

St Mary's Church, East Leake

Annual Report of the Parochial Church Council For the Year Ended 31st December 2020



Administrative Information

St Mary's Church is situated at the corner of Main Street and Station Road, East Leake. It is part of the Diocese of Southwell & Nottingham within the Church of England.

The correspondence address is The Rectory, 3 Bateman Road, East Leake, LE12 6LN.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission. Charity number 1130545.

PCC members who have served from 1st January 2020 until the date of this report are:

Incumbent: The Rev'd Timothy J Parker Chairperson

Curate: The Rev'd Michael Allen

Wardens: Mr Conrad Oatey Treasurer
Mrs Voirrey Paesler

| | | |
|--|-----------------|--|
| Representatives on the Deanery Synod: | Mrs Sue Shaw | PCC Secretary |
| | Mr Conrad Oatey | Until APCM 2020, 26 th October 2020 |
| | Mrs Pam Peacock | Until APCM 2020, 26 th October 2020 |
| | Mr Colin Knight | From APCM 2020, 26 th October 2020 |
| | Mr Ron Hill | From APCM 2020, 26 th October 2020 |

| | | |
|-------------------------|---|--|
| Elected Members: | Mrs Doris Elcock | Until APCM 2020, 26 th October 2020 |
| | Mrs Laura Taylor | |
| | Mrs Debbie Anderton | |
| | Mr Paul Hobson | |
| | Mrs Barbara Wright | |
| | Mr Jamie Taylor | |
| | Mrs Bonnie Clift | |
| | Mrs Ann Harris | |
| | Mrs Pam Peacock | |
| | Mrs Bev Chamberlain | From APCM 2020, 26 th October 2020 |
| Mr John Alexander | From APCM 2020, 26 th October 2020 | |

1. Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

2. Objectives and activities

St Mary's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

Safeguarding is vital to ensure that children, young people and vulnerable adults are kept safe whilst in the care of the church, an integral part of our church life. The Parish Safeguarding Co-ordinator is Mrs P Peacock.

The PCC also has maintenance responsibilities for the Church of St Mary's and for St Mary's Hall, both of Main Street, East Leake.

3. Achievements and performance

Church attendance

There were 141 parishioners on the Church Electoral Roll at the October 2020 Annual Meeting, compared with 143 people at the 2019 Annual Meeting. The average weekly attendance at church counted during October 2020 was 28, much lower than in a normal year because of reductions in the numbers of people allowed to attend church safely, limited by social distancing. Because of the coronavirus (Covid 19) pandemic, for part of the year the church was closed for services and for a larger part of the year only open mid-week for one or two short Holy Communion services.

Owing to the restrictions on church attendance, following government guidelines during the Covid 19 lockdown, there were no church services on Easter Sunday. Attendance on Christmas Day was 20 at a short service of Holy Communion.

Online Digital Worship was introduced in April 2020, after government restrictions began in late March 2020, and has continued throughout the year, enhanced at Christmas with extra services.

Review of the year

The full PCC met 5 times during the year. Oversight Teams from within the PCC had planned to meet between PCC meetings. However, in February a full PCC meeting was held instead and, after a gap covering April to October, full PCC meetings were held in November and December 2020. Objectives throughout 2020 have been to lead St Mary's church, joining together in the transforming mission of God through growing disciples, wider, younger, deeper.

The "Churches Together in East Leake" committee was unable to organise practical requirements, as had been done in previous years, because of government restrictions due to the pandemic.

There has been discussion about extending the church building, to the north of the existing structure. The aim is to decide what should be done to meet the needs of the growing congregation of worshippers; also to accommodate and encourage future expansion in the church family. However, plans were paused during 2020 because of the restrictions due to the pandemic.

Plans for a new role for an employee to work with children and families (Children and Families Minister) also continued within a working group early in 2020. These discussions were paused during 2020 because of the pandemic, but have resumed in 2021.

Financial review

Total receipts on ordinary unrestricted funds were £126,510 and are detailed in the financial statements.

£116,283 was spent from unrestricted funds to provide the Christian ministry from St Mary's Church, including a £76,800 contribution to the diocesan parish share, which largely provides the stipends and housing for the clergy.

The net result for the year on unrestricted funds was a surplus of £10,227. This was an unexpected outcome in a very unusual year. With very few physical services being held, collection and fee income dropped significantly. Costs were mitigated by furloughing cleaning and administration staff, and there were a number of generous donations during the latter part of the year.

Over £8,000 was spent on improvements and extensions to the audio-visual system early in the year. However, all of these costs were met through a donation.

After adding bank and deposit balances brought forward at the beginning of the year, the balance carried forward at 31st December for unrestricted funds totalled £21,370.

Restricted income / expenditure showed a surplus of £60 at the end of the year, with a restricted fund balance of £35,990.

This Annual Report was approved by the PCC on 8th March 2021 and signed on their behalf by Revd Tim Parker (PCC chairperson).

PAROCHIAL CHURCH COUNCIL OF EAST LEAKE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 December 2020

| | | Unrestricted Funds | Restricted Funds | Total Funds 2020 | Total Funds 2019 |
|------------------------------------|----------|-------------------------------|-----------------------------|---------------------------------|---------------------------------|
| Note | | £ | £ | £ | £ |
| INCOMING RESOURCES | | | | | |
| | | 111,299 | 11,650 | 122,949 | 132,319 |
| | | 15,094 | 5,745 | 20,839 | 35,598 |
| | | 117 | - | 117 | 61 |
| TOTAL INCOMING RESOURCES | 2 | 126,510 | 17,395 | 143,905 | 167,979 |
| EXPENDITURE | | | | | |
| | | - | 440 | 440 | - |
| | | 85,636 | 5,330 | 90,966 | 87,046 |
| | | 7,838 | 10,264 | 18,102 | 8,747 |
| | | 6,284 | 796 | 7,079 | 6,506 |
| | | 1,179 | 505 | 1,684 | 12,033 |
| | | 9,346 | - | 9,346 | 11,486 |
| | | - | - | - | 13,477 |
| TOTAL EXPENDITURE | 3 | 116,283 | 17,335 | 133,618 | 149,961 |
| NET INCOME/(EXPENDITURE) | | 10,227 | 60 | 10,287 | 18,018 |
| | | - | - | - | - |
| | | - | - | - | - |
| Net Movement in Funds | | 10,227 | 60 | 10,287 | 18,018 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 11,143 | 35,930 | 47,073 | 29,055 |
| TOTAL FUNDS CARRIED FORWARD | | 21,370 | 35,990 | 57,360 | 47,073 |

The notes on pages 3 to 6 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF EAST LEAKE

BALANCE SHEET

31 December 2020

| Notes | £ | 2020 Total £ | £ | 2019 Total £ |
|--|----------|--------------------|----------|--------------------|
| CURRENT ASSETS | | | | |
| Debtors and prepayments | | 7,462 | | 9,590 |
| Short Term Deposits | | | | |
| CBF Church of England Deposit Fund | | 21,611 | | 1,525 |
| Cash at Bank and in hand | | | | |
| Bank | 38,530 | | 38,054 | |
| Cash | <u>1</u> | <u>38,531</u> | <u>7</u> | <u>38,061</u> |
| Total Current Assets | | 67,604 | | 49,176 |
| LIABILITIES FALLING DUE WITHIN ONE YEAR | | | | |
| Accruals and deferred income | | (10,244) | | (2,104) |
| LIABILITIES FALLING DUE AFTER ONE YEAR | | | | |
| | | - | | - |
| NET ASSETS | | <u>57,360</u> | | <u>47,073</u> |
| ACCUMULATED FUNDS | | | | |
| Unrestricted Fund | | 21,370 | | 11,143 |
| Restricted Funds | | 35,990 | | 35,930 |
| | | <u>57,360</u> | | <u>47,073</u> |

Approved by the Parochial Church Council on 8th March 2021 and signed on its behalf by:

Chairman

Treasurer

The notes on pages 3 to 6 form part of these accounts.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable United Kingdom accounting standards, the "Statement of Recommended Practice" issued by the Charity Commissioners and the Charities Act 1993. The financial statements have been prepared under the historical cost convention. The accruals basis of accounting has been adopted. The principal accounting policies are applied consistently.

Funds

General 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 purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Incoming Resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income Tax recoverable on Gift Aid donations is recognised when income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain. Funds raised by Fund-Raising activities are accounted for gross.

Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

Outgoing Resources

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The parish share payable to the Diocese is accounted for when payable. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not legal) liability and is shown as a creditor in the Balance Sheet.

PAROCHIAL CHURCH COUNCIL OF EAST LEAKE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

| 2 Incoming Resources for the year ended | | 31 December 2020 | | TOTAL FUNDS | | TOTAL FUNDS | |
|--|--|------------------|---------------|------------------|----------------|------------------|----------------|
| | | Unrestricted | Restricted | 31 December 2020 | | 31 December 2019 | |
| | | £ | £ | £ | £ | £ | £ |
| INCOMING RESOURCES | | | | | | | |
| <i>(a) Voluntary receipts</i> | | | | | | | |
| Planned giving | | | | | | | |
| Giving on which tax is recoverable | | 74,617 | - | 74,617 | | 70,844 | |
| Income Tax recoverable on giving | | 20,583 | 2,202 | 22,785 | | 22,221 | |
| Other | | 6,985 | - | 6,985 | | 6,363 | |
| Church collections | | 831 | - | 831 | | 6,502 | |
| Donations | | 8,083 | 9,448 | 17,531 | | 25,869 | |
| | | <u>111,099</u> | <u>11,650</u> | <u>-</u> | <u>122,749</u> | <u>-</u> | <u>131,799</u> |
| <i>(b) Other voluntary receipts</i> | | | | | | | |
| Grants | | - | - | - | | - | |
| Legacies | | 200 | - | 200 | 200 | 520 | 520 |
| <i>(c) Receipts from activities for generating funds</i> | | | | | | | |
| Hall Income | | 3,663 | - | 3,663 | | 5,309 | |
| | | <u>3,663</u> | <u>-</u> | <u>-</u> | <u>3,663</u> | <u>-</u> | <u>5,309</u> |
| <i>(d) Receipts from church activities</i> | | | | | | | |
| Fees | | 2,875 | - | 2,875 | | 5,670 | |
| <i>(e) Receipts from investments</i> | | | | | | | |
| Interest | | 117 | - | 117 | | 61 | |
| <i>(f) Other miscellaneous income</i> | | | | | | | |
| Social Events | | - | - | - | | 997 | |
| Churchyard | | 111 | - | 111 | | 57 | |
| Community Choir | | - | - | - | | - | |
| Parish Weekend | | - | 155 | 155 | | 9,514 | |
| Contributions toward Youth Ministry | | - | 5,340 | 5,340 | | 5,000 | |
| Contributions toward Staff Expenses | | 3,500 | - | 3,500 | | 3,500 | |
| Printing Costs recharged | | 856 | - | 856 | | 1,997 | |
| VAT Recoverable | | - | - | - | | 2,246 | |
| Furlough Scheme Receipts | | 3,954 | - | 3,954 | | - | |
| Other income | | 134 | 250 | 384 | 14,301 | 1,308 | 24,619 |
| | | <u>126,510</u> | <u>17,395</u> | <u>143,905</u> | | <u>167,979</u> | |
| TOTAL INCOMING RESOURCES | | | | | | | |

PAROCHIAL CHURCH COUNCIL OF EAST LEAKE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

3 Expenditure for the year ended 31 December 2020

| | Unrestricted | | Restricted | | TOTAL FUNDS 31 December 2020 | | TOTAL FUNDS 31 December 2019 | |
|--|----------------|--------|---------------|--------|---------------------------------|--------|---------------------------------|--------|
| | £ | £ | £ | £ | £ | £ | £ | £ |
| RESOURCES USED | | | | | | | | |
| <i>Costs of fundraising</i> | - | | | 440 | | 440 | | |
| <i>Activities relating to the work of the Church</i> | | | | | | | | |
| Charitable giving: | | | | | | | | |
| Church overseas and missions | 3,000 | | - | | 3,000 | | 3,000 | |
| Church societies and home mission | 3,000 | | - | | 3,000 | | 3,000 | |
| Other Charities | - | 6,000 | 0 | 0 | 0 | 6,000 | 4,667 | 10,667 |
| Ministry | | | | | | | | |
| Diocesan Parish Share | 76,800 | | - | | 76,800 | | 68,000 | |
| Expenses of Incumbent | 400 | | - | | 400 | | 90 | |
| Expenses of Assistant Staff | 541 | | - | | 541 | | 1,622 | |
| Honoraria | 290 | | - | | 290 | | 485 | |
| Service Expenses | 1,773 | | - | | 1,773 | | 1,611 | |
| Organist Fees | 1,252 | | - | | 1,252 | | 4,724 | |
| Youth Ministry | 4,522 | | 5,330 | | 9,852 | | 10,324 | |
| Outreach and Messy Church | 58 | 85,636 | - | 5,330 | 58 | 90,966 | 189 | 87,046 |
| Church Running Costs | | | | | | | | |
| Insurance | 2,425 | | - | | 2,425 | | 2,360 | |
| Electricity | 1,153 | | - | | 1,153 | | 1,674 | |
| Gas | 1,685 | | - | | 1,685 | | 3,096 | |
| Water | 100 | | - | | 100 | | 64 | |
| Repairs | 379 | | - | | 379 | | 1,553 | |
| Audio Visual System | 2,096 | | 10,264 | | 12,359 | | - | |
| Quinquennial Inspection | - | 7,838 | - | 10,264 | - | 18,102 | - | 8,747 |
| Hall Running Costs | | | | | | | | |
| Insurance | 548 | | - | | 548 | | 538 | |
| Electricity | 2,086 | | - | | 2,086 | | 1,763 | |
| Caretaker | 3,000 | | - | | 3,000 | | 2,925 | |
| Repairs | 506 | | 796 | | 1,302 | | 880 | |
| Sundry Exps | 144 | 6,284 | - | 796 | 144 | 7,079 | 400 | 6,506 |
| Other Expenditure | | | | | | | | |
| Upkeep of Churchyard | 111 | | - | | 111 | | 57 | |
| Miscellaneous Expenses | 1,069 | | - | | 1,069 | | 2,222 | |
| Parish Weekend | - | | 505 | | 505 | | 8,915 | |
| Community Choir | - | | - | | - | | - | |
| Social Events | - | 1,179 | - | 505 | - | 1,684 | 839 | 12,033 |
| General Administration | | | | | | | | |
| Printing and Copying | 2,825 | | - | | 2,825 | | 4,172 | |
| Other Expenses | 1,775 | | - | | 1,775 | | 2,303 | |
| Salaries | 4,747 | 9,346 | - | - | 4,747 | 9,346 | 5,010 | 11,486 |
| Major Repairs | | | | | | | | |
| Fabric | - | | - | | - | | - | |
| New Heating Boiler | - | | - | | - | | 13,477 | |
| Installations | - | | - | | - | | - | 13,477 |
| | 116,283 | | 17,335 | | 133,618 | | 149,961 | |
| Surplus/(Deficit) for year before other recognised gains and losses | 10,227 | | 60 | | 10,287 | | 18,018 | |
| Gains/(Losses) on investment assets | - | | - | | - | | - | |
| Inter Fund Transfers | - | | - | | - | | - | |
| Net movement of Funds | 10,227 | | 60 | | 10,287 | | 18,018 | |
| Opening Reserves | 11,143 | | 35,930 | | 47,073 | | 29,055 | |
| Closing Reserves | 21,370 | | 35,990 | | 57,360 | | 47,073 | |

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PAROCHIAL CHURCH COUNCIL OF EAST LEAKE

NOTES TO THE FINANCIAL STATEMENTS (Continued)

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| | 2020 £ | 2019 £ |
|----------------------|--------------|---------------|
| 4 STAFF COSTS | | |
| Wages and salaries | <u>8,999</u> | <u>12,659</u> |

No payments have been made to members of the Parochial Church Council.

5 DEBTORS

| | | |
|-------------------------------|--------------|--------------|
| Income Tax recoverable | 2,381 | 2,726 |
| Hall Income | 1,201 | 1,000 |
| Youth Ministry | 1,340 | 1,340 |
| Compass Contribution | - | - |
| VAT Recoverable | - | 2,246 |
| Other debtors and prepayments | <u>2,540</u> | <u>2,278</u> |
| | <u>7,462</u> | <u>9,590</u> |

6 ANALYSIS OF NET ASSETS BY FUND

| | Unrestricted Funds £ | Restricted Funds £ | Total Funds £ |
|----------------------------|----------------------------|--------------------------|---------------------|
| Cash on Short Term Deposit | 21,611 | - | 21,611 |
| Other Current Assets | 10,003 | 35,990 | 45,993 |
| Current liabilities | (10,244) | - | (10,244) |
| | <u>21,370</u> | <u>35,990</u> | <u>57,360</u> |

7 FUND DETAILS

| | Balance 1 January | Income | Expenditure | Balance 31 December 2020 |
|--|----------------------|---------------|---------------|-----------------------------|
| Restricted Funds; | | | | |
| Church Fabric Fund | 9,012 | 10,479 | 10,264 | 9,228 |
| Hall Fabric Fund | 796 | - | 796 | - |
| Parish Weekend | 1,013 | 155 | 505 | 663 |
| Flower Fund | 115 | 10 | - | 125 |
| Disadvantaged Fund | 708 | - | - | 708 |
| Young Children / Holiday Club | 37 | 313 | 144 | 205 |
| Youth Ministry Fund | 1,107 | 5,340 | 5,186 | 1,261 |
| Charities | - | - | 0 | (0) |
| Childrens Mission (inc Church extension) | 23,141 | 1,099 | 440 | 23,800 |
| | <u>35,930</u> | <u>17,395</u> | <u>17,335</u> | <u>35,990</u> |

The Endowment Capital of the Birchnall, Potter and Little/Godber Capital Endowment Funds comprise a combination of CBF Shares and deposits.
At 31 December 2020 the value of the funds was £2395 (2019: £2259).

Independent Examiners Report to the PCC of St. Mary's East Leake

For the year ended 31 December 2020

This report is on the Accounts of the PCC for the year ended 31 December 2020 as set out on pages 1 to 3.

Respective responsibilities of trustee and examiner

As members of the Parochial Church Council (PCC) you are responsible for the preparation of the accounts; you 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
- * to follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Charities Act; and
- * to state whether particular matters have come to my attention.

Basis of this Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion 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 matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - * to keep accounting records in accordance with section 130 of the Charities Act; and
 - * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Simpkin
Rempstone

12 February 2021