

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

**Year ended 31 December 2020**

## **Annual Report**

### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church, and regularly reviews how our services can appeal to and involve the many groups that live within our parish. We strive to put faith into practice through prayer and scripture, music and sacrament. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- \* worship and prayer, learning about the Gospel, and deepening their knowledge and trust as disciples of Jesus Christ
- \* provision of pastoral care for people living in the parish, and
- \* missionary and outreach work.

The church hall (The Ark) is an important asset to us in achieving our objectives. When planning its activities, the PCC has regard to the Charity Commissioners' guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

### **The covid-19 pandemic from 23 March 2020**

This report is subject to the effects of the covid-19 pandemic from the government announcement on 23 March 2020. Two lockdowns were required and any services in church were subject to the restrictions of the current pandemic restrictions. The same restrictions have severely limited the activities in the Ark during the pandemic. The precise restrictions and their duration are a matter of government record and public knowledge, and therefore will not be recited in this report.

We are grateful to those church members who very quickly mobilised to assist the Rector and our lay leadership in producing a weekly recorded service on YouTube; our recorded services have continued throughout the pandemic, together with special recorded services for Ascension Day, Remembrance Sunday, and Christmas Carol Service, Christmas Eve Nativity Service and Christmas Morning Service. We are very grateful to all those who have contributed to these services online, particularly Mark Linton and Martin Allen who edit and produce the services.

Following the beginning of the pandemic restrictions, a weekly bulletin was sent out by e-mail to church members, with a fortnightly newsletter by post to church members who were not online. This has proved to be an invaluable way of maintaining communication and contact. Network groups were also established amongst members of the various congregations so as to encourage the maintaining of connection as far as possible during this very unusual and difficult period.

### **Achievements and Performance**

#### **Worship and Prayer**

The PCC aims to offer a range of services each week and over the course of the year that our community find both beneficial and spiritually fulfilling. For that reason, the PCC is keen to continue the full range of Sunday services which provide both intimate and reflective worship, and more outgoing forms of worship. Up until the imposition of the coronavirus lockdown family service at 9.30am continued to attract young families, especially with an active Sunday Club which provided teaching for the children and young people. Up until the start of the covid restrictions, The Parish Eucharist was at 11.15am, and the two main Sunday morning congregations had the opportunity for fellowship over refreshments in the Ark between the two services. Up until the first lockdown, as regards Sunday evening worship, Evensong was available on the first, third and fifth Sundays, with a United Service (with Churches Together in Alvechurch and Rowney Green) on the second Sunday of the month (alternating round the 4 denominations in the parish), and on the fourth Sunday of the month there was a more reflective service called Sacred Space: it was not possible for this service to take place following the imposition of the first lockdown. 8am Sunday BCP communions took place on the second and fourth Sundays of the month, until the first lockdown prohibited this. Through the range of talks and sermon series, both online and in person services in church we aim to offer teaching which connects with those present and encourages a deepening of discipleship.

Everyone is welcome to attend our regular services. At the end of 2020, there were 98 parishioners on our Electoral Roll. Typical weekly attendance was 73 adults plus 12 children, but this reduced following the imposition of the Covid restrictions: from the start of the first lockdown our weekly online service was watched on average by approximately 100 households. Our worshipping community numbered 130 including 25 children and young people.

In addition to our regular services, and as permitted by government restrictions and in accordance with government and Church of England regulations, in the best way permitted by the restrictions, we welcome members of our community as we enable them to come together before God at key points in their lives through baptisms, thanksgivings, weddings and funerals. This year we were subject to covid restrictions and we celebrated 1 baptism, 0 thanksgivings, 1 wedding, and held 5 funeral services in our church, with 15 interments of ashes.

In addition to praying for those mentioned on our weekly Pew Leaflet (when in person services are permitted) and on our Prayer Board, there is a confidential prayer chain for private prayer requests. At the major festivals we hold services especially for the whole of Alvechurch Middle School, subject to what is permitted by the coronavirus regulations.

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

**Year ended 31 December 2020**

## **Deanery Synod**

Three members of the PCC, together with our Rector, sit on the Deanery Synod. This provides an important link between the parish and the wider structures of the church.

## **The Fabric of the Church**

Phase Two of our Capital Projects – repairs and refurbishment of the church tower and clocks – has now been granted a faculty and work will start once we have secured sufficient funds, from a combination of asset sales and grants, for which we shall shortly be applying. The sale of land in School Lane Alvechurch, the site of the former parish rooms, is at an advanced stage.

Although we have carried out essential repairs as they have arisen, most of the remedial work arising from the Quinquennial Review has been put on hold during the pandemic as both the church and The Ark have been closed for long periods. However, the churchyard continued to be maintained by a dedicated team of volunteers, and tree surgery has also been arranged to deal with any trees that might present a hazard to visitors or the general public.

## **Pastoral Care**

The Thursday Ark Café continued to provide a valuable meeting place for those living on their own and the elderly, as well as an excellent lunch at a very reasonable price. Up to 60 people attended each week, and the whole event was run by church volunteers. Very regrettably this had to come to an end at the start of the pandemic. The Ark Café also contributed towards the cleaning and maintenance of the Ark facilities. During 2020 funds from the Ark Café paid over £750 for a new refrigerator and towards cleaning costs.

The Mother and Toddler Group met in The Ark on Thursday mornings and special “Tiny Tots” Services were held in the church for members of this group, until the covid restrictions prevented such activities. The children’s Sunday Club ran during the Sunday morning Family Service and remained popular, with adult helpers bringing considerable skill and imagination to this activity, until this also was no longer possible under the covid requirements. All who work with children have been DBS checked.

St Laurence’s is a caring community. The pastoral care group and others endeavour to visit or keep in contact with those who are no longer able to come to church due to sickness or infirmity or covid restrictions. Regular services in local residential homes at The Lawns and The Leys have had to be suspended after the start of the pandemic.

## **Mission and Evangelism**

Up until the start of the pandemic, we had a regular stream of visitors on a Sunday morning, and the talks and sermons sought to connect with those who do not necessarily have a church background.

Helping those in need is also a demonstration of our faith in action. Financial, practical and prayer support was once again given to those we are linked with in the churches in Peru. We have also supported the work of the orphanage at Montgomery Heights Christian Care Centre in Zimbabwe, together with Faith at Work in Worcestershire – four members of our congregation are workplace chaplains in Alvechurch and Redditch. We give on a regular basis to the food bank run by Newstarts in Bromsgrove, with donations also to Birmingham City Mission.

Our monthly parish magazine, The Grapevine, has been available free of charge across the parish – this has continued through the pandemic after the first month of the initial restrictions. As well as giving information about the village of Alvechurch, the magazine deals with matters affecting the church, and reminds readers of our activities, as well as seeking to develop knowledge and trust in Jesus Christ. Special services, including our recorded services, are advertised across the parish.

## **Ecumenical Relationships**

St Laurence is a member of *Churches Together in Alvechurch and Rowney Green*, and until the start of the pandemic we continued to hold joint monthly services in each of our four member churches. The ecumenical house groups were a joint church initiative during Lent, most of which were able to take place before the start of the pandemic. Over Easter at the start of the pandemic our recorded services were appreciated by other members of CTARG.

## **Safeguarding**

The PCC has had due regard to the House of Bishop’s guidance in relation to safeguarding. DBS checks are up-to-date, as is mandatory safeguarding training for those who deal with vulnerable parishioners. The Mandatory CO course for members of the PCC is being undertaken currently. The yearly Toolkit for the Archdeacon is now an online dashboard which is coloured red, orange, green depending on whether or not we are compliant with the requirements and if not our action plan. We are green in all areas except for the training which is referred to above. There are no outstanding safeguarding issues.

## **Financial Review**

Income for Unrestricted Funds in 2020 was £95,568 (2019- £124,472), which reflected a reduction in cash donations while the church was closed for in-person services due to pandemic restrictions and included a legacy of £1,000. 37 members of the congregation now donate to the church through the Parish Giving Scheme. Income for Restricted Funds was £4,137 (2019-£108,660), which, this year, largely represents donations made by the congregation in support of our charitable giving.

Expenditures from Unrestricted Funds in 2020 were £99,162 (2019- £111,002). A Parish Share of £50,000 was paid, equalling that paid in 2019. Expenditures from Restricted funds in 2020 were £14,355, which included some repairs left over from the major renovations of 2019 and the purchase of a new office computer which was funded from specific donations. Cash reserves of General Unrestricted funds stood at £29,418 at the end of 2020, representing less than 6 months’ expenditure which is the PCC reserves policy.

# PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ALVECHURCH

**Year ended 31 December 2020**

## **Reserves Policy**

It is PCC policy to maintain a balance in the General Unrestricted Fund which equates to approximately six months' expenditures, excluding Parish Share payments.

## **Administrative information**

Please see above for the suspension of services as a result of the covid restrictions.

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC:

<i>Rector</i>	Revd Richard Bubbers
<i>Licensed Lay Ministers</i>	Ms Susan Phillips Wardle Mrs Helen Ayling
<i>Church Wardens</i> Mr Graham Clark	Mr Michael Fletcher (Vice-chairman)
<i>Deputy Church Wardens</i> Mr Colin Bennett	Mr Andrew Notley Mr David Richmond Mr Roger Wardle Mr Michael Davenport
<i>Treasurer</i>	Mrs Janet Wright (and Electoral Roll Officer)
<i>Representatives on the Deanery Synod</i> Mrs Helen Ayling	Mr Robert Dale (retired October 2020) Mrs Alison Smith (retired October 2020) Mr Mark Linton (elected October 2020)
<i>Elected Members</i> Dr Martin Allen	Dr Kate Birchall Mr Tom Birchall Mrs Lynne Clark Mr Robert Dale Mr Peter Freeman Mrs Sue Lambert Mrs Sarah Linton Mrs Lysandre Notley (Secretary) Mr Gordon Parsons Mrs Elizabeth Richmond

## **Aims and purposes**

St Laurence Parochial Church Council (PCC) has the responsibility of promoting the whole mission of the church - evangelistic, pastoral, social and ecumenical - within the ecclesiastical parish of Alvechurch.

## **Structure, governance and management**

Appointment of members to the PCC conforms with the Church Representation Rules. Everyone attending church is encouraged to register on the Electoral Roll and to stand for election to the PCC.

# PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ALVECHURCH

Year ended 31 December 2020

## Committees

The PCC operates through a number of committees, which meet between full PCC meetings, and which meet as necessary on Zoom following the start of the pandemic:

### *Finance and Standing Committee*

This is the only committee required by law. It has powers to transact the business of the PCC between meetings, subject to directions given by the Council. It oversees the general financial dimension of the work of St Laurence by monitoring income and expenditure, budgeting and co-ordinating the review of planned giving.

### *Buildings, Fabric and Churchyard for Mission Committee*

This committee is responsible for the general maintenance and upkeep of church property (the church, the Ark and the churchyard). It also now plans, co-ordinates and budgets both capital and maintenance projects. It is also responsible for work arising from the Quinquennial Inspection and the Asset Management Plan.

### *Children and Youth Work Committee*

This committee is responsible for overseeing church groups which are dedicated to helping children develop faith. It also considers the wider work of the church and community in relation to children and young people.

### *Mission Committee*

This committee fosters the links with the Anglican Church and Christians in Peru, and the orphanage at Montgomery Heights Christian Care Centre in Zimbabwe, and other missionary work, including Faith at Work in Worcestershire.

## Statement of Responsibilities of members of the PCC

The PCC is responsible for preparing the Annual Report in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity, and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements the PCC is required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that they comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. The PCC is also responsible for safeguarding the assets, and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the PCC on

23/3/2021

and signed on their behalf by:

Michael J. Fletcher

Mr Michael J Fletcher: PCC Vice-chairman

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

**Year ended 31 December 2020**

**SUMMARY OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
<u>Incoming Resources</u>					
Incoming resources from generated funds					
Voluntary income		76,464	3,644	80,108	152,301
Activities for generating funds		1,073	237	1,310	43,023
Investment income		990	424	1,414	1,793
		<u>78,527</u>	<u>4,305</u>	<u>82,832</u>	<u>197,117</u>
Incoming resources from charitable activities					
		18,718	254	18,972	36,755
Total incoming resources	2	<u>97,245</u>	<u>4,559</u>	<u>101,804</u>	<u>233,872</u>
<u>Resources Expended</u>					
Charitable activities		102,072	14,355	116,427	351,443
Total resources expended		<u>102,072</u>	<u>14,355</u>	<u>116,427</u>	<u>351,443</u>
Net incoming resources before other recognised gains and losses	3	(4,827)	(9,796)	(14,623)	(117,571)
Adjustments				-	(3,294)
Transfers		-	-	-	-
Net movement in funds		<u>(4,827)</u>	<u>(9,796)</u>	<u>(14,623)</u>	<u>(120,865)</u>
Accumulated funds b/f		42,769	231,498	274,267	395,132
Accumulated funds c/f	5	<u>37,942</u>	<u>221,702</u>	<u>259,644</u>	<u>274,267</u>

There were no recognised gains or losses except as shown above.



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

**Year ended 31 December 2020**

**BALANCE SHEET FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	2020	2019
<u>Fixed Assets</u>			
Tangibles	4	100,000	100,000
<u>Current Assets</u>			
Cash at bank and in hand		37,942	42,769
Investments - restricted funds		121,702	131,498
		<u>159,644</u>	<u>174,267</u>
Net Current Assets		159,644	174,267
Net Assets		<u>259,644</u>	<u>274,267</u>
<u>Reserves</u>			
Unrestricted funds	6	37,942	42,769
Restricted funds	6	221,702	231,498
Total church funds	6	<u>259,644</u>	<u>274,267</u>

These financial statements were approved by the Parochial Church Council on  
and signed on its behalf by :-

23/3/2021

  
Michael Fletcher, PCC Chairman

# PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ALVECHURCH

Year ended 31 December 2020

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDING 31 DECEMBER 2020

### 1 ACCOUNTING POLICIES

#### Accounting Convention

The financial statements are prepared under the historical cost convention in accordance with the Charities Act 2011, on the receipts and payments basis.

#### Incoming Resources

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. The value of services provided by volunteers has not been included. Grants are recognised in full in the Statement of Financial Activities in the year in which they are received, and the church has fulfilled all conditions for its receipt. Investment income is included when it is received.

#### Outgoing Resources

Resources expended are recognised in the year in which they are paid.

#### Funds

The Unrestricted fund are incoming resources which are used for the objects of the church, without any specified purpose or further restriction. Restricted funds can only be used for the specific purposes as decided by the donor, within the objects of the church. Designated funds are unrestricted funds, which have been earmarked by the PCC for particular purposes.

#### Fixed assets

Consecrated and beneficed property of any kind are excluded from the accounts by the Charities Act 2011. Freehold properties are stated in the balance sheet at cost. Depreciation is provided so as to write off the cost of the assets in equal instalments over the estimated useful lives of the assets.

The depreciation rates used are :-

Freehold property	Nil.
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#### Investments

Investments are stated at cost.

### 2 INCOMING RESOURCES

	2020	2019
<u>Voluntary incoming resources</u>		
Planned giving	59,541	52,816
Collections	16,201	29,086
Donations and legacies	3,663	6,255
Heritage Lottery Fund grant	-	56,850
National Churches Trust grant	-	5,000
Alvechurch Parish Council grant	500	500
Advent purses/Bibles for Schools	203	268
Fundraising	-	1,526

**PAROCHIAL CHURCH COUNCIL OF  
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**Year ended 31 December 2020**

	<u>80,108</u>	<u>152,301</u>
<u>Incoming resources from charitable activities</u>		
Ark café	1,677	7,537
Fees for special services	10,961	12,627
Church and annex lettings	<u>6,334</u>	<u>16,591</u>
	<u>18,972</u>	<u>36,755</u>
<u>Investment income</u>		
Rent from field	990	1,005
Dividends and interest	<u>2</u>	<u>48</u>
	<u>992</u>	<u>1,053</u>
<u>Others</u>		
VAT recovered	250	39,571
Model railway exhibition	-	902
Grapevine and website	<u>1,060</u>	<u>2,550</u>
	<u>1,310</u>	<u>43,023</u>
Total incoming resources	<u>101,382</u>	<u>233,132</u>
<u>3 NET INCOMING/OUTGOING RESOURCES</u>	2020	2019
Depreciation	-	-
Independent examiner's remuneration	900	900
Salaries	14,543	14,187
Average number of employees	1	1
Council members' expenses	-	-
Council members' remuneration	-	-
There were no related party transactions.		
<u>4 TANGIBLE FIXED ASSETS</u>		
<u>For charitable use</u>		
<u>Cost or valuation</u>	Freehold Property	Total
Balance b/f	100,000	100,000
Additions	-	0
Correction	-	-
Scrapped	-	-
Balance c/f	<u>100,000</u>	<u>100,000</u>
<u>Accumulated depreciation</u>		
Balance b/f	-	-
Charge for the year	-	-
Scrapped	-	-
Balance c/f	<u>-</u>	<u>-</u>
Net book value b/f	<u>100,000</u>	<u>100,000</u>
	<u>0</u>	<u>0</u>



**PAROCHIAL CHURCH COUNCIL OF  
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**Year ended 31 December 2020**

Net book value c/f

100,000

100,000  
0

**5 MOVEMENT ON ACCUMULATED FUNDS**

	B/F at the Start of The year	Incoming Resource s	Outgoing Resource s	Transfer s	Adjustment s	Total
<b><u>Unrestricted Funds</u></b>						
General Unrestricted Fund	33,812	95,568	(99,962)			29,418
Ark Café Designated	8,957	1,677	(2,110)			8,524
	<b>42,769</b>	<b>97,245</b>	<b>(102,072)</b>	-	-	<b>37,942</b>
<b><u>Restricted Funds</u></b>						
Churchyard	3,476	100	(3,564)			12
Ark Fittings	595	580	-			1,175
Youth Fund	8,747	39	(190)			8,596
Fabric Fund	7,385	369	(7,494)			260
Bells Fund	994	275	(126)			1,143
Clock Fund	1,790	20				1,810
Others	9,182	2,754	(2,981)			8,955
	<b>32,169</b>	<b>4,137</b>	<b>(14,355)</b>	-	-	<b>21,951</b>
<b><u>Restricted Funds/Invested</u></b>						
Recoupment	58,624	249	-	-	-	58,873
Churchyard Maintenance	40,705	173	-	-	-	40,878
	<b>99,329</b>	<b>422</b>	-	-	-	<b>99,751</b>
<b><u>Restricted Assets</u></b>						
Ark/Church Car Park	100,000					100,000
	0	-	-	-	-	0
	<b>100,000</b>					<b>100,000</b>
	0	-	-	-	-	0
	<b>274,267</b>	<b>101,804</b>	<b>(116,427)</b>	-	-	<b>259,644</b>

The 'Others' Fund is used to hold donations restricted to specific church and charity uses on a short term basis. Some of the Fund Names have been amended to clarify their use.

**6 ANALYSIS OF NET ASSETS BETWEEN THE FUNDS**

	Invest- ments	Fixed Assets	Cash at Bank	Total
General unrestricted fund	-	-	29,418	29,418
Designated funds	-	-	8,524	8,524
Restricted funds	21,951	-	-	21,951
Restricted investments	99,751	-	-	99,751
Restricted assets	-	100,000	-	100,000

**PAROCHIAL CHURCH COUNCIL OF  
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**Year ended 31 December 2020**

<b>121,702</b>	<b>100,000</b>	<b>37,942</b>	<b>259,644</b>
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**7 RECEIPTS AND PAYMENT ACCOUNT**

	2020	2019
<u>Incoming Resources</u>		
Planned giving	59,541	52,816
Collections	16,201	29,086
Donations and legacies	3,663	6,255
Heritage Lottery Fund grant	-	56,850
National Churches Trust grant	-	5,000
Alvechurch Parish Council grant	500	500
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Fundraising	-	1,526
Ark café	1,677	7,537
Fees for special services	10,961	12,627
Church and annex lettings	6,334	16,591
Rent from field	990	1,005
Dividends and interest	2	48
VAT recovered	250	39,571
Model railway exhibition	-	902
Grapevine and website	1,060	2,550
Total incoming resources	101,382	233,132
<u>Resources Expended</u>		
Fundraising	800	936
Ark administration/Diocesan Fees	4,274	3,317
Charitable giving	6,822	10,104
Diocesan parish share	50,000	50,000
Church and annex running costs	14,238	17,387
Church and Ark maintenance	6,225	5,103
Major repairs	4,449	226,309
Worship	986	984
Churchyard upkeep	4,724	4,141
Grapevine	3,804	4,105
Administration	16,035	15,109
Equipment repairs	1,150	1,462
Organists', Choir, Bells fees	325	3,105
Other expenses	-	279
Ark café	1,611	8,202
Independent examiner	984	900
	116,427	351,443
Available Deficit for the year	(15,045)	(118,311)
Interest received not yet available		
Recoupment fund	249	437

**PAROCHIAL CHURCH COUNCIL OF  
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**Year ended 31 December 2020**

Churchyard Maintenance fund

173

303

422

740

Overall Deficit for the year

(14,623)

(117,571)

**Parish of Alvechurch for the year ended 31st December 2020.**

I report on the accounts of the PCC of the Ecclesiastical Parish of Alvechurch for the year ended 31st December 2020, which are set out on pages 5 to 10.

Respective responsibilities of PCC and the examiner

The PCC is responsible for the preparation of the accounts in accordance with the Charities Act 2011. They consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

Basis of independent examiner's report

I report in respect of my examination of the PCC's accounts carried out under section 145 of the Charities Act 2011 and in carrying out my examination, I have followed the applicable directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection

with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and 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.

*M.A. Edwards*

Date *17/4/21*

M.A. Edwards

For and on behalf of :-

M. A. Edwards Accountants Limited,

Chartered Accountants,

26, The Green,

Kings Norton,

Birmingham,

B38 8SD.

