

# Report of the Trustees & Financial Statements for the Year Ended 31 December 2021

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The Trustees present their report and the independently examined financial statements of the charity for the year ended **31<sup>st</sup> December 2021**. The financial statements have been prepared on a Receipts and Payments basis as set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011. .

## AIM & PURPOSES

St. Stephen's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, Matt Graham, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also specifically responsible for the maintenance of the St. Stephen's Church building, St. Stephen's Church Hall, and the Curate's house, 89 Prenton Hall Road.

## OBJECTIVES & ACTIVITIES

The PCC is committed to enabling as many people as possible from the parish of Prenton to worship here and to become part of our church family at St. Stephen's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can engage and reach the many groups that live within our parish. Our services and worship enable people to put their faith in Jesus into practice through prayer and scripture, music and sacrament.

To facilitate our continued worship and witness, caring for the congregation as well as meeting the needs of the parish and reaching out effectively to them, it is important that we maintain the fabric of the Church of St. Stephen's and the Church Halls.

## ACHIEVEMENTS & PERFORMANCE

### Vicar's Report

2021 continued to be a year significantly impacted by the pandemic. Sunday services resumed following the third national lockdown (Jan to March), but various other events have either been significantly impacted (e.g. the CAMEO group), or not happened. Whenever possible Sunday services have been made available via livestream for those continuing to isolate or finding themselves more housebound than pre-covid. Other activities such as homegroups and prayer meetings have happened in a hybrid format. The Christianity Explored course, and Christmas quiz happened exclusively on Zoom.

Tiny Seeds has continued to be a valued support group throughout, giving us meaningful contact with new mums, and leading into ongoing relationships when Little Seeds also resumed, with a few even testing us out on a Sunday morning.

Following a trial period, survey, and discussions, the PCC resolved in September to keep the time and format of the 10.30am service, with the aim of being as accessible and missional with our resources. This chimes with the national Church of England vision for the 2020's to be a church that is simpler, humbler, and bolder, focusing on the urgent task of seeking and saving the lost.

**Vote of Thanks** - This brief report comes with continued thanks to all those who serve in many ways making our life together possible. A particular note of thanks goes to Rob Vague as he stands down after 14 years serving us as church treasurer.

**Concluding Comments** - I commend to you the other reports included here, with thanks to those who have prepared them. If you have any questions or concerns about any aspect of our life and ministry together, I am always more than happy to discuss, or explain anything as best I can.

Through another difficult time overshadowed by an invisible virus, our verse for the year was a vital reminder **to fix our eyes not on what is seen, but on what is unseen, since what is seen is temporary, but what is unseen is eternal** (2 Corinthians 4:18). May He give us grace to keep doing that as we serve Him and share the good news of Christ here in Prenton.  
*Matt Graham (Vicar)*

### **The Church Wardens' Report for 2021**

If 2020 was a year unlike any other, then 2021 followed closely in its footsteps. Lockdowns continued off and on through the year but we opened up again in the late summer and have been able to continue to meet in person since then without interruption, whilst maintaining live streaming for those who were nervous about venturing out, or were too frail to do so.

Two main issues have affected the fabric of the church. Storm Arwen in November 2021 led to serious damage to the church roof on the southern aspect. We had already engaged a company to provide advice and an estimate for existing damage to the roof and they were able to repair the roof quickly before Christmas. This was essential, as water was coming in through the roof and running down the church wall, causing the electricity to trip. We asked them to do some of the work for which they had already quoted, while they were on site. The damage caused by the storm was largely covered by our insurers.

The other issue was the collapse of gas supplier, CNG, in November. St Stephen's is not alone in suffering the effects of the crisis in energy supply, and the gas market in particular. We agreed to a contract with British Gas Lite, negotiated by our broker, Bionic. Their unit price was lower than that offered by Ofgem's recommended supplier, Pozitive Energy, even though the standing charge is more. We have agreed to have an Energy Audit, which will take place in 2022.

I would like to thank everyone who has kept the St Stephen's show on the road, especially the Vicar and his family, Chris, Emma and Daniel Phillips, Neil Ward and many others. Special thanks are also due to Robert Vague for his long and faithful service as Treasurer and Church Warden, and his support to me – particularly during the transition period of changing gas suppliers.  
*Rosie Earp (Churchwarden)*

### **PCC Secretary Report for 2021**

The full PCC, consisting of 21 members until the APCM in May and 20 thereafter, met 5 times during the year 2021, including 2 by Zoom. Each meeting began with a reading and/or Bible thought and prayer and ended with prayer. All meetings were chaired by the Vicar.

Members for 2021 were:

The Rev Matt Graham	Vicar/Chairman	Mr Marshall Thomas	Retires 2023
Mr Pete Earp	Lay Chairman/Reader	Mr Richard Dunning	Retires 2024
Mrs Rosie Earp	Church Warden	Mrs June Macdonald	Retires 2024
Chris Phillips	Church Warden	Mrs Gill Monteith	Retires 2024
Mr Robert Vague	Deanery Synod Rep/ Reader/ Treasurer	Mrs Julie Newman-Vidler	Retires 2024
Mr Arron Pilgrim	Deanery Synod Rep	Mrs Carol Vague	Reader/ PCC Secretary
Mrs Joan Potts	Deanery Synod Rep	Miss Brenda Tollady	Pastoral Worker Ex Officio Deanery Synod
Mr Daniel Davies	Retires 2022		
Mrs Heather Howard	Resigned 11/2021	Mrs Barbara Brayley	Retired APCM 2021
Mr Steve Vitty	Retires 2022	Mr Clive Carter	Retired APCM 2021
Mrs Grace Blackmore	Retires 2023	Mr Richard Fitzpatrick	Retired APCM 2021
Mrs Paula Horton	Retires 2023	Ms Pamela Roberts	Retired APCM 2021
Mrs Louise Martin	Retires 2023		

The PCC has wide responsibilities, each member being a trustee and has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). At every meeting there was an opportunity to look back and look forward at events; reports were received from the various committees entrusted with the responsibility of aspects of the work of the PCC which included:

- Risk Assessment
- Health & Safety
- Safeguarding
- Treasurer's Report

- Standing Committee Report
- Sites and Buildings Report for both church and Parish Halls
- OMG Report

Some of the many points covered during the year included:

- Electrical Rewiring around the Sound Desk
- Safeguarding Zoom Policy
- Redundancy of the Halls' Cleaner
- Covering part of the Halls' Administrator's salary from Church Funds
- Resumption of Services
- Pattern of Services for the future
- Church of England Living in Love and Faith
- Sale of wooden chairs

- Diocesan paper on Clergy wellbeing
- Charitable Giving
- Change of Bank Mandate

Due to Covid Lockdowns the following items were dealt with through correspondence/email:

- Confirmation of positions normally dealt with at the first meeting after the APCM
- Covid – various PCC Resolutions re: services

*Carol Vague, PCC Secretary*

### **Birkenhead Deanery Synod Report for 2021**

As a result of the continuing effects of the Coronavirus pandemic, no meetings of the Birkenhead Deanery Synod were held during 2021. A meeting of the standing committee met at St Saviour's Parish Hall in November and discussed a possible programme of meetings for 2022.

*Robert Vague, Deanery Synod Representative*

### **Outreach Group report**

Outreach events of 2021 did not start until well into the year in the interest of safety due to Covid-19, hence this is a brief overview of our activity.

September 18th - A Breakfast, with a video link to Crosslinks in Senegal, allowed us a glimpse of the Maclean's family and working life. They shared cultural differences, and the patience needed when faced with communication and language barriers. They were encouraged by support & prayer from the people of St Stephen's.

The Outreach group assisted both Anna, who led The Bright party on 31st October – an alternative to Halloween - for the children; and Matt, with Café carols on 12th December providing refreshments for the relaxed informal all-age worship service.

Flyers, advertising all Christmas events and services, were again distributed by a team of volunteers, to all households throughout the Parish of Prenton.

Finances:

Total income = £13.50 from The Mission Breakfast, (after expenses of £5.00 taken out)

Total expenditure = £83.23 Website domains and monthly fee until October (last payment from The Outreach fund)

The balance at 31st December was £289.06

Outreach members: Rev'd Matt Graham, Rosie Earp, Paula Horton (chair), Gill Monteith, Joan Potts, Dave Bennett, and Anne Wise

*Paula Horton*

### **FINANCIAL REVIEW**

#### **Treasurer's Report for year ending 31/12/2021**

2021 again was not really the year we wanted but we have adapted our styles of worship sufficiently well as to be able to maintain and even grow our finances this year.

Planned giving income this year has risen substantially and much of this comes direct into our accounts thereby reducing the need for counting and banking cash into our account. Until it ended, we continued take advantage of the Government's Job Retention Scheme by furloughing one of our employees.

As you will see in the accounts, this year we have increased our giving to charities and the payments made have been gratefully received by those concerned. Additionally, an end of service collection brought in £200 for the Tear Fund appeal for Afghanistan.

Use of our Halls has been affected once more and letting income has suffered as a consequence. In order to assist the Halls the PCC agreed to make a payment to cover 50% of the Halls' Administrator's salary. At the end of the year the Halls ended with a deficit of £478 which is very much lower than in 2020.

Towards the end of the year, as everyone is aware, the cost of gas has risen considerably and several gas companies have ceased trading. One concerned was CNG Energy who supplied gas for both church and halls. As nothing was paid for either November or December the Accounts show we have paid £930 less for gas than in 2020. The shortfall will have to be paid during 2022 and at an increased level. From your personal domestic use of gas, you will all know that we as a church face greatly higher expenditure for heating our buildings.

As a charity we are obliged to maintain reserves which are capable of meeting our financial needs for a period of three months and this amounts to approximately £60,000.

My thanks again to Chris Jeans for all he has done in recording the planned giving and making claims to HMRC for Gift Aid, both for this year and all previous years. Another round of thanks to Tim Odell who has the unenviable task of checking our accounts. As a Parish, we should be grateful to him for his expertise in making certain that our accounts are being produced accurately for our use and for wider presentation to the Diocese and the Charity Commission.

Finally, this will be my last report as your treasurer. As I have held the position since 2008, I feel it is time to pass the accounts on. So my thanks to all of you who have trusted me to look after your church's money and best wishes to my successor.

*Robert Vague, Treasurer*

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

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### **Background**

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish, the whole mission of the Church; pastoral, ecclesiastic, social and ecumenical. It also has maintenance responsibilities for St. Stephen's church, St. Stephen's church hall and the curate's house, which it owns.

### **Membership of the PCC and Trustees of the Parish**

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. The Trustees listed above served as members of the PCC.

### **Incumbent & Clergy**

Revd Matt Graham Vicar and Chair of Trustees

### **Committees**

There are a number of committees that attend to different aspects of the business of the PCC. They are as follows:

#### **Standing Committee**

This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

#### **Church Halls Committee**

This committee has general responsibility for the conduct of church hall business. The day-to-day management is largely seen to by the Administrator in consultation with the vicar and churchwardens.

#### **Outreach and Mission Group**

This committee exists to facilitate growth and reaching out into the community to further our aims and objectives as a parish.

#### **Project 125 Building Committee**

A working group to facilitate and progress plans for building works ahead of our 125<sup>th</sup> anniversary.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number** 1131998

**Principal address**

Parish Office, St Stephen's Church Hall, 11 Prenton Lane, Birkenhead, Merseyside, CH42 8LA

**Trustees** PCC Members for 2020/21 (as listed in the PCC report)

**Independent examiner** Timothy Odell FCA, CA(SA)

**Bankers** HSBC - Grange Precinct, Birkenhead

Approved by order of the board of trustees on: 17<sup>th</sup> March 2022

and signed on its behalf by: *Matt Graham* Revd Matt Graham (Vicar)

## **Independent examiner's report to the trustees of The Parochial Church Council of St. Stephen's Church**

### **Prenton**

I report to the charity trustees on my examination of the accounts of The Parochial Church Council of St. Stephen's Church Prenton for the year ended 31 December 2021.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Signed by: *Tim Odell* on: 10<sup>th</sup> March 2022

# Parish of Prenton, St Stephen – 2021 Accounts

Financial Statement for period to 31st December 2021				
<u>Voluntary receipts</u>	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total</u>	<u>2020</u>
	£	£	£	£
Planned giving	85,407		85,407	60,710
Gift aid recovery	15,158		15,158	16,858
Plate collections	2,805		2,805	3,529
Donations	2,545		2,545	5,946
Legacies	5,000		5,000	2,500
Votive candles	87		87	177
	111,001	0	111,001	89,719
<b>Activities for generating funds</b>				
Property rent	10,100		10,100	8,900
Fund Raising(100 Club)	1,240		1,240	1,020
Interest/Dividends	54	892	945	1,369
	122,395	892	123,287	101,008
<b>Other income</b>				
Halls' income	14,215		14,215	20,011
Fees, wedding, funeral, Banns, etc	5,893		5,893	3,834
Insurance claim	1,081		1,081	0
Catering(Tea & Coffee)	37		37	114
Diaries	10		10	25
Flowers	30		30	0
HMRC Job Retention Scheme	938		938	2,452
Magazine	0		0	140
Ministry for young people		1,696	1,696	843
Outreach		14	14	184
Online shopping	87		87	95
Photocopying	13		13	16
Project 125		5,000	5,000	30,065
Sale of wooden chairs	2,545		2,545	0
Traidcraft	197	0	197	971
Wall safe	0	0	0	158
<b>Totals</b>	<b>147,440</b>	<b>7,602</b>	<b>155,041</b>	<b>159,915</b>
<b>Payments</b>				
<b>Church Activities</b>				
Parish Share	68,132		68,132	67,624
Church Running expenses(1)	28,149	1,150	29,299	33,468
Charitable giving	8,310		8,310	6,810
Halls' expenditure	7,242		7,242	17,979
Staff costs (1 person)	7,452		7,452	10,256
Redundancy payment	0		0	560
	119,284	1,150	120,434	136,697
<b>Receipts minus payments</b>	<b>28,156</b>	<b>6,451</b>	<b>34,607</b>	<b>7,672</b>
Cash in hand and at bank as at 01/01/21	156,618	56,324	212,942	199,472
Cash at bank and in hand as at 31/12/21	175,900	62,775	238,675	212,942

<u>Unrestricted costs</u>	<u>2021</u>	<u>2020</u>
Boiler installation	0	2,754
Books etc	6	10
Catering	106	76
Council tax- Vicarage	2,423	2,308
Curate's house repairs	833	286
Electricity	1,034	1,012
Fees Retired clergy	45	241
Fees to diocese	3,000	2,801
Flowers	30	0
Fund raising transfer	317	0
Garden	140	138
Garden waste bins	118	92
Gas	1,247	1,713
Insurance	5,285	4,924
Magazine Printing	0	180
Maintenance - Church	2,158	3,098
Organist	2,775	2,700
Payroll	551	634
Petty cash	1,000	500
Phones	1,001	1,162
Postage	8	11
Stationery	120	2
Sundry payments*	196	1,590
Traidcraft	131	929
Transfers to Halls	3,692	0
Upkeep of services	578	709
Vicar's expenses	195	114
Water - Church	306	276
Water -Vicarage	795	793
Website	60	0
<b>Sub total</b>	<b>28,149</b>	<b>29,052</b>
<b>Restricted costs</b>		
MYP	649	290
OMG	175	479
P125	0	3522
VDF	80	65
Len Ellis	246	60
<b>Subtotal</b>	<b>1,150</b>	<b>4,416</b>
<b>Total</b>	<b>29,299</b>	<b>33,468</b>

<u>2021 sundry payments</u>	£
Lottery Licence	20
Gift to Independent Examiner	21.95
Publicity	154
<b>Total</b>	<b>195.95</b>

## Bank Accounts, Assets, & Liabilities

	Unrestric ted Funds	Restrict ed Funds	Endow- ment Funds	
	£	£	£	Total
<b>Accounts at year beginning 1st January 2021</b>				
General Current account	14,561			14,561
Development account		33,225		33,225
General Deposit account	32,018			32,018
Fund Raising Account	8,318			8,318
Mawby Memorial		22,451		22,451
Len Ellis		648		648
Church Halls	5,067			5,067
CCLA	96,654			96,654
	156,618	56,324		212,942
Cash in hand	326			326
<b>Total</b>	156,944	56,324		213,268
<b>Accounts at year ending 31st December 2021</b>				
General Current account	42,218			42,218
Development account		39,031		39,031
General Deposit account	32,021			32,021
Fund Raising Account	9,241			9,241
Mawby Memorial		23,342		23,342
Len Ellis		402		402
Church Halls	4,589			4,589
CCLA	96,704			96,704
<b>Subtotal</b>	184,774	62,775		247,549
Cash in hand	367			367
<b>Total</b>		62,775		62,775
<b>Property</b>				
89 Prenton Hall Road	87,000			87,000
Fixtures and fittings	14,412			14,412
Computer equipment	435			435
<b>Total</b>	101,847			101,847
<b>Other monetary assets</b>				
Traidcraft stock	147			147
Property deposit	800			800
<b>Total</b>	947			947
<b>Investment assets</b>				
CBF Funds			34,980	34,980
<b>Liabilities</b>				
Property deposit	800			800

<b>Church Hall Accounts Summary</b>		
<b>Income</b>	<b>2021</b>	<b>2020</b>
HMRC JRS	0	1,352
Income from lettings	8,319	7,497
New heating donations	100	0
Noble Room Decorating	1,400	0
Sale old equipment	240	1,162
Water refunds	194	0
General refund(Adjustment)	270	0
<b>Total</b>	10,523	10,011
<b>Expenditure</b>		
Cleaning Supplies	83	217
Electric	1,004	1,130
Gas	443	905
Insurance	1,827	1,808
Maintenance	2,082	12,959
Noble Room Decorating	1,385	0
Redundancy payment	0	560
Staff wages	7,452	10,256
Water	384	638
Window cleaning	35	321
	14,693	28,794
Transfer from Church/ Deposit	3,692	10,000
<b>Deficit/Surplus</b>	-4,170	-18,783
<b>Separate Disclosure</b>		
Staff Costs	7451.6	
Net Revenue Before Staff	3,281	

Charitable Giving Year ending 31st December 2021	
<b>Name of Charity</b>	<b>£</b>
African Enterprise	811.00
Alex & Susannah MacLean	811.00
Charles Thompson Mission	811.00
Christian Aid	811.00
Leprosy Mission	811.00
Martin Gallier Project	811.00
Safe Families	811.00
St Peter's Church Plant	811.00
Street Pastors	811.00
The Bible Society	811.00
Tear Fund Afghanistan	200.00
<b>Totals</b>	8,310.00