which we hope will be reduced by one off donations, increased lettings and cuts in expenditure.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

• We have continued to work on the 6 Priorities listed below which were identified and accepted at a Church Meeting on 17 April 2016 following the LMMR process. This is ongoing and is an intrinsic part of the monthly Elders meeting Agenda.

1. Address the reasons for falling attendance at Sunday service
2. Encourage more people to volunteer, to spread the workload of the many jobs that are central to the life of the church
3. Review the pastoral care system and ensure that it is understood
4. Clarify the expectations regarding the appointment of a new youth worker.
5. Improve communications with the large number of organisations and groups that use the premises

6. Encourage awareness of how the church's environmental footprint could be reduced.

- The COVID-19 pandemic had a profound effect on the Church's life with the premises closed (including for Sunday morning services) from 8th March to the end of the year, briefly re-opening during November and the beginning of December.
- This year has been a difficult one in which we have worked hard as a church to support our Church Family and the wider community. To do this we have increased our online presence through YouTube and Zoom services, developed our pastoral support by encouraging all link people to keep in weekly contact with their groups and having online pastoral training in September, led by Andy Twilley, the Synod Training and Development Officer. We have kept up regular communications with the extended Church Family through a weekly newsletter and the monthly Record magazine and have also provided ribbons to tie to our fence for the wider community to share prayer or remembrance with us.
- Reuben Watt, as our part time Children's and Youth worker worked hard to develop youth work in our area. He helped start a Youth Club at Church which was growing well until Lockdown. When Lockdown started, he continued to reach out through Zoom meetings which involved such activities as quizzes and challenges. When he took the role of URC Youth Moderator he kept us apprised of national initiatives. As he has now gone to university, he has relinquished the role and finding a successor will be part of the 2021 priorities. We hope to use some of the Special Project Fund monies to recruit a Family and Children's worker and we are exploring with another church to share a full time worker.
- We had to furlough our Minister's PA, Church and Community Officer and Caretaker for much of the Lockdown and were grateful for the Government's job retention scheme which enabled us to do this.
- We had planned to continue with a variety of service formats but owing to the pandemic we switched services online where they could be accessed through YouTube and Zoom.
- We have endeavoured to adapt to the changes 2020 has brought. We closed when we felt safety required it and did a thorough risk assessments before reopening 6th September until closing again on 13th December. Social distancing was maintained, masks and hand sanitising were obligatory, unless one was exempt and no singing was allowed.
- We have always provided those unable to get to church with CD recordings and have continued this during the Lockdowns. Gift bags of chocolates and a plant and another containing a Christmas afternoon tea have also been distributed to those living alone or the elderly.
- In support of The Renewed Trust Fund, we hosted the Winter Night Shelter in February, just prior to Lockdown and had approximately 8 guests.
- The Easter Workshop was sadly cancelled due to Lockdown but packs of activities were sent out to the children and in place of our monthly Messy Church. These were well received.
- One of our 2020 priorities was to have a new War Memorial to replace the original memorials which had been in storage since 1975. During the service on Remembrance Sunday Sue Knight unveiled and dedicated the new Memorial Scroll which included the names of all those from the former South Park and High Street churches who died during both world wars. People were encouraged to visit the War Memorial individually whilst maintaining social distancing.

- The Nativity Service was created while maintaining social distancing. Children were allotted a speaking or acting roles and were filmed separately. The result was edited with recordings of carols sung in former years and the result was most effective.
- The Carol Service was on Zoom and YouTube and people enjoyed singing along to the carols.
- As a church we are committed to charities. We raised money for Macmillan Cancer Care. At Harvest we supported Loveworks Food Bank with money and food. We also supported Homestart and shared information as to how to support Crawley Open House. We supported Christian Aid with a successful online Zoom quiz. Participants were encouraged to donate online. Despite Lockdown, clothes and donations towards the cost of food for CoCo's Foundation continued to be collected. At Christmas we encouraged members to financially support online Renewed Hope, which works with the homeless.
- During 2020 we were unable to host baptisms and weddings. Sadly 5 of our church family died during the year.
- Junior Church remains an important part of the life of the Church but was unable to be held for much of the year. We continued to encourage our young people to participate in the online services and have sent out topic packs to develop knowledge and understanding of the Bible. We did manage to open briefly in the autumn, after a robust Risk Assessment. Owing to many families shielding we held it as one group with differentiated activities designed to appeal to the various age groups. Reigate Park are still proud to be a child friendly church and some people have attended training online led by Belinda Neilson (Southern Synod safeguarding Officer).
- We are proud to be an Eco-Church and have been awarded Bronze level. We are now working towards Silver and Gold.
- The Church Book Club continued to regularly meet via Zoom discussing a variety of books.
- We welcomed the arrival of a new nursery to Church premises albeit on a temporary basis. This has been a good source of income and we hope to develop greater outreach in future. Another nursery has recently shown an interest when the current nursery vacates the building.
- The Church continues to support much valued organisations which meet on the premises however, due to Covid restrictions, these have not been able to meet regularly. During the respite from Lockdown in autumn we managed to host an AGM for a regular user, Pilates, Drama, music Wing Chu and yoga classes were held. The badminton group briefly resumed. We hope these and others will return once Government guidelines allow.
- On-Line communications continue to attract a growing number of people and organisations via the church website, Facebook and YouTube.
- Work has continued on maintaining the fabric of the church building albeit at a slower pace. We are currently in the process of replacing the church office roof.
- The Minister continued sharing Moderatorial Cover for Southern Synod until a new Moderator was appointed in September. He convenes the Synod Council and is also a Synod Trustee. George is a member of the URC Mission Council representing Southern Synod. In addition he is Chair of Trustees for Sparkfish, the churches' ministry in local schools and continued to serve as Chair of Governors at a local infant school until June when he stepped down as chair and as a governor.
- Mrs Susan Knight continues to lead online worship in her role as Local Church Leader at Reigate Park Church. She is also an Assembly Accredited Lay Preacher and Chair of Elders. Sue is Lay Preaching Commissioner for the Southern Synod, sits on the

Synod Ministries Committee and convenes and chairs the Synod Lay Preaching Coordinators Meeting

- Mrs Lynne Skinner and Mrs Victoria Clifford, as Synod Recognised Lay Preachers support worship in our own and other local churches.
- Looking back over 2020 the Minister and Elders worked hard to continue to offer effective leadership in helping the Church to fulfil its aims and objectives. The Elders met fortnightly on Zoom to discuss needs and how best to meet them. The Church is assisted by the numerous volunteers who give tirelessly of their time and effort to ensure Reigate Park Church continues to fulfil its place within the local community.
- The priorities for 2021 are reviewing the LMMR report to ensure it is a 'living document' including updating the action plan. This will form part of Scoping for a new minister as George will be leaving us in May to become Moderator of Thames North Synod. We will be facing a period of vacancy from June. We are also following up the Quinquennial Report of 2019 including assessing the state of the roofs. Reigate Park will work towards appointing a new Children and Family Worker.

This report was approved by the Elders Meeting on 21st October 2021. This report is signed on its behalf by:



Mrs Christina Papworth– Church Secretary and Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF REIGATE PARK UNITED REFORMED CHURCH

I report to the charity trustees on my examination of the accounts of the Reigate Park United Reformed Church (the Church) for the year ended 31 December 2020.

Responsibilities and basis of report

The Elders as Charity Trustees of the Church are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Church's accounts as 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.

Independent examiner's statement

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

1. accounting records were not kept in respect of the Church as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) 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; or

4. the accounts have not been prepared in accordance with the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102)

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 accounts to be reached.

Signed by the Independent Examiner

Signature:



Date:

26/10/2021

Keith Halstead
60 Woodcote Hurst
Epsom
Surrey KT18 7DT

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2020

STATEMENT OF FINANCIAL ACTIVITIES

	<u>Note</u>	<u>Unrestricted Funds £</u>	<u>Designated Funds £</u>	<u>Restricted Funds £</u>	<u>This Year 2020 Total £</u>	<u>Last Year 2019 Total £</u>
INCOMING RESOURCES						
Offerings		60,568			60,568	71,396
Donations		4,055	240		4,295	5,116
Monies raised for outside causes	3			1,964	1,964	3,641
Gift Aid tax repayments		14,896	60	33	14,989	17,191
Church weekend						
Legacies			650		650	5,000
Property income from use of premises	4	34,428			34,428	43,750
Insurance Claim		1,209			1,209	
Bank interest & investment income		961			961	1,152
Sundry income		1,731			1,731	4,727
Total receipts		117,848	950	1,997	120,795	151,973
RESOURCES EXPENDED						
Ministry & Mission Fund		66,466			66,466	66,465
Church running costs	5	52,296			52,296	63,921
Minister's and manse expenses	6	6,815			6,815	6,683
Programme activity costs	7	4,890		125	5,015	4,730
Support of outside causes				2,268	2,268	2,340
Maintenance and repairs			10,402		10,402	11,321
Sundry expenses		265			265	1,389
Special project payments			210	200	410	516
Total payments		130,732	10,612	2,593	143,937	157,365
INCOME/EXPENDITURE		-12,884	-9,662	-596	-23,141	-5,392
TRANSFERS between funds						
Gross transfers between funds - in		4,514	21,000	45	25,559	1,345
Gross transfers between funds - out			-25,259	-300	-25,559	-1,345
TOTAL FUNDS b/fwd 1 January 2020		8,214	184,490	59,570	252,274	257,665
TOTAL FUNDS c/fwd 31 December 2020		-156	170,569	58,719	229,133	252,274

**REIGATE PARK UNITED REFORMED CHURCH
STATEMENT OF ASSETS AND LIABILITIES**

	<u>Note</u>	This Year 2020 <u>Total £</u>	Last Year 2019 <u>Total £</u>
Tangible Assets	8	3,208	2,907
Monetary assets			
Cambridge & Counties Bank		83,941	82,980
National Westminster current		65,261	58,935
Charities Aid Foundation current		76,632	107,372
Petty Cash		90	80
Total monetary assets	9	225,924	249,367
Debtors			
Outside causes unbanked collections		0	0
Prepayments		0	0
Other Debtors		0	0
		0	0
Creditors			
Owing to outside causes		0	0
Other creditors		0	0
		0	0
TOTAL NET ASSETS		229,133	252,274
Represented by:-			
Unrestricted general funds		-156	8,214
Unrestricted designated funds	2	170,569	184,490
Restricted funds		58,719	59,570
		229,132	252,274

APPROVED by the Trustees on 21st October 2021 and signed on their behalf by

C. Papworth

Mrs Christina Papworth - Church Secretary and Trustee

The notes on pages 10 and 11 form part of this financial statement

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2020

NOTES

1 ACCOUNTING POLICIES

This report is produced in accordance with the requirements of FRS 102 and the Statement of Recommended Practice (FRS 102) issued by the Charities Commission.

2 FUND ACCOUNTING

UNRESTRICTED FUNDS may be used by the Church for any of its ordinary purposes.

DESIGNATED FUNDS represent unrestricted funds set aside by the Church for specific designated purposes; they can be transferred back into general funds at the Church's decision.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Children's & Youth Work Fund	6,537	300		-4,259	2,578
Special Project Fund	114,424	650	210	-21,000	93,864
Repairs & Maintenance Fund	-7,554		10,402	21,000	3,044
Reserves	70,000				70,000
Kitchen Fund	1,083				1,083
Totals for designated funds	184,490	950	10,612	-4,259	170,569

Legacies £650 were received into the SP Fund

The funds held in reserves represent the amount set aside to comply with the Reserves policy for general running costs.

RESTRICTED FUNDS represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent for the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Endowment Fund	40,000				40,000
The John Mercer Youth Fund	18,935		200	-300	18,435
Benevolent Fund	-19	157	125		13
Outside causes	654	1,840	2,268	45	271
Totals for restricted funds	59,570	1,997	2,593	-255	58,719

Endowment Fund

- Capital can only be used in accordance with the terms of the former Kingswood Congregational Chapel Fund and interest used for the maintenance and upkeep of buildings

John Mercer Youth Fund

- to provide grants to young people to assist them to take part in activities which will help them to develop educationally, socially and spiritually. The capital is £17,694.31

Benevolent Fund

- to assist people in straitened circumstances.

Outside causes

- to support outside causes as they arise.

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2020

NOTES - continued

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2020 Total £	Last Year 2019 Total £
3 MONIES RAISED FOR OUTSIDE CAUSES					
St Catherine's Hospice			0	0	19
Downs Syndrome Association			0	0	19
Water Aid			0	0	200
Unicef			57	57	408
St Bedes			0	0	25
Leprosy Mission			19	19	878
Idal Cyclone Appeal			0	0	190
Coco's Foundation			710	710	195
Sparkfish			0	0	100
Winter Night Shelter			250	250	23
Alzheimer's Society			0	0	270
Childe Rescue Nepal			0	0	270
Vellore			20	20	217
Homestart			78	78	93
Smile Train			244	244	440
WAVES (YMCA)			244	244	440
McMillan			162	162	0
Loveworks			33	33	0
Other outside causes inc. Benevolent Fund			147	147	369
Totals raised for outside causes	0	0	1,963	1,963	4,156
Fundraising expenses incurred			0	0	
Debtors b/f					-515
Balance as per SOFA	0	0	1,963	1,963	3,641
4 PROPERTY INCOME FROM USE OF PREMISES					
Lettings	19,753			19,753	27,382
Rental Church House	13,200			13,200	13,200
Church group contributions	1,475			1,475	3,168
Total property income	34,428	0	0	34,428	43,750
5 CHURCH RUNNING COSTS					
Utilities	8,176			8,176	7,188
Insurance	5,852			5,852	10,309
Pension payments	859			859	903
Minister's Personal Assistant	6,598			6,598	10,009
Church & Community Manager	7,920			7,920	12,238
Caretaker	7,990			7,990	11,035
Cleaning/caretaking	4,582			4,582	6,584
Stationery and photocopying	1,689			1,689	2,574
Pulpit supply	53			53	159
Purchase of equipment & sundries	3,952			3,952	18
Licences and music	982			982	751
Sundries	2,487			2,487	834
Depreciation	892			892	862
Subs and Donations	264			264	457
Total church running costs	52,296	0	0	52,296	63,921
6 MINISTER'S AND MANSE EXPENSES					
Utilities	906			906	956
Insurance	640			640	630
Council tax	3,345			3,345	3,222
Ministers expenses	1,923			1,923	1,875
Total minister's and manse expenses	6,814	0	0	6,814	6,683
7 PROGRAMME ACTIVITY COSTS					
Childrens' activities	4,390			4,390	3588
John Mercer Fund Grants					300
Church weekend					0
Benevolent Fund payments			125	125	341
SparkFish support	500			500	500
Total programme activity costs	4,890	0	125	5,016	4,730
8 TANGIBLE ASSETS					
Plant & Equipment:-					
Net book value at 1 January 2020				2,907	3,769
Additions during the year				1,193	0
Depreciation in the year				-892	-862
Net book value at 31 December 2020				3,208	2,907

Depreciation on Plant & Equipment is provided at 20% on a straight line basis.

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2020

NOTES - continued

9 MONETARY ASSETS

The church monies are not held in segregated accounts.

The distribution of assets between funds is shown for illustrative purposes only.

10 ASSETS USED FOR CHURCH PURPOSES

The church building and the manse at 7 Priory Drive are vested in URC Southern Synod Trust as trustees and are not church assets. They are held for the benefit of Reigate Park Church in accordance with the statutory trusts applicable to URC properties under the URC Acts.

11 RELATED PARTY TRANSACTIONS

One of the trustees, Reuben Watt, was employed by the charity as a part time Youth Worker between January to September. He was paid £3,745.40 gross, which represents a market rate.