

**CHARITY COMMISSION**  
**Annual Report and Financial Statements of**  
**the Parochial Church Council of Penkridge**  
**with Stretton**

*Charity registration number:1131086*

**For the year ended 31<sup>st</sup> December 2020**

## The Parochial Church Council of Penkridge with Stretton Trustees' Annual Report for the year ended 31<sup>st</sup> December 2020

### Objectives and Activities

The Parochial Church Council of Penkridge with Stretton (the PCC) has the responsibility of co-operating with the incumbent, the Reverend Greg Yerbury, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelical, social and ecumenical. The PCC is also spiritually responsible for the maintenance of the church

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Penkridge with Stretton. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer, scripture, music and sacrament. Also, through non sacramental activities of hospitality and fellowship we aim to reach non churched members of the community.

#### Public Benefit

The trustees of the PCC are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of Penkridge with Stretton it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
- Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

### Financial Review

#### Summary

The 2020 Accounts comprise the merged figures for Penkridge and Stretton as this constitutes the legal entity for the PCC. Accounts for St Michaels, Penkridge and St Johns, Stretton were previously reported on separately.

Overall receipts (£111,997) in 2020 were down by £67,574 compared to 2019 (£179,571).

The income was very significantly boosted by a generous anonymous donation totalling £19,500.

As stated below in the section 'The Coronavirus Pandemic' income from fund raising activities has been very significantly impacted.

Overall expenses were reduced by £6,855 to £143,024 compared to 2019 (£149,879)

St Michaels Quinquennial repairs, electrical work and treatment of the Death-watch beetle infestation accounted for expenditure of £39,955. However, we were able to reclaim £6,695 of this via the Listed Places of Worship Grant Scheme (LPWGS).

We were also very fortunate to receive grants from the Friends of St Michaels Church totalling £33,500 towards the cost of repairs and maintenance work.

Expenditure on Utilities was significantly reduced due to the closure of churches during Coronavirus lockdowns and a much reduced church service schedule for the remainder of the year.

The Church Hall Debt has been reduced to £25,232

The Parish Share for 2021 remains at £80,324.

The PCC did not meet its Parish Share Target for 2020, the shortfall being £5,843.

### Reserves Policy

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months unrestricted payments. This is equivalent to £27,125. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year end was £27,704 (St Michaels, Penkridge) which is marginally higher than this target.

### Safeguarding

The PCC believe they have fulfilled their duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

### Reporting Serious Incidents

A Serious Incident is an adverse event, whether actual or alleged, which results in or risks significant harm to the charity's beneficiaries, employees, office holders, volunteers or to others who come into contact with the charity through its work, loss of the charity's money or assets, damage to the charity's property or harm to the charity's work or reputation.

The trustees are not aware of any Serious Incidents in the last year

### The Coronavirus Pandemic

2020 was a particularly challenging year with the outbreak of the coronavirus pandemic and the consequent national lockdowns, restrictions on routine services, weddings and funerals as well as fundraising and other community events planned during the year. The PCC have tried to remain positive throughout to support the community as well as the fabric of our wonderful church building(s).

Income has dropped considerably and particularly from Plate Collections and Fund Raising activities such as Fellowship Lunch, Café Church etc. However, we have seen an increase in other forms of giving such as standing orders, one-off donations. Whilst some of the expenditure fell during the year, there is still an unplanned shortfall. The Diocese offered to waive the Parish Share for 1½ months which has been most welcome.

The clergy, PCC and other members of the congregation have worked extremely hard producing online services/reflections that have reached a broader audience than the routine congregation. It is hoped that this regular virtual contact has provided support to those most vulnerable.

## **Risk Management**

The Church Wardens carry out regular Health and Safety Reviews and regularly inspect premises for potential hazards. We have safeguarding policies in place for child protection and for work with vulnerable adults, including rigorous DBS checking of staff and volunteers. Our insurances are reviewed annually to ensure adequate cover. An informal review of any new risks which may impact the work of the Church in the Parish is ongoing.

## **Structure, Governance and Management**

The PCC is a Body Corporate established by the Church of England and is a Charity registered with the Charity Commission. The PCC is governed by the Parochial Church Council Powers Measure (1956) as amended that came into effect on 2<sup>nd</sup> January 1957, and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

The method of appointment of the PCC members is set out in the Church Representation Rules. The Council comprises the Incumbent, the Churchwardens, a representative of the Readers, those elected to the Deanery Synod, and other members who are elected at the Annual Parochial Church Meeting, by those on the Electoral Roll. The PCC members receive training from courses run by the Diocese. Members of the congregation are always urged to join the Electoral Roll, and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. The PCC meet 6 times a year.

### *Sub Committees*

There are several sub-groups which meet as necessary and report back to the PCC: During the Pandemic only the Stewardship group have met

### *Risk Management*

Health and Safety is a standard item on the PCC agenda, addressed by a nominated member of the PCC, Mr A French. The Health and Safety Policy is published on the website – [stmichaelspenkridge.co.uk](http://stmichaelspenkridge.co.uk). Safeguarding is also a standard item on the agenda. The Safeguarding coordinators during this year were Mrs. S Moore and the Rector.

## Achievements and Performances

The Penkridge Parish is a lively, busy place with members of the congregation involved in various ministries. There are many areas where lay people either assist our clergy or carry out ministries on their behalf. Our Team is always seeking to review and improve its ministry to our communities, reaching out wherever God leads us.

### *Number of different services*

Services on Sundays in St. Michael's Parish Church have been significantly affected by the demands of the Covid19 Pandemic. During the past year when services have been permitted they have generally followed this pattern

Family Communion (CW)	10.30am (average attendance 60)
Family Service	10.30am (3rd Sunday in month average attendance 45)
Messy Church	Key dates in the church calendar

### Services during the week in St. Michael's Parish Church

Morning Prayer	Monday, Tuesday, Thursday, Friday,
Holy Communion (BCP)	10.30am Wednesdays
Holy Communion & Morning Prayer	At various additional times during Lent

### Services at Stretton Church

Evensong	4.00pm 1st Sunday in month
Holy Communion (CW)	10.30am 3rd Sunday of month

### Services at Levedale Mission Church

Holy Communion (CW)	9am 4th Sunday in month
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St. Michael's is the parish church for the village of Penkridge and so offers various styles and traditions of worship as we seek to enable all people to come closer to God in their own way.

Worship on Sundays begins with 8am BCP Holy Communion, including a homily.

Every Sunday at 9:00am and on Feast Days, the Roman Catholic congregation celebrate Mass in St Michael's, as they have for around thirty years.

Our main Sunday service is at 10.30am. On three Sundays each month it is a vibrant service of Holy Communion following Common Worship Order One. Music is a mix of new and traditional, using video production. The congregation serve in various ways including welcoming, reading, leading intercessions, prayer ministry, and serving coffee.

On the third Sunday of each month, we have an informal Family Service, led by a team of lay people and clergy. Messy Church is now integrated into these and other services throughout the year.

On the third Sunday of each month there is a Baptism service

During the week Morning Prayer is said on Mondays, Tuesdays, Thursdays and Fridays at 9am.

On Wednesdays there is a BCP service of Holy Communion at 10.30am, including a homily, which has a congregation of 25-40.

The attendance on Christian Feast days noticeably increases.

#### Policy for Baptism

There are no restrictions for Baptism in the Team.

At Penkridge, a team of Baptism Visitors has been trained who support the family. Those to be baptised are welcomed at the Family Service in the month preceding their Baptism and are supported by the members of the Visiting Team.

A Baptism Preparation Evening is held with the Team and Clergy in Church a few days before the actual service, when parents and godparents (if available) are given an explanation of what baptism means and what will happen on the actual day (usually at 12:30pm on the third Sunday of the month).

Anniversary of Baptism cards are delivered for four years.

#### Policies for Marriage and Funerals

These follow Church of England guidelines.

Wedding Preparation sessions following the “Wedding Project” scheme have been introduced.

There are no restrictions for funerals in Penkridge Parish. Funerals are currently taken by the Rector, a Curate and one of the Readers. As far as the PCC there are no spaces other than a number of informally reserved burial slots scattered through the churchyard. The PCC is in the process of regularising these informal reservations. New Churchyard regulations are on force. It has been recently found that there are spaces for a approximately 14 further burials of cremated remains

Cards are delivered to the bereaved on the first anniversary of death, to the sick at home and in hospital, and the newly trained Pastoral Team share with clergy in visiting the sick and housebound. The recently trained and renewed Bereavement Team also share with clergy in visiting the bereaved.

#### Mission Activities through community events

Many of the normal activities have been suspended during the pandemic but activities have been held on Mission Activities through community events

#### Groups include

Men's Group

The Ladies' Group aka “Leisurely Ladies”

#### Children and Youth

The Church and Church Hall are open to school children, and many local clubs and organisations. Although the pandemic has severely curtailed many of our activities they are designed for specific age groups, specifically our Pre-school Noah's Ark, the ecumenical holiday clubs and our own Messy Church.

## Prayer

Prayer Ministry-Prayer Chain -Prayer Walking - Prayer Box - Prayerline.

## Courses and study groups

Study groups have been held by zoom during the past year

Training for ministry is encouraged and supported and there is currently one reader in training

## Annual Fabric Report

The requirements for a Dementia friendly Church are being looked at. The Organ Group continue to raise money for the restoration of the Church Organ. The Quinquennial Inspection requirements are being carried out.

## CHURCHYARD

The Church Men's Group carried out their annual tidying in the churchyard. Grateful thanks should be given to all those who took part.

## Reference and Administrative details

The Churches are situated in Penkridge, Stretton, Levedale & Pillaton and are part of the Deanery of Penkridge, in the Diocese of Lichfield. The correspondence address is:-

The Rectory,  
New Road,  
Penkridge,  
Stafford.

Our website address is: [www.stmichaelspenkridge.co.uk](http://www.stmichaelspenkridge.co.uk)

PCC members who have served from 1<sup>st</sup> January 2020 until the date this report was approved were:

### Ex Officio Members:

The Incumbent	The Reverend Greg Yerbury (Chairman)
Reader	Mrs E. Burd and Mr J. Burd
Curate	Rev A Arthur
Churchwardens	Mrs S. Moore & Secretary from October 2020 Mrs C French until October 2020 Miss C Holden from October 2020
Deputy Wardens	Mr A French until October 2020 & Secretary until October 2020 Miss C Holden until October 2020
Churchwardens at St John's	Mr T Hodgkinson, Mr J Linney
Vice Chairman	Mr D Spencer
Deanery Synod Reps	Mrs M. Maiden, Mr J Burd, Mrs H Palfrey
Elected Members	Mrs C Beardsmore (from October 2020), Mr K Bradley (until October 2020), Mr R. Cousins (until October 2020), Mr P Haime (Treasurer), Mrs J. Jenkins, Mr D Knaggs,

Mr R. Maiden,  
Mr A. Moore (until October 2020),  
Mr D. Spencer,  
Mr R. Stokes,  
Mr J. West (until October 2020),  
Mrs J. West (until October 2020),  
Mrs K Willits.

Names and addresses of advisers

Bank(s)                                      Lloyds Bank PLC


Independent                                      Jonathan Hill  
Examiner                                      For and on behalf of Lichfield Diocesan Board of Finance  
    St Marys House, The Close, Lichfield WS13 7LD

Approved by the PCC on ..... 2021 and signed on its behalf by:

.....  
Reverend Greg Yerbury (Chairman)                                      (Vice Chairman/Secretary etc)



## ACCOUNTS JANUARY TO DECEMBER 2021

 <b>Return of Parish Finance</b> <b>January to December 2020</b>		<b>Parish Name:</b> The PCC of Penkridge with Stretton		<b>If the form is NOT completed for the entire parish,</b> <b>please list below the churches included:</b>		<b>Parish Code</b> <b>(6 digits):</b>	
<b>30 Are your accounts Receipts and Payments [ X ] -OR- Accruals [ - ] ? (indicate ONE)</b>						<b>Deanery:</b> Penkridge <b>Diocese:</b> Lichfield	
RECEIPTS/INCOME		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)	PAYMENTS/EXPENDITURE		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)
	<b>Voluntary giving</b>				<b>Costs of generating funds</b>		
1	Planned giving	£ 51,255	£ 1,130	17	Costs of fundraising activities	£ 600	£ -
3	Collections at services	£ 2,599	£ -		<b>Church activities</b>		
4	All other giving and voluntary receipts, including special appeals (recurring and one-off)	£ 23,603	£ 173	18	Mission giving and donations	£ 5,326	£ -
6	Gift Aid recovered (planned giving and one-off donations)	£ 6,114	£ 339	19	Diocesan parish share contribution	£ 64,440	£ -
7	Legacies received (capital value)	£ -	£ 1,000	20	Salaries and wages	£ 2,465	£ -
8	Grants (include recurring and one-off)	£ 7,888	£ 999	21	Clergy and staff expenses	£ 4,786	£ -
	Total voluntary giving	£ 91,459	£ 3,642		<b>Church expenses</b>		
9	Fundraising activities (gross proceeds)	£ 200	£ -	22	Mission and evangelism costs	£ 603	£ -
	<b>Income from investments</b>			23	Church running expenses (including governance)	£ 21,547	£ 1,021
10	Dividends, interest, income from property etc.	£ 109	£ 31	24	Church utility bills	£ 5,376	£ 2
	<b>Church activities</b>			25	Costs of trading	£ -	£ -
11	Fees retained by PCC (weddings, funerals etc.)	£ 12,340	£ -	27	Major repairs to the church building	£ 3,357	£ 33,500
12	Trading activities (gross proceeds), NOT fundraising	£ 2,962	£ 210	28	Major repairs to church hall/other PCC property including redecoration	£ -	£ -
	<b>Other incoming resources</b>			29	New building work to the church, church hall, clergy housing or other PCC property.	£ -	£ -
13	Other receipts/income not already listed <b>PLEASE NOTE BRIEF DETAILS IN BOX E</b>	£ 1,042	£ -		<b>Other expenditure</b>		
	<b>Totals (from Financial Statements)</b>	<b>Unrestricted</b>	<b>Restricted</b>	99	Other payments/expenditure not already listed <b>PLEASE NOTE BRIEF DETAILS IN BOX E</b>	£ -	£ -
A	RECEIPTS/INCOME	£ 108,114	£ 3,883		<b>Totals (from Financial Statements)</b>	<b>Unrestricted</b>	<b>Restricted</b>
B	<b>COMBINED TOTAL</b>	£ 111,997		C	PAYMENTS/EXPENDITURE	£ 108,501	£ 34,523
	<b>PLANNED GIVERS AND LEGACIES</b>			D	<b>COMBINED TOTAL</b>	£ 143,024	
14	Number of planned givers			31	<b>CASH AND INVESTMENT BALANCES</b>	<b>UNRESTRICTED</b>	<b>RESTRICTED</b>
16	Number of new legacies received in year			32	Cash and deposit balances as at 31/12/20	£ 27,704	£ 44,861
					Investments as at 31/12/20	£ -	£ -
Please refer to the accompanying notes to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in <i>PCC Accountability</i> , 5th edn..		<b>Name</b>		<b>Date</b>			
		<b>Position</b>					
		<b>Email or telephone</b>					
Looking back across 2020, were there any exceptional circumstances (other than COVID 19) that may have led to unusual figures? Please provide details in this box.							

## **Independent Examiner's Report to the trustees/members of the PCC of Penkridge with Stretton**

Registered Charity number 1131086

I report on the accounts for the year ended 31st December 2020 which are set out on the following pages.

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

The charity's trustees 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) 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 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 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 matters have 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 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.

Signed:  .....

Date: 17 MAY 2021 .....

Jonathan Hill FCMA CGMA  
Lichfield Diocesan Board of Finance  
St Marys House, The Close, Lichfield WS13 7LD