

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**

**FINANCIAL STATEMENTS**

**For the year ended 31st December 2020**

**COMPRISING THE ACCOUNTS OF:**

**THE PCC CENTRAL FUNDS**

**THE DISTRICT CHURCH COUNCILS OF:**

**ST AUGUSTINE OF CANTERBURY  
ST FREMUND THE MARTYR  
PRIORY CHURCH OF ST PETER**

**Rector:  
The Revd Rachel Phillips  
Chew's House  
77 High Street South  
Dunstable  
LU6 3SF**

**Bank:  
CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JG**

**Independent Examiner  
The Revd Alan A. Clements MA, ACIB, FCIE  
15 Carleton Road  
Great Knowley  
Chorley  
Lancs  
PR6 8TQ**

**The Parochial Church Council of the Ecclesiastical Parish of Dunstable  
Registered Charity Commission No. 1130250**

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**

## **FINANCIAL STATEMENTS For the year ended 31st December 2020**

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**Independent Examiner's unqualified report to the members of the P.C.C. of  
the Ecclesiastical Parish of Dunstable.** **Consolidated Report.**

**Accounts for the year ended 31<sup>st</sup>. December 2020.**

**Charity no. 1131250.**

**Set out on pages 2 to 13 of this report.**

**Respective responsibilities of the P.C.C. and the examiner.**

The P.C.C. members acting as the charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for the 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
- to 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 the Independent Examiner's statement.**

My examination was carried out in accordance with the general Directions given by the Charity Commission and the guidance published in PCC Accountability (The Charities Act 2011 and the P.C.C. 5<sup>th</sup> edition). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required for an 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 matter has come to my attention which gives 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 to 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 is reached.

Signed. *Alan A. Clements.*

Date 7<sup>th</sup>. May 2021.

Name Revd. A. A. Clements.

Fellow Association of Charity Independent Examiners.

Address 15 Carleton Road, Great Knowley, Chorley PR6 8TQ

ACIE PCC CC32

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE

## BALANCE SHEET AS AT 31st DECEMBER 2020

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2020 £	TOTAL 2019 £
<b>FIXED ASSETS</b>						
Tangible	6	322,160	0	0	322,160	329,901
Investments	7	0	0	41,249	41,249	39,278
		<u>322,160</u>	<u>0</u>	<u>41,249</u>	<u>363,409</u>	<u>369,179</u>
<b>CURRENT ASSETS</b>						
Stock		0	0	0	0	547
Debtors and prepayments	8	33,638	16,951	0	50,589	58,167
Short term deposits	9	79,823	139,724		219,547	248,891
Cash at bank and in hand	10	100,171	81,320	6,562	188,053	177,231
		<u>213,633</u>	<u>237,995</u>	<u>6,562</u>	<u>458,189</u>	<u>484,836</u>
<b>LESS: LIABILITIES</b>						
Creditors - Amounts due in one year	11	5,705	29,105		34,810	22,492
<b>NET CURRENT ASSETS</b>		<u>207,928</u>	<u>208,889</u>	<u>6,562</u>	<u>423,379</u>	<u>462,344</u>
<b>TOTAL NET ASSETS</b>		<u>530,088</u>	<u>208,889</u>	<u>47,810</u>	<u>786,787</u>	<u>831,523</u>
<b>DCC FUNDS</b>						
Unrestricted	12 (a)	530,088			530,088	574,896
Restricted	12 (b)		208,889		208,889	210,961
Endowment	12 (c)			47,810	47,810	45,666
<b>TOTAL FUNDS</b>		<u>530,088</u>	<u>208,889</u>	<u>47,810</u>	<u>786,787</u>	<u>831,523</u>

Approved by the Parochial Church Council on Monday 19th April 2021  
and signed on its behalf by:



The Revd Rachel Phillips  
Rector



John Bradley F.C.C.A.  
Treasurer

The notes on pages 4 to 9 form part of these accounts

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For the year ended 31st December 2020**

	<b>Note</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Endowment funds £</b>	<b>TOTAL 2020 £</b>	<b>TOTAL 2019 £</b>
<b>INCOME</b>						
Voluntary income	2(a)	174,335	37,247	(102)	<b>211,480</b>	296,191
Church activities	2(b)	23,659	(310)	0	<b>23,349</b>	66,903
Activities for generating funds	2(c)	1,820	58	0	<b>1,878</b>	18,635
Income from investments	2(d)	12,254	295	1,271	<b>13,819</b>	17,129
Other income	2(e)	768	0	0	<b>768</b>	2,707
<b>TOTAL INCOME</b>		<b>212,835</b>	<b>37,290</b>	<b>1,169</b>	<b>251,294</b>	<b>401,565</b>
<b>EXPENDITURE</b>						
Church activities	3(a)	249,773	39,526	0	<b>289,299</b>	363,084
Raising funds	3(b)	377	0	0	<b>377</b>	1,166
Investment costs	3(c)	3,669	0	0	<b>3,669</b>	3,197
Governance costs	3(d)	4,656	0	0	<b>4,656</b>	12,554
<b>TOTAL EXPENDITURE</b>		<b>258,474</b>	<b>39,526</b>	<b>0</b>	<b>298,001</b>	<b>380,001</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>(45,639)</b>	<b>(2,236)</b>	<b>1,169</b>	<b>(46,706)</b>	<b>21,564</b>
<b>GAINS/(LOSSES) ON INVESTMENTS</b>				<b>1,970</b>	<b>1,970</b>	<b>3,316</b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>5</b>	<b>831</b>	<b>164</b>	<b>(995)</b>	<b>0</b>	<b>0</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(44,808)</b>	<b>(2,072)</b>	<b>2,144</b>	<b>(44,736)</b>	<b>24,880</b>
<b>Total funds b/f at January 2020</b>		<b>574,896</b>	<b>210,961</b>	<b>45,666</b>	<b>831,523</b>	<b>806,643</b>
<b>Total funds c/f at 31 December 2020</b>		<b>530,088</b>	<b>208,889</b>	<b>47,810</b>	<b>786,787</b>	<b>831,523</b>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**CASH FLOW STATEMENT**

For the year ended 31st December 2020

	2020	2019
	£	£
<b>Net cash from operating activities</b>	<b>(32,341)</b>	<b>(8,950)</b>
<b>Cash flows from Investing activities</b>		
Dividends, interest and rent from investments	13,819	17,129
Interest paid	0	0
Proceeds from the sale of: Tangible fixed assets	0	0
Proceeds from the sale of: Tangible fixed investments	0	0
Purchase of: Tangible fixed assets	0	(4,300)
Loss on disposal of fixed assets	0	0
Fixed asset Investments	0	0
<b>Net cash provided by / (used in) investing activities</b>	<b>13,819</b>	<b>12,829</b>
<b>Change in cash and cash equivalents in the reporting period</b>	<b>(18,522)</b>	<b>3,879</b>
<b>Cash and cash equivalents at 1 January 2020</b>	<b>426,122</b>	<b>422,243</b>
<b>Cash and cash equivalents at 31 December 2020</b>	<b>407,600</b>	<b>426,122</b>
<b>Reconciliation of net Income / (expenditure) before investment gains</b>		
<b>Net Income before investment gains at 31 December</b>	<b>(46,706)</b>	<b>21,564</b>
Adjustments for:		
Depreciation charges	7,741	2,614
Dividends, interest and rent investments	(13,819)	(17,129)
Decrease / (increase) in stocks	547	(11)
Decrease / (increase) in debtors	7,578	(21,296)
(Decrease) / increase in creditors	12,318	5,308
<b>Net cash provided by / (used in) operating activities</b>	<b>(32,341)</b>	<b>(8,950)</b>
<b>Analysis of cash and cash equivalents</b>		
CAF Bank	142,470	130,854
NatWest	43,172	41,798
Barclays	1,968	1,614
Cash in hand	442	2,965
	<b>188,053</b>	<b>177,231</b>
<b>Notice deposits (less than 3 months)</b>		
CCLA - CBF Church of England Deposit Fund	159,056	158,417
NatWest Reserve	25,165	55,208
CAF Bank - Gold Account	35,326	35,266
	<b>219,547</b>	<b>248,891</b>
	<b>407,600</b>	<b>426,122</b>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

**1. ACCOUNTING POLICIES**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs with the Regulations' "True and fair view" provisions and applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

**ASSETS**

**Consecrated and benefice property**

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Moveable church furnishings**

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory.

**Tangible fixed assets for use by the charity**

These are capitalised if they can be used for more than one year, and cost at least £2,000 each. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market on receipt.

Depreciation is calculated to write off the capitalised cost of fixed assets over their estimated useful lives depending on the type of asset as follows:

Office equipment                      5 years

Land and buildings - the PCC adopts the policy regarding the clergy house (temporarily let) at 95 Evelyn Road, Dunstable of accounting at 'current market value' based on valuations within the last 3 years.

**Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end.

**Short term deposits**

These are the cash held deposits either with the CCLA or at the bank.

**FUNDS**

**Unrestricted Funds**

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees report.

**Restricted Funds**

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

**Endowment Funds**

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or any other benefit derived from the capital may be restricted or unrestricted. Full details are shown in the notes to the accounts

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

**2 INCOME**

	<b>Note</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Endowment funds £</b>	<b>TOTAL 2020 £</b>	<b>TOTAL 2019 £</b>
<b>2(a) Voluntary income</b>						
Planned giving:						
Gift aid donations		78,202	190		78,392	77,955
Income tax recoverable		22,784	55		22,839	23,257
Sponsorship		633			633	600
Other		13,301			13,301	13,796
Collections - open plate		3,074	462		3,536	14,153
Donations		5,730	263	(102)	5,890	6,474
Legacies		24,439			24,439	35,500
Grants	14	6,670	36,278		42,948	103,855
St Katherine's URC (LEP)		2,048			2,048	3,769
Chaplaincy services to academies		17,454			17,454	16,832
		<u>174,335</u>	<u>37,247</u>	<u>(102)</u>	<u>211,480</u>	<u>296,191</u>
<b>2(b) Income from church activities</b>						
Church hall lettings		19,452			19,452	48,361
Publications and souvenir sales		176			176	715
Fees - weddings and funerals		4,031			4,031	16,102
Choir singing visits		0	(310)		(310)	1,725
		<u>23,659</u>	<u>(310)</u>	<u>0</u>	<u>23,349</u>	<u>66,903</u>
<b>2(c) Activities for generating funds</b>						
Fund raising		1,520	58		1,578	18,275
Chew's House Rental income		300			300	360
		<u>1,820</u>	<u>58</u>	<u>0</u>	<u>1,878</u>	<u>18,635</u>
<b>2(d) Income from investments</b>						
Rental income		11,801			11,801	14,400
Dividends - CBF investment funds		0		1,271	1,271	1,391
Bank and CCLA deposit interest		453	295		748	1,338
		<u>12,254</u>	<u>295</u>	<u>1,271</u>	<u>13,819</u>	<u>17,129</u>
<b>2(e) Other income</b>						
Electricity Feed in Tariff		444			444	428
Office services		92			92	5
Insurance claims		194			194	2,261
Other		38			38	13
		<u>768</u>	<u>0</u>	<u>0</u>	<u>768</u>	<u>2,707</u>
<b>TOTAL INCOME</b>		<u>212,835</u>	<u>37,290</u>	<u>1,169</u>	<u>251,294</u>	<u>401,565</u>



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31st December 2020

**3 EXPENDITURE**

	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2020 £	TOTAL 2019 £
<b>3(a) Church activities</b>						
Missionary/charitable giving	15	1,655			1,655	5,281
Ministry:						
Diocesan parish share		157,085			157,085	145,979
Clergy expenses		829			829	2,404
Clergy vacancy		0			0	830
Staff costs	4	33,644			33,644	27,608
Church running expenses		14,984			14,984	12,402
Church maintenance		12,958	38,805		51,763	114,537
Publicity - tower repairs					0	510
Digital output/tower filming					0	6,300
Upkeep of services		2,505	20		2,525	8,933
Church hall/Chew's House costs		13,492			13,492	25,404
Training and education		29			29	4,462
Depreciation		7,100	642		7,741	2,614
Printing and stationery		1,567			1,567	1,249
Office equipment rental		532			532	532
Office equipment maintenance		467			467	358
Telephone		1,475			1,475	802
Postage		311			311	303
Bank charges		125	60		185	170
Hall bad debts		(100)			(100)	2,128
Sundry expenses		1,115			1,115	278
		<u>249,773</u>	<u>39,526</u>	<u>0</u>	<u>289,299</u>	<u>363,084</u>
<b>3(b) Raising funds</b>						
Fund Raising Events		93			93	958
Stewardship costs		284			284	208
		<u>377</u>	<u>0</u>	<u>0</u>	<u>377</u>	<u>1,166</u>
<b>3(c) Investment costs</b>						
Maintenance costs		2,067	0	0	2,067	1,166
Agent fee		1,602	0	0	1,602	2,031
		<u>3,669</u>	<u>0</u>	<u>0</u>	<u>3,669</u>	<u>3,197</u>
<b>3(d) Governance costs</b>						
Independent examiner's remuneration		1,000	0	0	1,000	5,880
Accountancy services		3,656	0	0	3,656	6,674
		<u>4,656</u>	<u>0</u>	<u>0</u>	<u>4,656</u>	<u>12,554</u>
<b>TOTAL EXPENDITURE</b>		<u>258,474</u>	<u>39,526</u>	<u>0</u>	<u>298,001</u>	<u>380,001</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

<b>4(a) STAFF COSTS</b>	<b>2020</b>	<b>2019</b>
Average number of employees	7	7
Wages and salaries	£ 27,451	£ 27,051
Pension	£ 550	£ 557
Redundancy	£ 5,643	
<b>TOTAL</b>	<b>£ 33,644</b>	<b>£ 27,608</b>

Employer's NIC was not chargeable as the total for the Parish was less than the HMRC allowance of £3,000 p.a.

During the year the PCC employed the following staff (all part-time):

2 x Administrators	PCC & St Peter
2 x Cleaners	St Augustine & St Fremund
3 x Musicians	St Peter (Director and Assistant Director of Music, and Director of Girls' choir)

**4(b) RELATED PARTIES**

A £50 voucher was given to Hilary Jackson (PCC trustee), as a gift to a retiring church warden.

No other payments were made to any other PCC trustees, persons connected to them or related parties (2019: £0)

**5 TRANSFERS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	Endowment funds £
Priory Church of St Peter:			
Re 2019 choir visits	(172)	172	0
Beds & Luton Community Grant - Music	113	(113)	0
Cheshire Fund dividends to Building Development Fund	714		(714)
Blackwell Fund dividends to Future Curacy Fund	176		(176)
Barnard Fund dividends to Easter Lilies Fund		70	(70)
MacKonochie Fund dividends to High Altar Christmas Flowers Fund		35	(35)
	<u>831</u>	<u>164</u>	<u>(995)</u>

**6 FIXED ASSETS**

	Freehold Land & Buildings £	Church Moveable Furn/Equip £	Church Fixtures & Fittings £	Office Equipment £	Total £
<b>Cost/Revaluation</b>					
Cost at 1 January 2020	92,500	39,060	15,087	11,510	158,158
Revaluation at 1 Jan 2020	227,500				227,500
Disposals		(30,529)	(5,851)	(5,251)	(41,631)
At 31 December 2020	<u>320,000</u>	<u>8,531</u>	<u>9,236</u>	<u>6,259</u>	<u>344,026</u>
<b>Depreciation</b>					
At 1 January 2020		33,262	14,590	7,904	55,757
Charge for the year		5,798	497	1,446	7,741
Disposals		(30,529)	(5,851)	(5,251)	(41,631)
At 31 December 2020	<u>0</u>	<u>8,531</u>	<u>9,236</u>	<u>4,099</u>	<u>21,866</u>
<b>Net book value</b>					
At 31 December 2020	<u>320,000</u>	<u>0</u>	<u>0</u>	<u>2,160</u>	<u>322,160</u>
At 31 December 2019	<u>320,000</u>	<u>5,798</u>	<u>497</u>	<u>3,606</u>	<u>329,901</u>

Freehold land and buildings represent the house located at 95 Evelyn Road, Dunstable. This property was purchased prior to 1998 at an original cost of £92,500. The property was last valued at 31st December 2019.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

**6 FIXED ASSETS (Continued)**

Functional charitable land and buildings are not included in the balance sheet. This comprises the Priory Church Hall which has a valuation of approximately £200,000 (1997). The land was acquired by deed of grant from The Crown Estate in 1839 to be used as a school and later in 1923 the use was changed to that of church and similar meetings. Should this change, outside those permitted by the grants, there would be a right of re-entry to the Crown Estate. Therefore no commercial gain would be realised.

**7 INVESTMENTS (ALL ENDOWMENT FUNDS)**

		2020 £	2019 £
<b>Market value at 1 January 2020</b>		<b>39,278</b>	35,962
<b>Net gains/(losses)</b>		<b>1,971</b>	3,316
<b>Market value at 31 December 2020</b>		<b><u>41,249</u></b>	<b><u>39,278</u></b>
<b>Represented by:</b>			
<b>CCLA - CBF INVESTMENT FUND</b>	<b>No. of shares</b>		
Barnard	122.00	2,495	2,333
Flory	430.38	8,800	8,231
Herington	50.51	1,033	966
MacKonochie	60.93	1,246	1,165
		<b><u>13,573</u></b>	<b><u>12,696</u></b>
Share value at 31 December 2020 was £20.4483 (2019: £19.1260)			
<b>CCLA - CBF FIXED INTEREST SECURITIES FUND</b>			
Cheshire	12,858.00	<b><u>21,749</u></b>	<b><u>21,019</u></b>
Share value at 31 December 2020 was £1.6915 (2019: £1.6347)			
<b>CCLA - COIF CHARITIES</b>	<b>No. of units</b>		
<b>ETHICAL INVESTMENT FUND - INCOME UNITS</b>			
Blackwell	2,148.67	<b><u>5,926</u></b>	<b><u>5,563</u></b>
Share value at 31 December 2020 was £2.7580 (2019: £2.5891)			
<b>TOTAL INVESTMENTS</b>		<b><u>41,249</u></b>	<b><u>39,278</u></b>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

	Unrestricted funds £	Restricted funds £	Endowment funds £	TOTAL 2020 £	2019 £
<b>8 DEBTORS AND PREPAYMENTS</b>					
HMRC -income tax recoverable	17,881	129	0	18,010	17,277
VAT reclaim	283	4,927	0	5,210	4,802
Schools - Chaplaincy services	5,091	0	0	5,091	1,402
Priory Preservation Trust	633	1,895	0	2,528	15,733
Beds & Herts Historic Churches Trust	0	10,000	0	10,000	0
Hall Lettings	766	0	0	766	6,659
Parish fees	954	0	0	954	2,053
Costa - Christmas Tree Festival	0	0	0	0	1,500
Prepayments	7,270	0	0	7,270	7,198
Other debtors	760	0	0	760	1,543
	<u>33,638</u>	<u>16,951</u>	<u>0</u>	<u>50,589</u>	<u>58,167</u>
<b>9 SHORT TERM DEPOSITS</b>					
CCLA - CBF C of E Deposit Fund	76,297	82,759		159,056	158,417
Nat West Bank - Reserve Account	3,526	21,639		25,165	55,208
CAF Bank - Gold Account	0	35,326		35,326	35,266
	<u>79,823</u>	<u>139,724</u>	<u>0</u>	<u>219,547</u>	<u>248,891</u>
<b>10 CASH AT BANK AND IN HAND</b>					
Nat West Bank	43,172	0	0	43,172	41,798
CAF Bank	55,546	80,363	6,562	142,470	130,854
Barclays Bank	1,011	957	0	1,968	1,614
Cash in hand	442	0	0	442	2,965
	<u>100,171</u>	<u>81,320</u>	<u>6,562</u>	<u>188,053</u>	<u>177,231</u>
<b>11 LIABILITIES</b>					
Creditors: falling due in one year:					
HMRC - PAYE	652	0	0	652	698
Accruals	1,528	0	0	1,528	2,385
Creditors for goods and services	213	28,807	0	29,020	2,929
Accountancy/Independent Exam.	1,000	0	0	1,000	6,935
Staff Pension costs	1,107	0	0	1,107	557
Loans	0	0	0	0	848
Charity Grants/collections	1,015	299	0	1,314	3,433
Heritage Lottery Fund - Grant	0	0	0	0	2,829
Hall advance lettings/deposits	189	0	0	189	1,087
Other creditors	0	0	0	0	791
	<u>5,705</u>	<u>29,105</u>	<u>0</u>	<u>34,810</u>	<u>22,492</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

**12 FUND DETAILS**

**12(a) UNRESTRICTED FUNDS**

	PCC Central	St Augustine	St Fremund	Priory Church of St Peter	2020	2019
	£	£	£	£	£	£
<b>General Funds:</b>						
General Purposes	4,795	20,852	(537)	30,653	55,762	72,863
Bequests, Legacies				51,631	51,631	77,306
Property Revaluation Reserve				320,000	320,000	320,000
	<u>4,795</u>	<u>20,852</u>	<u>(537)</u>	<u>402,284</u>	<u>427,393</u>	<u>470,169</u>
<b>Designated Funds:</b>						
<b>Sub groups</b>						
Church Hall				7,378	7,378	8,147
Chew's House				20,460	20,460	24,102
Choirs				3,855	3,855	2,612
Bellringers				2,343	2,343	2,630
Flowers				1,011	1,011	964
Publications				1,296	1,296	1,279
<b>Total Sub groups</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>36,342</u>	<u>36,342</u>	<u>39,733</u>
<b>Other Designated</b>						
Education Fund - PCC	570				570	570
Projects For 'Living God's Love'	2,719				2,719	2,719
Parish Sinking Fund	16,331				16,331	16,251
Community Coffee		484			484	471
Special Events		31			31	31
Flowers			85		85	85
Garden			81		81	31
Altar Frontals				464	464	464
Bells				4,959	4,959	4,938
Building Development				1,661	1,661	1,661
Future Curacy				2,127	2,127	2,127
Equipment				377	377	376
Heating System				5,030	5,030	4,382
Organ				31,434	31,434	30,888
<b>Total Other Designated</b>	<u>19,620</u>	<u>515</u>	<u>166</u>	<u>46,052</u>	<u>66,352</u>	<u>64,994</u>
<b>Total Designated Funds</b>	<u>19,620</u>	<u>515</u>	<u>166</u>	<u>82,394</u>	<u>102,694</u>	<u>104,727</u>
<b>Total Unrestricted Funds</b>	<u>24,415</u>	<u>21,366</u>	<u>(372)</u>	<u>484,678</u>	<u>530,088</u>	<u>574,896</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

**12(b) RESTRICTED FUNDS**

			2020	2019
	Donor	Specified Purpose of Fund	£	£
St Augustine	Mary Townsend legacy	Paschal candles	280	300
	Skillsmax grant	Community cookery development	0	556
	Community Life Fund grant	New projector and screen	0	181
St Fremund	Various	Church and hall major maintenance	1,214	1,159
	Vicky Faulkner bequest	Church hall interior/garage refurbishment	15,191	15,127
	AJ Ward Bequest	For use by the Vicar and Churchwardens	23,962	23,941
Priory Church of St Peter	Special collections	Various	472	0
	AJ Ward Bequest	For use by the Vicar and Churchwardens	102,595	102,521
	VM Gutteridge Bequest	For use by the Vicar and Churchwardens	1,024	1,019
	Mary McKeand	In Memory of Winifred Guymner for education	2,038	2,029
	Family of Olive Leech	Re-planting church garden	173	173
	Church Choirs	Boys' and girls' choirs' singing visits	2,178	2,140
	Phyllis Blake legacy	Mobile font, fabric and upkeep of church	3,308	3,294
	Beds & Luton Comm. Found	Music	0	112
	Joe Kendrick grant	School visits	217	216
	Anonymous	Servers' albs and accessories	356	356
	Various	20/20 Vision for church refurbishment	37,648	40,142
	Various	Easter and Christmas flowers	524	57
	Audrey Rees legacy	Church Flower Fund	650	650
	Anonymous	Church hall heating system maintenance	925	921
	Priory Society of Bellringers	Maintenance/ repair of bells and other restrictions for ringing as minuted	16,034	15,967
	Sue Read	Church linen	100	100
			<b>208,889</b>	<b>210,961</b>

**12(c) ENDOWMENT FUNDS**

These are permanent endowments for the Priory Church of St Peter, Dunstable, which allow for the income arising to be spent on specified purposes as noted.

Name of Bequest	Specified Purpose	Permanent Endowment	Income Fund	TOTAL FUNDS 2020	2019
		£	£	£	£
Flory	Upkeep of the Lady Chapel	8,800	5,397	14,197	13,382
MacKonochie	High altar flowers at Christmas	1,246	-	1,246	1,199
Barnard	Easter lilies	2,495	-	2,495	2,402
Herington	Unrestricted	1,033	404	1,436	1,340
Cheshire	Upkeep of church and services	21,749	-	21,749	21,019
Blackwell	Augmentation of stipend for assistant priest	5,926	761	6,688	6,324
		<b>41,249</b>	<b>54,372</b>	<b>47,810</b>	<b>45,666</b>

**13 INSURANCE**

The church buildings and contents are insured with the Ecclesiastical Insurance Group at following sums insured:

	2020	2019
	£	£
St Augustine of Canterbury	2,900,000	2,800,000
St Fremund the Martyr	2,900,000	2,800,000
Priory Church of St Peter	23,180,000	22,880,000
Priory Church Hall	579,324	564,641
Priory Chew's House	54,679	53,870
House at 95 Evelyn Road, Dunstable	280,873	217,312
	<b>29,894,876</b>	<b>29,315,823</b>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31st December 2020**

**14 CONNECTED CHARITY - THE NASH BEQUEST FUND**

The Nash Bequest Fund is restricted towards payments to curates.  
 At 31st December 2019 the fund comprised the following:

Administered by St Albans Diocesan Board of Finance:

CCLA - CBF C of E Investment Fund	27,971	26,164
CCLA - CBF C of E Deposit Fund	3,671	3,671
	<u>31,642</u>	<u>29,835</u>

Administered by the Rector and Parish Churchwardens:

Nat West Bank - Current account	6,307	5,501
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<b>TOTAL FUNDS</b>	<u><b>37,948</b></u>	<u><b>35,336</b></u>
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**15 GRANTS RECEIVABLE**

	Specified Purpose	Unrestricted funds £	Restricted funds £
<b>St Augustine</b>			
Government	Furlough scheme	340	
Bedfordshire & Luton Community Foundation	Foodbank running costs	504	
Central Bedfordshire Council	Cooker		1,934
Jane Cart Charity Fund	Kitchen Renovation		7,109
<b>St Fremund</b>			
Government	Furlough scheme	673	
<b>Priory Church of St Peter</b>			
Beds & Herts Historic Churches Trust	Gable Abutment & East End masonry		10,000
Priory Preservation Trust	Gable Abutment & East End masonry		17,132
Government	Furlough scheme	5,006	
Jane Cart Charity Fund	Tower clock maintenance	250	
Choir grant	Re visits	(103)	103
<b>TOTAL GRANTS RECEIVABLE</b>		<u><b>6,670</b></u>	<u><b>36,278</b></u>

**16 GRANTS PAYABLE - CHARITABLE**

	2020 £	2019 £
<b>St Augustine</b>		
Church Urban Fund		135
East & North Herts Hospital Charity		135
<b>St Fremund</b>		
Dunstable Churches Together		30
<b>Priory Church of St Peter</b>		
Arch-deacon's discretionary Fund		50
Beds and Herts Historic Churches Trust	40	40
Bedfordshire Association of Bellringers	50	62
Dementia/Alzheimer's Society (2019 Motor Neurone Disease Association)	218	270
Dunstable Churches Together		80
Dunstable Food Bank	550	660
Hayward Club	218	270
Heritage Lottery Fund	0	2,829
Leprosy (2019 Church Mission Society)	290	360
Osteoporosis (2019 USPG)	290	360
<b>TOTAL GRANTS PAYABLE</b>	<u><b>1,655</b></u>	<u><b>5,281</b></u>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF DUNSTABLE**  
**REGISTERED CHARITY No. 1130250**

**ANNUAL REPORT TO THE CHARITY COMMISSIONERS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Aim and Purposes**

The primary object of the Parochial Church Council (PCC) is the promotion of the gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The statutory function of the PCC is to co-operate with its ministers in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

2020 was defined by the coronavirus pandemic, from March onwards. Whilst Dunstable was not amongst the worst-hit in numbers of cases and deaths from COVID-19, the parish and all the PCC's activities were significantly affected by national and local restrictions affecting all activities and social interaction, and particularly those affecting places of worship; the PCC's aim and purposes were conducted within this context.

**Objectives and activities**

The PCC is committed to enabling as many people as possible to join in worship and mission and to become part of our parish community. The PCC maintains an overview of worship and mission throughout the parish and makes suggestions on how activities can reach and involve people throughout the parish and beyond. Worship puts faith into practice through prayer and scripture, music and sacrament. This continued throughout 2020, even when for long periods it was not possible to gather in person for worship or other activities

When planning activities in 2020 the PCC considered the Charity Commission guidance on public benefit and in particular the guidance on charities seeking the advancement of religion. In particular the PCC tried to help ordinary people to live out their faith as part of our parish community with activity that addressed this need through:

- Worship and prayer
- Pastoral care and support for people living in the Parish
- Mission and outreach work

To facilitate the activities, it was and is important to maintain the fabric of the church buildings and premises for which the PCC is responsible.

**Achievements and Performance**

The PCC worked hard to ensure the continuation of worship, mission and pastoral care within detailed and fast-changing legal and practical constraints, in line with detailed guidance from the Church of England. The PCC implemented and oversaw processes for risk assessment and health and safety measures to ensure that all worship, mission and pastoral care might be conducted safely as well as legally.



In April 2020 our clergy began offering worship online, and worship resumed in the church buildings when possible, whilst continuing also online. Newsletters and much greater use of social media enabled contact with many more people than had previously attended worship in person and helped the PCC to fulfil its objectives in new ways in different and fast-changing circumstances.

St Augustine's church continued to host Dunstable Foodbank. The Revd Tim Davis continued to provide chaplaincy services to two local secondary school academies.

Adults and young people involved in the churches' worship and activities are encouraged to join the Parish Electoral Roll and vote for churchwardens and officers of the PCC and DCCs. In 2020 the number on the Electoral Roll rose to 205, an overall increase of 12 from 2019, distributed as follows:

St Augustine	55
St Fremund	28
Priory Church of St Peter	122

Although for much of 2020 baptisms wedding and funerals were strictly limited by law, the ministers in the Team conducted occasional offices for those living in the parish, or connected with it:

Baptisms	3
Weddings	4
Funerals in church	9
Funerals at cemetery or crematorium	15
Burials of ashes	2

### **Structure, governance and management**

The Parish of Dunstable is part of the Diocese of St Albans in the Church of England. It comprises the PCC and the three District Church Councils (DCCs) of the Priory Church of St Peter, St Augustine of Canterbury and St Fremund the Martyr.

The ordained and licensed staff in 2020 comprised Team Rector, the Revd Rachel Phillips, Team Vicars the Revd Ricky Turner and the Revd Tim Davis and Readers Mrs Vanessa Bradley and Dr Johan Schoeman.

The method of appointment of PCC members is set out in the Church Representation Rules. PCC members include the clergy, readers and churchwardens; representatives to the deanery and diocesan synods; and members elected by those members of the congregation who are on the electoral roll of the parish. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent. The full PCC held four ordinary meetings during the year. There were a further four meetings of the PCC's Standing/Finance Committee. The Annual Parish Church Meeting was held on 18 October 2020 in the Priory Church, with some people attending virtually via Zoom, to approve the accounts and various reports for 2019, together with elections of PCC members.

## **Churchwardens**

In July 2020, at the PCC's request, the Bishop of St Albans designated St Augustine's and St Fremund's churches as parish centres of worship, enabling them to elect two churchwardens each under the Churchwardens Measure 2001, alongside two churchwardens elected by the Priory Church. Six churchwardens were duly elected at the Annual Meeting of Parishioners in on 18 October 2020, all being churchwardens for the whole parish.

## **St Katherine of Genoa LEP**

For many years there has also been a Local Ecumenical Partnership (LEP) with St Katherine of Genoa United Reformed Church (URC). During 2020, in consultation with members of the LEP and URC, the PCC decided to end the formal relationship with St Katherine of Genoa and began the process to dissolve the LEP.

## **Historic matters reported to the Charity Commission**

During 2020, while changing its systems for financial record-keeping, the PCC became aware of some instances of substantial sums of money having been incorrectly accounted for and/or having sustained financial losses by using inappropriate accounting methods. Because the sums of money were significant, the PCC was obliged to – and did – report the matters to the Charity Commission as, collectively, a *serious incident*. The Charity Commission responded with questions, which the PCC answered, including giving details of changes the PCC has made to its systems to prevent similar incidents happening again. Once the PCC had demonstrated to the Charity Commission that it now has robust governance in place with the trustees (PCC members) having proper oversight of the charity's affairs, the Charity Commission indicated that no further action would be needed in relation to the historic matters.

## **Safeguarding**

Throughout the year, the PCC complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

## **Trustees**

PCC members who have served at any time from 1 January 2020 until the date this report was approved are:

### ***Ex officio members***

#### ***Clergy***

The Revd Rachel Phillips	Incumbent/Team Rector
The Revd Tim Davis	Team Vicar
The Revd Ricky Turner	Team Vicar

#### ***Readers***

Vanessa Bradley	Reader until 18 October
Dr Johan Schoeman	Reader

#### ***Churchwardens***

Shauna Dyke	Churchwarden from 18 October 2020
Pam Ingram	Churchwarden

Hilary Jackson	Churchwarden until 18 October 2020
Jackie Prince	Churchwarden from 18 October 2020
Gill Short	Churchwarden from 18 October 2020
Rosemary Turley	Churchwarden from 18 October 2020
Georgina West	Churchwarden from 18 October 2020
<i>Synod representatives</i>	
Caroline Vincett	Diocesan Synod representative until 18 October 2020
Hilary Jackson	Deanery Synod representative from 18 October 2020
Judy Parlbby	Deanery Synod representative
<b><i>Elected members</i></b>	
Sue Batten	until 15 March 2020
Keren Bonner	
John Bradley	also PCC Treasurer from 18 October 2020
Chris Byham	also PCC Treasurer until 18 October 2020
Lara Dargavel	from 18 October 2020
Barry George	
Ann Gibb	until 18 October 2020
Helen Gordon	until 18 October 2020
Cynthia Gresham	
Rachel Haddock	from 18 October 2020
John Hassall	until 8 February 2020
Janet Morton	
Lynne Salter	until 18 October 2020

### **Financial review**

The PCC Treasurer co-ordinated the volunteer treasurers of the three DCC's and to ensure that financial records were maintained for the preparation of annual accounts for the individual churches and the consolidated accounts for the Parish.

The net assets of the Parish decreased by £44,736 to £786,787 (2019: £831,523).

Total income of all funds for the year was £251,294 which decreased by £150,271 from £401,565 in 2019. The pandemic situation had a significant impact in 4 key areas of income as follows:

- Hall lettings down 60% at £19,452 compared to £48,361 so down £28,909
- Fund raising was almost non-existent at £1,578 against £18,275 so down £16,697
- Wedding/Funeral fees were 75% less at £4,031 compared to £16,102, down £12,071
- Open collections were only £3,536 against £14,153, down £10,617

These together totalled £68,294 less than 2019.

Another significant change was the grants being £60,907 less than last year, but also £24,439 of legacies compared to £35,500 received last year so £11,061 down.

Total expenditure of all funds for the year was £298,001 a decrease of £82,000 from 2019 of which £62,774 related to maintenance. This year St Peter carried out roof repairs of £27,132 (2019 tower repairs totalled £94,223) and St Augustine £14,232 on kitchen renovations.

Of the total, income for unrestricted funds was £212,835 of which £174,335 came from voluntary income including planned giving of gift aid donations, income tax recoverable, other planned giving, sundry donations, chaplaincy contributions and legacies. Church activities included £19,452 for hall lettings and £4,031 fees received for weddings and funerals. Fund raising brought in £1,520 and rental income from the freehold property £11,801.

Expenditure on unrestricted funds was £258,474 of which the major cost was £157,085 being the Parish's quota contribution to the Diocese of St Albans. Other expenditure incurred was £33,644 for Staff Costs (including £5,643 for redundancy), £30,446 for church running, maintenance and upkeep of services and £13,492 for church halls' running/maintenance costs.

Restricted funds income of £37,290 in the main related to the roof repairs and kitchen renovation. Net movement on funds, after fund transfers and investment gains, for the Parish is summarised as follows:

Unrestricted Funds	net expenditure	£ 44,808
Restricted Funds	net expenditure	£ 2,072
Endowment Funds	net income/gains	£ 2,144
Total Net Expenditure		£ 44,736

Reserves carried forward at 31 December 2020 for unrestricted funds for general purposes were £530,088 of which £102,694 had been allocated for sub-groups and designated funds, leaving a net balance of £427,393. Fixed assets account for £322,160 of this, leaving current assets of £105,233. It should be noted that fixed assets include a current selling valuation of £320,000 for the clergy house at 95 Evelyn Road, Dunstable which was rented out during 2020 and will become the new curate's residence in 2021.

Approved by the PCC on 19 April 2021 and signed on their behalf by the Reverend Rachel Phillips  
(PCC chair)

*RS Phillips*