



**Annual Report
and
Financial Statements
of the
Parochial Church Council
of the Parish of St Mary the Virgin
Prittlewell**

Registered Charity Number 1131704

for the year ended 31 December 2023

Incumbent:
The Reverend Paul Mackay

The Vicarage
489 Victoria Avenue
Southend on Sea
Essex
SS2 6NL

CONTENTS

| | Page Nos |
|--|-------------|
| Trustees' Report for the Year Ended 31 December 2023 | 3 - 9 |
| Statement of Financial Activities for the year ended 31 December 2023 | 10 |
| Statement of Financial Activities for the year ended 31 December 2022 | 11 |
| Balance Sheet as at 31 December 2023 | 12 |
| Statement of Cash Flows | 13 |
| Notes forming part of the financial statements | 14 - 27 |
| Independent Examiner's Report | 28 |

St Mary the Virgin Prittlewell Parochial Church Council

Name and Address

The Parochial Church Council of the
Ecclesiastical Parish of St Mary the Virgin, Prittlewell
East Street
Prittlewell
Southend on Sea
SS2 6LQ

Website

<https://www.stmarysprittlewell.co.uk>

Legal Status

The Parochial Church Council (PCC) is registered as a charity with the Charity Commission for England and Wales under charity registration number 1131704 and is a Body Corporate under the "Parochial Church Councils (Powers) Measure 1956".

Current Accounts

Santander UK plc
Bridle Road, Bootle
Merseyside
G1R 0AA

Unity Trust Bank
4 Brindley Place
Birmingham
B1 2JB

Lawyers

Winckworth Sherwood
Arbor
255 Blackfriars Road
London
SE1 9AX

BTMK Solicitors
19 Clifftown Road
Southend-on-sea
SS1 1AB

Deposit Account

CCLA Investment Management Ltd
The CBF Church of England Funds
80 Cheapside
London
EC2V 6DZ

Architect

Purcell
St Mary's Hall
Rawstorn Road
Colchester
CO3 3JH

Independent Examiner

Rickard Luckin Limited
Chartered Accountants
1st Floor
County House
100 New London Road
Chelmsford
CM2 0RG

Administrative Information

St Mary's Church is situated in Prittlewell, Southend-on-Sea. It is part of the Diocese of Chelmsford within the Church of England. The correspondence address is St Mary's Centre, Hill Road, Southend-on-Sea SS2 6JT

PCC members and Charity Trustees

Those who served at any time from 1st January 2023 until the date this report was approved are:

| | | |
|---|--|------------|
| Incumbent: | Rev Paul Mackay | Chair |
| Associate Priest: | Rev Jacky Lindoe | |
| Churchwardens (2): | Mr Keith Turner Mr John Tipping (elected 23 April 2023) | Vice-chair |
| Representatives on the Deanery Synod (3): | Mrs Teresa Church Mr Peter Sloman Mr John Tipping (PCC Treasurer) | |
| Elected members (9): | Mr Richard Anderson (retired 23 April 2023) Mr Philip Briant Mrs Marianne Fowle Mrs Daunelle Green (elected 23 April 2023) Mr Robert Harvey Mrs Lynne Hickie (elected 23 April 2023) Mrs Patricia Johnson Dr Christiane Korsten Mrs Melanie van Looy Miss Wendy Perry | |
| In attendance at meetings: | Miss Lois Blakey (Children & Families Worker) Mrs Sue Mackay (PCC Secretary) | |

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.

The Trustees paid due regard to guidance issued by the Charity Commission for England and Wales in deciding what activities the Charity should undertake.

It is confirmed that, in carrying out the charity's activities, the Trustees have had regard to the Charity's Commission guidance on public benefit.

Achievements and Performance

The aims and objectives of St Mary the Virgin Church, Prittlewell, and members of the Christian community there, include:

Regular public worship;
Provision of accessible public sacred space for prayer and reflection;
The promotion and teaching of Christianity;
Engagement with the local community;
Provision of pastoral care and support;
Work with local schools, in particular St Mary's Church of England Primary School, and with uniformed organisations;
Support of other charities at home and abroad.

These aims and objectives are fulfilled normally in the following ways (see below), however there was some continued 'fallout' of the global pandemic during 2021/22. Some weddings and baptisms were postponed, from 2021/22 until 2023. Then in October of 2022 the church building was closed for public worship (which continued in the church hall) whilst some re-ordering of the chancel end of the nave commenced. This involved (following the granting of Faculty) the removing of 6 pews and the raised floor they were fixed to leading to excavation work and the inability to use the church. It was hoped that the church would be useable by Advent 2022 but due to archaeological 'finds' and revaluating the works to reinstate the 'new' floor installation, worship through Advent remained in St Mary's Hall. We were able to return to the church on Easter Day 2023.

The following is given as an outline of our 'normal' regular activities and incorporates some of the changes throughout the year.

When able, the largely Norman church of St Mary the Virgin is open to the public for both the conduct of acts of worship and to provide a still and beautiful place for reflection, prayer and exploration. When possible, groups from local schools, historical societies, uniformed organisations and community groups, as well as individuals, were able to visit the church by appointment.

Acts of worship are normally conducted each Sunday morning and evening every week, and at various times on other days of the week, as well as numerous occasional offices (marriages, baptisms and funerals).

Support is given to those attending worship/visiting the church with physical or mental disabilities. Large print service books, and disabled toilet facilities are provided.

A well-established Saturday morning bell-ringing school is normally held in the church tower, teaching many people of mixed ages the skills of campanology, being drawn from a wide area.

The churchyard provides people with a green space in a busy built-up area which we ensure is well maintained and cared for, we have 'experimented' with a 'wild meadow' area in order to promote a 'natural environment' for animals and plant life.

Pastoral care initiatives are overseen by both clergy and laity amongst the people of the community, comprising friendship visits, bereavement support, marriage preparation and guidance, care for the sick and dying, and administration of the sacraments to the housebound and ill.

Social events are organised and offered to members of the congregation and wider community.

Work with young people included visits of clergy and our Children and Families Worker to local schools and the facilitating of school visits to the Church. Acts of worship were conducted for St Mary's Primary School, and teaching which spanned religious, historical, social and moral issues was delivered. A number of members of the congregation supported the Church of England Primary School of St Mary's as Governors. Uniformed Groups (Rainbows, Brownies, Beavers, Cubs and Scouts) were visited, and church hall meeting space was provided free of charge for these church-sponsored groups. The Children and Families Worker runs our Junior Church which has grown in popularity and has organised a number of youth themed events during the year in the church and grounds and at the school.

We have recommenced some limited charitable giving and supporting fundraising events. We were however able to provide financial support to many organisations and charities, including the Children's Society, HARP (a local homelessness project), Fairhavens/Little Havens Hospices and the Church Mission Society. In September for the second time the church was open as part of the National Heritage Open Days, which was well attended and supported by the local museum service. Tinned goods were collected at Harvest Festival and toys at a special December Service, which were then donated to a local community groups.

The church's environmental policy continued to provide a framework against which to consider the environmental impact of our activities. The church is an affiliated member of the Fair Trade Foundation and uses fair trade products when offering refreshments and is a living wage employer.

In the parish both Lent and Advent courses provided teaching and opportunities for discussion on religious themes and we held a 24 Hours of Prayer event both in the church and facilitated people to do this in their own homes. Bible Study notes are made available to those members of the congregation who would wish to receive them.

Good links were maintained with the neighbouring Royal Naval Association (the incumbent is their chaplain), and the Mayor's office, with the Mayor (the incumbent was appointed mayors chaplain for the year from May 2020), and the local MP, attending a number of events and services during the year.

Our Memorial Garden for the interment of ashes continues to be used and is seen to be a valued part of the churchyard.

Current Priorities and Future Developments

Following the 2018 quinquennial report, a schedule of repairs and maintenance was drawn up. A further report was received in 2023 and the schedule is being revised and updated accordingly. Some

of the needed works to the roof were undertaken. As already mentioned internal alterations to the church building have been completed, so that it may become a more flexible space for worship and other activities and meetings. We hope to begin to look at reordering the west end of the church in 2024 and encouraging new users of our new church centre which forms the east end of St Mary' Hall.

Financial review

In 2023 the total income from all sources was £601,075 (£766,812 - 2022) of which £99,697 was from legacies. The Listed Places of Worship VAT scheme whereby VAT may be reclaimed on certain qualifying expenditure is extremely valuable.

- Income from commercial property rents continues to be valuable but one tenant has failed to pay for the second year running. The Trustees have commenced legal proceedings to regain possession of the property;
- Income from halls has remained flat for the year but a number of community groups are starting to use the refurbished community centre which will generate additional income;
- Gift aid continues to be a valuable source of income;
- As always, the Trustees are grateful to our Church family who give freely and regularly during the year through the giving schemes.

Revenue expenditure in 2023 amounted to £412,423 (£330,417 - 2022). There was capital expenditure as follows:

- refurbishing the west end of St Mary's hall - £161,696;
- additional sound equipment for the church - £5,990;
- furniture for St Mary's Centre - £9,481;
- Soft play and sensory room equipment - £31,582;
- Staging for the church - £12,992;
- Gates for St Mary's Centre - £3,012.

This capital investment demonstrates the Trustees' commitment to the ongoing mission and ministry work of the charity.

- The Parish Share payable to the Chelmsford Diocesan Board of Finance was £45,633. The Trustees paid this in full adding an additional amount of £4,367 to bring the total to £50,000 showing the parish's commitment to diocesan ministry and other costs;
- Salary costs amounted to £47,565 (£44,336 – 2022) as our employees provide valuable support to mission and ministry in their respective spheres;
- We continue to manage our costs carefully. A number of energy suppliers were due for contract renewal during the year and we used various energy brokers to secure good deals with regard to tariffs.
- With the sale of 27 Tickfield Avenue there are currently sufficient cash reserves and the Balance Sheet remains strong. The General Fund which is for the day to day running of the charity had a credit balance of £15,443 at year end. The total free unrestricted reserves at year end were £347,425. Of this amount £331,982 relates to the net proceeds of the sale of 27 Tickfield Avenue which the Trustees have designated as the "Tickfield" fund for future mission and ministry projects.

Reserves policy

Periodically the PCC reviews its unrestricted reserves. The balances held in designated Funds are reviewed, aiming to make the best possible use of Charity money. Monies under PCC control are used in compliance with the objects of the PCC, and with current guidance from the Charity Commission for England and Wales on using Charitable Funds. Restricted reserves are only used in compliance with the stated wishes of the donors.

The Trustees intend to hold reserves sufficient for 12 months expenditure. Currently with free reserves of £331,982 and annual expenditure projected to be £285,000, sufficient reserves are held to meet this policy.

Risk management

Potential adversities may be categorised according to their combined risk/impact potential. Those with a high risk but low impact are set at one end of the scale, with low risk/high impact at the opposite end. Both parameters are important and both risk and impact should be minimised.

Financial risks are a reduction in income and/or an increase in costs. Both have the potential to have a major impact on the capacity of St Mary's Church to continue all her present activities and functions.

Over 2023 unrestricted non-investment income has remained more or less stable. The Parish is fortunate in having a number of income strands which are independent of congregational giving.

It is difficult to assess what the impact would be of a significant decrease in congregational giving without quantifying the decrease. The risk of any decrease is probably correctly judged as medium (given the current financial state of the UK) and the impact it would have can only be judged as high. The Trustees are well aware of the need to raise funds from elsewhere as well.

The Trustees are aware of the danger inherent in having organisational knowledge (of how to run the component parts of the church) residing in a limited number of people. The Trustees are actively seeking to reduce the risk (high to medium at present) by popularising the 'every member ministry' concept, and by increasing transparency and openness.

Physical risks, to people, are judged low, but would have a high impact if they materialised. St Mary's carries an appropriate level of insurance for both public, employees and volunteers. Other risks are also recognised: the protection of children and vulnerable adults is taken seriously, and St Mary's complies with the relevant Diocesan Policies. The PCC is working towards lower risk/impact potential, not just financial, but across all areas.

Structure Governance and Management

The method of appointment for Parochial Church Council members is set out in the Church Representation Rules. The PCC looks after the general running of the Church and oversees the finances.

St Mary's PCC consists of the Vicar, 1 Associate Minister/Priest, 2 Churchwardens, 3 Deanery Synod Representatives, and 9 elected Lay Members. The Deanery Synod Representatives, (in addition to their general PCC responsibilities) attend meetings with clergy and PCC representatives from other churches, to help to support and further the mission of the Anglican churches within the Southend Deanery and the wider Diocese. All members must be nominated and elected at the Annual Parochial Church Meeting (APCM) before they can serve on the PCC, except the Vicar, ex officio members and any members subsequently co-opted.

Parochial Church Councillors are elected annually and the terms of office are staggered. They serve for a period of three years and may then seek re-election for a further three-year period. After six consecutive years they are required to stand down for at least one year before seeking re-election. Churchwardens are elected annually. Deanery Synod Representatives are elected for three years at a time. The PCC Secretary and the Treasurer are appointed from within the PCC or from the general church membership.

All Parochial Church Councillors are required to be on the Church electoral roll and should be communicant members of the Church of England. Members of the congregation are encouraged to stand for election to the PCC.

The PCC operates through its committees and working groups which meet between full meetings of the PCC. St Mary's has the following:

Standing Committee - This is the only committee required by law. It has the power to transact the business of the PCC between meetings, subject to any directions given by the PCC. It is responsible for the properties in the Parish Property Portfolio.

Pastoral Care – Headed up by the Associate Minister, this group, when able, attends to visiting housebound or sick parishioners in their homes or in hospital, including taking Communion.

Church Attendance

There are 110 parishioners on the Church Electoral Roll (2022:110), of whom 65 are not resident in the Parish (2022: 63).

Safeguarding of Children and Vulnerable Adults

Miss Lois Blakey acts as the parish's Safeguarding Officer. The PCC annually agrees to adopt the Church of England's Safeguarding policy and other policies relevant to Safeguarding. And has complied with the duty under section 5 the requirements imposed by the code under section 5A of the Safeguarding and Clergy Discipline Measure 2016.

The PCC takes very seriously its responsibilities under various safeguarding legislation. This year all of the PCC members undertook the Church of England's Basic Awareness Safeguarding training online.



Approved by the Parochial Church Council as Trustees on 20 March 2024 and signed on their behalf by The Rev'd Paul Mackay (PCC Chair).

STATEMENT OF FINANCIAL ACTIVITIES

For the year ending 31st December 2023


| | | Unrestricted Funds | | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|---|----|--------------------|-----------------------|-----------------------|--------------------|--------------------|
| | | General Fund £ | Designated Funds £ | | | |
| Note | | | | | | |
| Voluntary income | 3a | 189,968 | 59,232 | 12,500 | 261,700 | 583,217 |
| Activities for generating funds | 3b | 1,156 | - | - | 1,156 | 1,066 |
| Church activities | 3c | 15,829 | - | - | 15,829 | 18,573 |
| Income from investments | 3d | 84,679 | 218,098 | - | 302,777 | 159,864 |
| Other income | 3e | 3,267 | 16,346 | - | 19,613 | 4,092 |
| TOTAL INCOME | | 294,899 | 293,676 | 12,500 | 601,075 | 766,812 |
| <u>EXPENDITURE</u> | | | | | | |
| Church Activities | 4a | 288,674 | 106,498 | 13,951 | 409,123 | 328,277 |
| Governance Costs | 4b | 3,300 | - | - | 3,300 | 2,140 |
| | | 291,974 | 106,498 | 13,951 | 412,423 | 330,417 |
| NET INCOME/(EXPENDITURE) BEFORE INVESTMENT GAINS | | 2,925 | 187,178 | (1,451) | 188,652 | 436,395 |
| NET GAIN ON INVESTMENTS | | - | - | - | - | - |
| NET INCOME/(EXPENDITURE) | | 2,925 | 187,178 | (1,451) | 188,652 | 436,395 |
| TRANSFERS BETWEEN FUNDS | | - | - | - | - | - |
| NET MOVEMENT IN FUNDS | | 2,925 | 187,178 | (1,451) | 188,652 | 436,395 |
| Total funds brought forward | | 12,518 | 1,922,123 | 17,006 | 1,951,647 | 1,515,252 |
| Total funds carried forward | | 15,443 | 2,109,301 | 15,555 | 2,140,299 | 1,951,647 |

For the year ending 31st December 2022

| | Unrestricted Funds | | Restricted | TOTAL |
|---|--------------------|----------------|---------------|----------------|
| | General | Designated | Funds | 2022 |
| | Fund | Funds | Funds | 2022 |
| | £ | £ | £ | £ |
| Voluntary income | 61,595 | 512,700 | 8,922 | 583,217 |
| Activities for generating funds | 1,066 | - | - | 1,066 |
| Church activities | 18,573 | - | - | 18,573 |
| Income from investments | 159,441 | - | 423 | 159,864 |
| Other income | 1,836 | - | 2,256 | 4,092 |
| TOTAL INCOME | 242,511 | 512,700 | 11,601 | 766,812 |
| <u>EXPENDITURE</u> | | | | |
| Raising funds | - | - | - | - |
| Church Activities | 263,441 | 9,561 | 55,275 | 328,277 |
| Governance Costs | 2,140 | - | - | 2,140 |
| | 265,581 | 9,561 | 55,275 | 330,417 |
| NET INCOME/(EXPENDITURE) BEFORE INVESTMENT GAINS | (23,070) | 503,139 | (43,674) | 436,395 |
| NET GAIN ON INVESTMENTS | - | - | - | - |
| NET INCOME/(EXPENDITURE) | (23,070) | 503,139 | (43,674) | 436,395 |
| TRANSFERS BETWEEN FUNDS | - | 163,045 | (163,045) | - |
| NET MOVEMENT IN FUNDS | (23,070) | 666,184 | (206,719) | 436,395 |
| Total funds brought forward | 35,588 | 1,255,939 | 223,725 | 1,515,252 |
| Total funds carried forward | 12,518 | 1,922,123 | 17,006 | 1,951,647 |

BALANCE SHEET AS AT 31ST DECEMBER 2023

| | | 2023 £ | 2022 £ |
|---|------|-------------------------|-------------------------|
| | Note | | |
| FIXED ASSETS | | | |
| Tangible | 5 | 707,019 | 489,848 |
| Investments | 6 | 1,070,300 | 1,150,300 |
| | | | |
| CURRENT ASSETS | | | |
| Stock | 7 | - | 30 |
| Debtors and Prepayments | 8 | 6,666 | 510,402 |
| Cash at bank and in hand | | 382,056 | 68,977 |
| | | | |
| LIABILITIES | | | |
| Creditors - amounts falling due within one year | 9 | 25,742 | 267,910 |
| | | | |
| NET CURRENT ASSETS/(LIABILITIES) | | <u>362,980</u> | <u>311,499</u> |
| | | | |
| TOTAL ASSETS | | <u>2,140,299</u> | <u>1,951,647</u> |
| LESS CURRENT LIABILITIES | | | |
| | | | |
| TOTAL NET ASSETS | | <u><u>2,140,299</u></u> | <u><u>1,951,647</u></u> |
| | | | |
| PARISH FUNDS | | | |
| Unrestricted - General | | 15,443 | 12,518 |
| Unrestricted - Property | | 1,701,517 | 1,619,821 |
| Unrestricted - Designated | | 331,983 | 281,975 |
| Unrestricted - Equipment Reserve | | 75,802 | 20,327 |
| Restricted | | 15,554 | 17,006 |
| | | <u>2,140,299</u> | <u>1,951,647</u> |



Approved by the Parochial Church Council as Trustees on 20 March 2024 and signed on their behalf by John Tipping F.C.C.A. (Honorary Treasurer)

STATEMENT OF CASH FLOWS

| | 2023 £ | 2022 £ |
|--|----------------|------------------|
| <i>Cash flows from operating activities</i> | | |
| Net cash flows from operating activities | 243,343 | 220,641 |
| <i>Cash flows from Investing activities</i> | | |
| Purchase of tangible fixed assets | (270,264) | (386,467) |
| Proceeds from the sale of property | 340,000 | - |
| | <u>313,079</u> | <u>(165,826)</u> |
| Net increase in cash and cash equivalents | 313,079 | (165,826) |
| Cash and cash equivalents at 1 January | 68,977 | 234,803 |
| Cash and cash equivalents at 31 December | <u>382,056</u> | <u>68,977</u> |

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2023

1. Basis of Preparation

Basis of Accounting

- The financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice' as amended for bulletin 1 & 2 applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2019 and the "Church Accounting Regulations 2006".
- "The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following '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 Republic of Ireland (FRS 102) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn."
- The Trustees consider that there are no material uncertainties about the PCC's ability to continue and accordingly the accounts have been prepared on a going concern basis.

2. Principal Accounting Policies

Incoming resources

- Incoming resources are included in the Statement of Financial Activities when the PCC has entitlement to the benefit of the resources, the inflow of economic benefit is probable and the monetary value can be measured with sufficient reliability.
- Gift aid receivable is included in income when there is a valid declaration from the donor, is included in the period to which the relevant donation is received and is treated as an addition to the same fund as the additional income.
- Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.
- Grants and specific donations are included in the SOFA when any preconditions preventing their use by the PCC have been met.
- The income from charitable activities is accounted for gross of associated costs.
- Rental income from letting is accounted for when due.
- Investment income is included when receivable.

Income by fund type was as follows:

| 2023 | | 2022 | | 2023 | 2022 | 2023 | 2022 |
|--------------|------------|--------------|------------|------------|------------|---------|---------|
| Unrestricted | | Unrestricted | | Restricted | Restricted | Total | Total |
| General | Designated | General | Designated | | | | |
| £ | £ | £ | £ | £ | £ | £ | £ |
| 294,899 | 293,676 | 242,511 | 512,700 | 12,500 | 11,601 | 601,075 | 766,812 |

Resources expended

- Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.
- Grants payable are payments made to third parties in the furtherance of the PCC's objects. These are recognized in the accounts when a commitment has been made externally and there are no preconditions still to be met for entitlement to the grant that remain within the control of the PCC.
- Governance costs include costs of the preparation and examination of statutory accounts, the cost of trustee meetings and cost of any legal advice on governance or constitutional matters.

Fixed assets

Consecrated land and buildings and movable Church furnishings

- Consecrated and beneficed property is excluded from the accounts by Section 11 (2) of the Charities Act 2011. No value is placed on movable Church furnishings that may be considered inalienable or historic assets held by the churchwardens on special trust for the PCC and/or which may not be disposed of without grant of a faculty. The cost and complexity of obtaining a value for such assets is regarded as disproportionate to the benefit likely to be derived by users of these accounts. All expenditure incurred during the year on consecrated or benefice buildings and movable Church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.
- The net book value of St. Mary's Hall, the Guild Hall and 69 Glenwood Avenue are based on an independent valuation carried out in October 1997. Recent capital expenditure on refurbishing and enhancing St Mary's Hall have increased the balance sheet valuation. The ground lease at 69 Glenwood Avenue relates to property originally acquired as accommodation for curates of the parish.
- No depreciation is provided against land and buildings held for investment or charitable trading purposes.

Other fixtures, fittings and office equipment

- Individual items of equipment with a purchase price of £5,000 or less are written off when the asset is acquired, as is expenditure relating to repair, replacement or renewal of existing assets. Items capitalised are depreciated on a straight line basis over five years.

Investments

- The freehold property at 27 Tickfield Avenue was also originally purchased as accommodation for a curate of the parish. The property has been occupied by a tenant for more than ten years, although she sadly died on 24th November 2022 and the Trustees decided to sell the property with completion on 16th November 2023.
- The properties in Broadway were a legacy received in 2017 and valued as at 31 December 2017.
- Freehold properties held for investment or charitable trading purposes are included in the balance sheet at the amount determined by independent valuation carried out in October 1997.

Debtors and Prepayments

- Debtors are initially included at the settlement amount due and are subsequently measured at the cash or other consideration due.

Creditors

- Creditors are included at the settlement amount due.

Support costs

- The SORP requires support costs such as administration, postage, telephone, depreciation etc to be allocated to the relevant activity cost category they support. The Trustees do not consider it cost beneficial to set up systems to allocate such costs and accordingly have shown such support costs separately under charitable activities.

3. Income and Endowments

| | General Fund £ | Designated Funds £ | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|---|----------------------|--------------------------|--------------------------|--------------------|--------------------|
| a) Voluntary income | | | | | |
| Planned Giving | 25,733 | - | - | 25,733 | 26,971 |
| Service Collections | 5,950 | - | - | 5,950 | 6,144 |
| Donations | 4,975 | - | 12,500 | 17,475 | 32,887 |
| Gift Aid Tax recovered | 7,845 | - | - | 7,845 | 7,601 |
| Legacies | 40,465 | 59,232 | - | 99,697 | 500,114 |
| Grants | 105,000 | - | - | 105,000 | 9,500 |
| | <u>189,968</u> | <u>59,232</u> | <u>12,500</u> | <u>261,700</u> | <u>583,217</u> |
| b) Activities for generating funds | | | | | |
| Fairtrade Sales | 5 | - | - | 5 | 399 |
| Social Events | 1,151 | - | - | 1,151 | 667 |
| | <u>1,156</u> | <u>-</u> | <u>-</u> | <u>1,156</u> | <u>1,066</u> |
| c) Church Activities | | | | | |
| Sunday coffee | 1,505 | - | - | 1,505 | 1,148 |
| Wedding fees | 1,710 | - | - | 1,710 | 1,215 |
| Funeral fees | 296 | - | - | 296 | 1,856 |
| Card and Book sales | - | - | - | - | 52 |
| Votive Candle sales | 61 | - | - | 61 | 224 |
| St Mary's Hall income | 8,350 | - | - | 8,350 | 8,234 |
| Guild Hall income | 3,450 | - | - | 3,450 | 5,540 |
| Spiritual growth | 457 | - | - | 457 | 304 |
| | <u>15,829</u> | <u>-</u> | <u>-</u> | <u>15,829</u> | <u>18,573</u> |
| d) Income from investments | | | | | |
| Sale of 27 Tickfield Avenue | - | 215,582 | - | 215,582 | - |
| Interest | 4 | 2,516 | - | 2,520 | 621 |
| Rent | 84,675 | - | - | 84,675 | 159,243 |
| | <u>84,679</u> | <u>218,098</u> | <u>-</u> | <u>302,777</u> | <u>159,864</u> |
| e) Other income | | | | | |
| Listed places of worship grant scheme | 3,267 | 16,346 | - | 19,613 | 4,092 |
| | <u>3,267</u> | <u>16,346</u> | <u>-</u> | <u>19,613</u> | <u>4,092</u> |
| TOTAL INCOME | <u>294,899</u> | <u>293,676</u> | <u>12,500</u> | <u>601,075</u> | <u>766,812</u> |

4. Resources Expended

| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|--------------------------------------|----------------------------|--------------------------|--------------------------|--------------------|--------------------|
| a) Church Activities | | | | | |
| Social Events | 665 | 250 | - | 915 | 67 |
| Missionary and Charitable giving | 248 | - | - | 248 | 200 |
| Diocesan parish share | 50,000 | - | - | 50,000 | 70,639 |
| Salaries | 47,565 | - | - | 47,565 | 44,336 |
| Payroll costs | 33 | - | - | 33 | 132 |
| Organist fees and expenses | 3,222 | - | - | 3,222 | 3,760 |
| Vicarage expenses | 457 | - | - | 457 | 253 |
| Sundry administrative costs | 316 | - | - | 316 | 574 |
| Incumbent expenses | 4,282 | - | - | 4,282 | 3,884 |
| Assistant clergy expenses | - | - | - | - | 10 |
| Children and Family Worker expenses | 2,772 | - | - | 2,772 | 3,499 |
| Spiritual growth | 1,485 | - | - | 1,485 | 839 |
| Bad debts | 2,381 | - | - | 2,381 | 54,630 |
| Churchyard | 11,945 | 2,388 | - | 14,333 | 21,185 |
| Church Fire Monitoring & Maintenance | 4,126 | - | - | 4,126 | 4,072 |
| Church re-ordering project | 17,531 | 67,062 | - | 84,593 | 4,316 |
| Church - Insurance | 6,624 | - | - | 6,624 | 6,592 |
| Church - Telephone & Broadband | 838 | - | - | 838 | 749 |
| Organ / Piano - Tuning & Repairs | 1,191 | - | - | 1,191 | 477 |
| Church Music - General Costs | 837 | - | - | 837 | 663 |
| Church - Routine Repairs & Renewals | 10,174 | - | 1,451 | 11,625 | 28,723 |
| Church - Cleaning | 2,240 | - | - | 2,240 | 2,598 |
| Church - Other Operating Expenses | 19,638 | - | - | 19,638 | 11,632 |
| Church - refuse collection | 4,995 | - | - | 4,995 | 3,833 |
| Upkeep of Services | 3,283 | 10,180 | - | 13,463 | 542 |
| Office & Computing | 4,315 | - | - | 4,315 | 4,025 |
| Printing & Stationery | 1,534 | - | - | 1,534 | 1,632 |
| Photocopier Costs | 923 | - | - | 923 | 832 |
| Church – Electricity | 5,539 | - | - | 5,539 | 2,633 |
| Church – Gas | 1,050 | - | - | 1,050 | 1,491 |
| Church - Water & Sewerage | 77 | - | - | 77 | 72 |
| Church - Gas Service Costs | - | - | - | - | - |
| Publications & Books | 118 | - | - | 118 | 95 |
| Bank fees | 356 | - | - | 356 | 329 |
| Loan interest | 331 | 1,524 | - | 1,855 | 1,648 |
| Fairtrade Stall supplies | - | - | - | - | 828 |

4. Resources Expended (continued)

| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|--|----------------------------|--------------------------|--------------------------|--------------------|--------------------|
| St. Mary's Hall – Electricity | 1,422 | - | - | 1,422 | 2,065 |
| St. Mary's Hall Gas | 2,050 | - | - | 2,050 | 242 |
| St. Mary's Hall - Water & Sewerage | 252 | - | - | 252 | 429 |
| St. Mary's Hall - Insurance | 1,160 | - | - | 1,160 | 1,039 |
| St. Mary's Hall - Cleaning | 2,629 | - | - | 2,629 | 1,555 |
| St. Mary's Hall - Routine Repairs etc | 25,323 | 2,074 | - | 27,397 | 2,460 |
| St Mary's Hall - Telecoms | 651 | - | - | 651 | 260 |
| St Mary's Hall redevelopment | - | - | 12,500 | 12,500 | - |
| Guild Hall - Gas | 1,649 | - | - | 1,649 | 1,413 |
| Guild Hall - Electricity | 564 | - | - | 564 | 436 |
| Guild Hall - Water & Sewerage | 77 | - | - | 77 | 72 |
| Guild Hall - Insurance | 1,160 | - | - | 1,160 | 1,039 |
| Guild Hall - Cleaning | 1,220 | - | - | 1,220 | 845 |
| Guild Hall - Routine Repairs etc | 3,120 | 5,232 | - | 8,352 | 3,721 |
| Tickfield - Insurance | 745 | - | - | 745 | 461 |
| Tickfield - sale of property | - | 9,113 | - | 9,113 | - |
| Tickfield - Repairs & Maintenance | 2,806 | - | - | 2,806 | 140 |
| Tickfield - Property management costs | 176 | - | - | 176 | 647 |
| Commercial Property expenses | 18,865 | - | - | 18,865 | 16,102 |
| Sunday coffee supplies | 1,853 | - | - | 1,853 | 549 |
| Other Professional Fees - church | - | - | - | - | 40 |
| Other professional fees - other PCC property | - | - | - | - | 18 |
| Security Systems | 7,264 | - | - | 7,264 | 6,676 |
| Depreciation | - | 8,675 | - | 8,675 | 2,258 |
| Legal fees | 4,597 | - | - | 4,597 | 4,020 |
| | <u>288,674</u> | <u>106,498</u> | <u>13,951</u> | <u>409,123</u> | <u>328,277</u> |
| b) Governance Costs | | | | | |
| Independent Examination fees | 3,300 | - | - | 3,300 | 2,140 |
| | <u>3,300</u> | <u>-</u> | <u>-</u> | <u>3,300</u> | <u>2,140</u> |
| TOTAL RESOURCES EXPENDED | <u>291,974</u> | <u>106,498</u> | <u>13,951</u> | <u>412,423</u> | <u>330,417</u> |

5. Tangible Fixed Assets

| | Halls | Equipment | Total |
|---|----------------|-----------------|-----------------|
| | £ | £ | £ |
| Cost 1 January 2023 | 469,521 | 22,585 | 492,106 |
| Additions | 161,696 | 64,150 | 225,846 |
| Cost 31 December 2023 | <u>631,217</u> | <u>86,735</u> | <u>717,952</u> |
| Accumulated Depreciation 1 January 2023 | - | (2,258) | (2,258) |
| Depreciation charge | - | (8,675) | (8,675) |
| Accumulated Depreciation 31 December 2023 | <u>-</u> | <u>(10,933)</u> | <u>(10,933)</u> |
| Net Book Value 31 December 2022 | <u>469,521</u> | <u>20,327</u> | <u>489,848</u> |
| Net Book Value 31 December 2023 | <u>631,217</u> | <u>75,802</u> | <u>707,019</u> |

The net book value of St. Mary's Hall, the Guild Hall and 69 Glenwood Avenue are based on an independent valuation carried out in October 1997. Recent capital expenditure on refurbishing and enhancing St Mary's Hall have increased the balance sheet valuation. The ground lease at 69 Glenwood Avenue relates to property originally acquired as accommodation for curates of the parish.

The equipment relates to a new photocopier purchased in December 2021 and new audio and visual equipment for the church building in 2022 and 2023 and during 2023 includes a replacement computer, staging for the church, soft play and sensory equipment for St Mary's Centre. Depreciation is charged on a straight line basis to as to write the cost off over a five year period. The amount of depreciation charged in 2022 was £8,675.

6. Investments

| | Value as at 1 Jan 2023 £ | Value as at 31 Dec 2023 £ |
|---------------------|--------------------------------|---------------------------------|
| 27 Tickfield Avenue | 80,000 | - |
| 69 Glenwood Avenue | 300 | 300 |
| 86-88 Broadway | 450,000 | 450,000 |
| 59-61 Broadway | 620,000 | 620,000 |
| | <hr/> 1,150,300 | <hr/> 1,070,300 |

The value of 69 Glenwood Avenue is based on an independent valuation carried out in October 1997. The ground lease at 69 Glenwood Avenue relates to property originally acquired as accommodation for curates of the parish.

The freehold property at 27 Tickfield Avenue was also originally purchased as accommodation for a curate of the parish. The property has been occupied by a tenant for more than ten years, although she sadly died on 24th November 2022 and the Trustees decided to sell the property with completion on 16th November 2023.

The properties in Broadway were a legacy received in 2017 and valued as at 31st December 2017.

7. Stock

No Stock was held at year end. (2022 - £30)

8. Debtors and Prepayments

| | 2023 £ | 2022 £ |
|---------------|-------------|---------------|
| Trade Debtors | 485 | 3,247 |
| Other Debtors | 5,181 | 507,155 |
| Prepayments | 1,000 | - |
| | <hr/> 6,666 | <hr/> 510,402 |

9. Liabilities

| | 2023 £ | 2022 £ |
|--|-----------|-----------|
| Accruals & Creditors due within one year | 25,742 | 267,910 |

10. Trustee expenses

- Expenses of £2,336 (2022 - £2,237) were reimbursed by the charity to two Trustees (2022 - three Trustees) covering office operating costs, travelling and similar costs.

11. Trustee remuneration

- Remuneration was charged in the accounts in respect of services supplied to the charity during the year to the following Trustee:

Mrs M van Looy (Organist and Director of Music) - £3,222 (2022 - £3,760)

12. Related Party transactions

- Mrs Sue Mackay was paid £7,248 (2022 - £6,245) for her services as PCC secretary and for giving other secretarial support to the Incumbent;
- Mrs Christina Turner was paid £7,538 (2022 - £6,935) for administration services in the parish office;
- Revd Jacky Lindoe provided a loan in the sum of £25,000 in 2022. This was repaid in full during 2023;
- The PCC is managing trustee of the "Prittlewell Church of England school Charity" (PCESC) commonly known as the "Ameris Trust". The Trust:
 - provided an interest free loan to the Charity during the previous year in the sum of £107,500 which was repaid in full in 2023;
 - made a grant of £35,000 towards the cost of employing the Children and Families Worker;
 - made a grant of £70,000 towards the charity's general running costs
- Mr John Tipping is a Trustee of the Chelmsford Diocesan Board of Finance (registered charity number 249505, company number 00137029) which provided a loan to the Charity in the sum of £50,000 in 2022 and which was repaid in full during 2023.
- During the year the Trustees donated £6,387 (2022 - £5,817) to the charity for the purposes of supporting the charity's activities.

13. Staff Costs

- The average number of employees during the year was two with a full time equivalent figure of 1.4 (2022 – 1.4). No employees received employee benefits of more than £60,000.

| | 2023 £ | 2022 £ |
|---------------|-----------|-----------|
| Salaries | 38,912 | 36,753 |
| Pension costs | 1,405 | 1,338 |
| | <hr/> | <hr/> |
| | 40,317 | 38,091 |
| | <hr/> | <hr/> |

The Charity is a participator in the Church of England Pensions Board scheme.

14. Summary of Assets by Fund

| | Unrestricted funds £ | Designated funds £ | Restricted funds £ | TOTAL £ | 2022 £ |
|-------------------------------------|----------------------------|--------------------------|--------------------------|------------|-----------|
| Tangible Fixed Assets | - | 707,019 | - | 707,019 | 489,848 |
| Investments | - | 1,070,300 | - | 1,070,300 | 1,150,300 |
| Current Assets | 41,185 | 331,983 | 15,554 | 388,722 | 579,409 |
| Amounts falling due within one year | (25,742) | - | - | (25,742) | (267,910) |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| | 15,443 | 2,109,302 | 15,554 | 2,140,299 | 1,951,647 |

15. Fund Accounting

- **Unrestricted funds** comprise those funds which the Trustees are free to use in accordance with the charitable objects. The General fund can be used for ordinary purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. Designated funds have been created for the following purposes:

Una Heal Fund

The Late Una Heal bequeathed the residuary legacy of her estate to the Charity. This fund is now fully expended. Transfers were made to other designated funds in respect of the capitalisation of certain expenditure during the year.

Equipment Reserve

This fund relates to equipment which has been capitalised and will be written off over a number of years.

Properties

This represents the various properties shown in the balance sheet under tangible fixed assets and investment properties of which the PCC is managing trustee and the Chelmsford Diocesan Board of Finance is custodian trustee.

Tickfield Fund

The Tickfield fund represents the net sale proceeds of 27 Tickfield Avenue and will be used to fund special mission and ministry projects.

- **Restricted funds** comprise of funds raised for and their use restricted to a specific purpose or donations subject to imposed donor conditions. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Main Roof Repairs and Heal Roof Repairs

These funds are held to cover the costs of any maintenance and repairs to the church roofs.

Hall Redevelopment Fund

Work was completed on the refurbishment of St Mary's Centre the year and this fund reflects specific donations etc received towards the project.

16. Movement of funds

2023

| Fund name | Balances brought forward £ 1/1/2023 | Incoming Resources £ | Outgoing Resources £ | Transfers £ | Balances Carried Forward £ 31/12/2023 |
|---------------------------------------|---|-------------------------|-------------------------|----------------|---|
| Unrestricted Funds | | | | | |
| General | 12,518 | 294,899 | (291,974) | - | 15,443 |
| Designated – <i>Una Heal Fund</i> | 281,975 | 76,999 | (88,710) | (270,264) | |
| Designated – <i>Equipment Reserve</i> | 20,327 | - | (8,675) | 64,150 | 75,802 |
| Designated – <i>Properties</i> | 1,619,821 | - | - | 81,696 | 1,701,517 |
| Designated – <i>Tickfield</i> | - | 216,677 | (9,113) | 124,418 | 331,982 |
| Total Unrestricted Funds | 1,934,641 | 588,575 | (398,472) | - | 2,124,744 |
| Restricted Funds | | | | | |
| Main Roof Repairs | 3,341 | - | (1,451) | - | 1,890 |
| Heal Roof repairs | 13,665 | - | - | - | 13,665 |
| Hall Redevelopment Fund | - | 12,500 | (12,500) | - | - |
| Total Restricted Funds | 17,006 | 12,500 | (13,951) | - | 15,555 |
| Total Funds | 1,951,647 | 601,075 | (412,423) | - | 2,140,299 |

2022

| Fund name | Balances brought forward £ 1/1/2022 | Incoming Resources £ | Outgoing Resources £ | Transfers £ | Balances Carried Forward £ 31/12/2022 |
|---|---|-------------------------|-------------------------|----------------|---|
| Unrestricted Funds | | | | | |
| General | 35,588 | 242,511 | (265,581) | - | 12,518 |
| Designated – <i>Una Heal Fund</i> | - | 500,000 | (7,303) | (210,722) | 281,975 |
| Designated – <i>Equipment Reserve</i> | 5,639 | - | (2,258) | 16,946 | 20,327 |
| Designated – <i>Properties</i> | 1,250,300 | - | - | 369,521 | 1,619,821 |
| Designated – <i>Hall Redevelopment Fund</i> | - | 12,700 | - | (12,700) | - |
| Total Unrestricted Funds | 1,291,527 | 755,211 | (275,142) | 163,045 | 1,934,641 |
| Restricted Funds | | | | | |
| Main Roof Repairs | 4,073 | - | (723) | - | 3,341 |
| Heal Roof repairs | 13,665 | - | - | - | 13,665 |
| Hall Redevelopment Fund | - | 8,000 | - | (8,000) | - |
| Fabric Fund | 92,046 | 3,331 | (26,394) | (68,983) | - |
| Tony Swift Young Persons Fund | 113,941 | 270 | (28,149) | (86,062) | - |
| Total Restricted Funds | 223,725 | 11,601 | (55,275) | (163,045) | 17,006 |
| Total Funds | 1,515,252 | 766,812 | (330,417) | - | 1,951,647 |

17. Governance costs

A charge in the accounts of £3,300 (£2,140 – 2022) has been made in respect of Independent Examination fees relating to the 2023 Report and Accounts.

18. PCESC called the PRITTLEWELL AMERIS TRUST since July 2014

This is the Prittlewell Church of England School Charity. The Managing Trustee of 'Ameris' is the Parochial Church Council of St Mary the Virgin, Prittlewell. PCESC maintains its own current and deposit accounts and may give Grants to the PCC at the discretion of the Trustees, in accordance with the aims and objectives of the 'Ameris Trust'.

19. Change in Net Debt

| £'s | At 1 January 2023 | Cashflows | At 31 December 2023 |
|-----------------------------------|-------------------|-----------|---------------------|
| Cash at Bank | 68,977 | 313,079 | 382,056 |
| Loans falling due within one year | 232,500 | (232,500) | - |

20. Cash Generated from operations

| | 2023 £ | 2022 £ |
|---|----------------|----------------|
| Net cash income | 188,652 | 436,395 |
| Adjustments for: | | |
| Depreciation | 8,675 | 2,258 |
| Loss/(profit) on sale of assets | (215,582) | - |
| Working capital adjustments | | |
| Decrease/(increase) in debtors | 503,736 | (471,085) |
| (Decrease)/increase in creditors | (242,168) | 252,800 |
| Decrease in stock | 30 | 273 |
| Net cash flows from operating activities | <u>243,343</u> | <u>220,641</u> |

Independent Examiner's Report to the Trustees of the Parochial Church Council of St Mary the Virgin Prittlewell

I report to the trustees on my examination of the financial statements of the Parochial Church Council of St Mary the Virgin Prittlewell ('the charity') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements 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.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

Since the trust's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) 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.

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 financial statements to be reached.



Janine Mansfield FCA
Rickard Luckin Limited
1st Floor
County House
100 New London Road
Chelmsford
Essex
CM2 0RG

Date 25/3/24