

Registered charity number 1132035

**St Peter's Church, Yateley**

**Annual Reports and Accounts**  
**Of the Parochial Church Council**

**Year Ended 31<sup>st</sup> December 2021**

**Contents**

	<b>Page</b>
Reference and administrative information	2 - 3
Annual report	4 - 13
Statement of responsibilities of members of the PCC	14
Independent examiner's report	14
Statement of financial activities	15
Balance sheet	16
Notes to the financial statements	17-22

# PAROCHIAL CHURCH COUNCIL OF ST PETER'S CHURCH, YATELEY

## REFERENCE AND ADMINISTRATIVE INFORMATION

St Peter's is the Parish Church of Yateley, in the Diocese of Winchester within the Church of England.

Correspondence and administrative address:

St Peter's Parish Office, Chaddisbrook House, 101, Reading Road, Yateley. GU46 7LR.

## PCC Membership January – April 2021

Churchwardens	Linda Hoskins	John Moloney (Vice Chairman)	
PCC Members	Trevor Aylen	Sarah Carpenter	Kate Casselton
	Chris Cole	Rebekah Cole	Ranjan Emmanuel
	Joyce Fisher	Ian Hutchinson	Nick Norton
	Sarah Quarterman	Wendy Thompson	Desmond Thuambe
	Nicky Thuambe	Katie Urban	Janet Young
Ex-Officio	Rev Tim Storey	Rev Faith Bailey	
Deanery Synod	Chris Cole	John Moloney	
	Sarah Quarterman	Janet Young	
PCC Chair (Vicar)	Rev Tim Storey		
Ex-officio	Rev Faith Bailey		
PCC Secretary	Janet Young		
Treasurer	Nick Norton		

## PCC Membership April – December 2021

<b>Churchwardens</b>	Linda Hoskins	Ian Hutchinson (Vice Chairman)	
<b>PCC Members</b>	Trevor Aylen	Chris Cole	Rebekah Cole
	Sarah Cullen	Ranjan Emmanuel	Joyce Fisher
	Ian Hayes	Linda Hoskins	Ian Hutchinson
	John Moloney	Nick Norton	Sarah Quarterman
	Wendy Thompson	Desmond Thuambe	Nicky Thuambe
	Katie Urban	Janet Young	

<b>Non-voting Attending</b>	Mark Vernon	Maureen King	Roo Joyner
	Gill Weeks		
<b>Deanery Synod</b>	Chris Cole	John Moloney	
	Sarah Quarterman	Janet Young	
<b>PCC Chair (Vicar)</b>	Rev Tim Storey		
<b>Ex-officio</b>	Rev Faith Bailey		
<b>PCC Secretary</b>	Janet Young		
<b>Treasurer</b>	Nick Norton		

### **Sub Committees and Chairs**

<b>Fabric</b>	Ian Hutchinson
<b>Finance</b>	Sarah Quarterman
<b>Mission</b>	Wendy Thompson
<b>Business</b>	Joyce Fisher
<b>Safeguarding</b>	Sarah Cullen
<b>Health &amp; Safety</b>	Mark Vernon

### **Licensed Lay Ministers**

Stuart Bailey	Ian Hayes	Ernie Ong
Peter Ridley	Katie Urban	

### **Advisors**

<b>Bankers</b>	Lloyds Bank, 18 Prince of Wales Walk, Camberley, GU15 3SJ Natwest, 45 Park Street, Camberley, GU15 3PA
<b>Independent Examiners</b>	Chamberlains Chartered Accountants, Elm House, Tanshire Park, Shackleford Road, Elstead, Godalming, Surrey, GU8 6LB

# **Parochial Church Council of St Peter's Church, Yateley**

## **Annual Report For The Year Ended 31 December 2021**

The Parochial Church Council (PCC) of St Peter's, Yateley, presents its annual report for the year ended 31 December 2021, together with the accounts for the year.

The accounts have been prepared in accordance with the requirements of the Charities Act 1993, the Statement of Recommended Practice "Accounting and Reporting for Charities" (SORP 2005) issued by the Charity Commission, the Charities (Accounts and Reports) Regulations 2005 and the Church Accounting Regulations 2006.

### **Structure, Governance And Management**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. It is registered with the Charities Commission as a Charity, in accordance with the Charities Act 2006. The PCC has no related trusts or charities.

PCC appointments are made by election at the APCM. The process of appointment is set out by the Church Representation Rules. The Churchwardens are ex-officio members of the PCC and are elected at the Annual Parish Meeting. The PCC members hold responsibilities including health and safety, discrimination legislation, child protection and other legal obligations. Members are introduced to their responsibilities at the first meeting of the PCC following the Annual Meeting.

The PCC constitution includes the embodiment of a Standing Committee, whose responsibilities are to exercise any necessary PCC business between meetings. The Standing Committee constituted membership is: Vicar; Churchwardens; Treasurer, Secretary plus one elected member of the PCC.

The terms of all PCC Sub Committees are reviewed (as necessary) and agreed, and their membership is appointed annually by election at the first meeting of the PCC following the Annual Meeting.

### **Financial Review and Reserves Policy**

In 2021 the Church made a loss of £42,724 on general funds, as compared with a loss before exceptional items of £53,376 in 2020. Takings from both Café 46 and the Discoveries shop were heavily impacted by the COVID-19 lockdowns, which led to the overall loss for the year. Although it is difficult to quantify its impact precisely, it is estimated that 2021 profitability was adversely impacted by COVID-19 by around £20,000, net of Government support. We have no reason to believe that post COVID-19 the businesses will not return to previous levels of profitability over the next two years.

Both Discoveries and Café 46 continue to be valuable resources for use by the community and contribute significantly to Church funds and help to repay loans taken out in connection with the extension and refurbishment works. These loans totalled £215,758 (2020: £249,735) at the year-end, including a £10,000 loan from a member of the congregation (2020: £10,000).

St Peter's policy is to hold an amount equal to 3 months operational costs in reserve. Taking into



account designated funds, sufficient reserves were held in line with this policy at the end of 2021, but this situation will be difficult to maintain in 2022 in light of planned capital expenditure. The position is monitored closely on a regular basis and the policy is under review in the context of the current business strategy review, with a view to achieving compliance by the end of 2022.

## **Risk Management**

The PCC recognises its responsibility for managing risk and ensuring best practice and conformity to legal obligations in all areas of church life, including: physical risks to the health and safety of employees, volunteers and users; financial risks through commercial activity; the dilapidation of buildings; personnel issues including the loss of people with key skills; and the safeguarding of children and other vulnerable people. A Financial Risk Register has been formed and is reviewed annually. Risks are always considered as part of the decision-making process according to their relevance, and measures are taken to mitigate risks through monitoring, training and regular review. The PCC has specific policies relating to these areas that are reviewed annually.

## **Safeguarding**

A Safeguarding policy has been adopted, and a safeguarding officer appointed, in accordance with diocesan guidelines. The policy covers children and vulnerable adults. It is reviewed at least annually. A PCC Safeguarding Sub Committee was formed in May 2017 to ensure that progress to fully implement the Safeguarding Policy and establish best practice would be directly reported to the PCC. Maureen King was also appointed as Safeguarding Officer.

## **Health and Safety**

The PCC ensures that relevant health and safety and employment law requirements are adhered to in all church buildings and by all church organisations. The Church Manager, Church Wardens, Vicar and a church member with specific professional experience in health and safety in the workplace, meet regularly to develop and monitor facilities and operating practices within them. Since May 2017, it is a PCC Sub Committee so progress toward best practice is reported directly to the PCC.

## **Objectives and Activities**

The objectives and activities of St Peter's Yateley are for the benefit of the public, and the PCC has complied with the duty in Section 4 of the Charities Act 2006 to have due regard to the Charity Commission guidance published in this respect.

The primary aim of the PCC is the promotion of the Gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC cooperates with the vicar in promoting in the parish, and wherever it has influence, the whole mission of the church, pastoral, evangelistic, social and ecumenical (see PCC (Powers) Measure 1956).

St Peter's, Yateley seeks to offer a wide range of worship services which are accessible to all and places where members of all ages can gather for corporate worship. On a typical Sunday, services are offered at the following times:

<b>9am</b>	<b>Traditional Worship</b>
<b>10.30am</b>	<b>Contemporary Worship</b>
<b>7pm</b>	<b>Informal Evening Worship</b>

A midweek service is also provided at 11am on Wednesday mornings.

The global Covid pandemic has disrupted the patterns of services with the closure of the Church building requiring many of them to take place online.

Whilst corporate worship is an important focus for church life, the parish seeks to unite under its common purpose to serve the parish and live as an expression of the faith it holds. Church life, mission and ministry, is therefore not centred around particular congregations, but the life of St Peter's as a community pursuing its calling to express the Kingdom of God here, now and always.

After a period of consultation, reflection and prayer in late 2020, a Parish Vision was introduced: Our Vision is for St Peter's to be a Church that is Rooted, Seeking and Reaching: Rooted in Word and Spirit, Seeking God in Prayer and Worship, Reaching out in the Presence and Love of Jesus.

Along with the objectives and aims stated above, fulfilling the Vision is laid out as the motivation and guiding force for the activities of the Church, its groups and individuals leading them.

### **Parochial Church Council of St Peter's Church, Yateley**

The PCC met 11 times during 2021. Sub Committees, including the Standing Committee, met between these meetings and provided minutes. The PCC was chaired by the Incumbent.

### **Personnel**

The clergy team of St Peter's consists of the vicar, Rev Tim Storey who was licensed as Vicar of Yateley on 16th July 2020 and Rev Faith Bailey ordained on 4th October 2020.

Employment in Discoveries and Café 46 changed considerably due to the pandemic. As in previous years, the work also relies on the generous support of volunteers who bring a breadth of experience and talent to the workforce. Many of the paid employees were furloughed in the early part of 2021, paid 80% in line with Government support.

The employment situation at the end of the year looked like this (with weekly hours – 40 if not stated):

## Discoveries Charity Shop

Shop Manager:	Mrs Sue Harkins
Deputy Manager:	Mr Marcus Boxall and Mrs Claire Baker (job share)
Sales Assistant:	Ms Bjanka Szabatka (20 hours)
Saturday Assistants:	Ms Khusbu Rai (7 hours), Ms Amisa Tamang (6 hours)

## Café 46

Manager:	Mrs Jen Trevena
Cafe Assistants:	Ms Malinda Gowen and Mrs Jackie Chandler (job share)
Kitchen Assistant:	Mrs Julie Gibbins (20 hours)
Saturday Assistants:	Ms Mia Cheetham (6.5 hours), Mrs Lyn Christou (6.5 hours), Ms Poppy Bourne (4 hours), Mrs Lynn Simmons (4 hours)

## Church Office

The Church Office has become an efficient hub enabling information to be received and disseminated using email, the Church website and social media.

The Treasurer, Nick Norton, has worked there voluntarily, several days per week in order to monitor and manage financial matters. A part of the Parish Administrator's time is given to posting financial data and processing payments and receipts. The result is that the church's financial affairs are extremely well looked after.

The Church Manager continues to oversee the office and to provide oversight of the retail operation and its staff, as well as Church operations.

The staffing structure for Church administration at the end of 2021 was:

Church Manager	Mr Mark Vernon (20 hours)
Financial Control:	Mr Nick Norton (voluntary)
Parish Administrator	Mrs Maureen King (35 hours)
Facilities Operative	Mr Stuart Harward (25 hours)

There are many voluntary leaders and workers who sustain the work of St Peter's in Yateley and beyond. That includes ministry in children's work, youth work, support for the elderly, pastoral care for the sick and bereaved, debt advice, counselling, Café 46, Discoveries Charity shop, and in every aspect of church life and ministry.

## Church Schools and Families Pastors

The PCC appointed two Schools and Families Pastors in 2021, Roo Joyner (20 hours per week, from March 2021) and Gill Weeks (15 hours per week, from September 2021), with the brief to encourage and develop Church groups for children and the relationships with local schools. The appointments have seen a significant increase in the work undertaken by St Peter's, including videos, an Easter garden, assemblies, RE contributions, church visits, involvement in Creation Care activities, 'Bible in a Day' activities at the Summer Fayre and much more.



## Vision and Strategy

St Peter's Church is part of the Church of England Diocese of Winchester and is the Parish Church of Yateley. As a flourishing Christian community, we pursue the building of God's Kingdom that is "now" and here as well as promoting the promise and hope of its fulfilment in the World to come. We passionately believe that the Christian Faith, expressed in the Bible, is as vital and relevant today as it ever was and ever will be. Together, we seek to grow in understanding and experience of God; explore who we can become in relationship with God; and live as a blessing to each other, others and all of God's world. We seek to know Jesus and make him known and to live lives that are inspired, empowered and Gifted by the Holy Spirit.

Our Vision is for St Peter's to be a Church that is Rooted, Seeking and Reaching:

- Rooted in Word and Spirit
- Seeking God in Prayer and Worship
- Reaching out in the Presence and Love of Jesus

The Covid Pandemic continued to cause enormous disruption to the life of St Peter's:

- ❖ The closure of St Peter's Church and Hall to all (except prayer in the chapel) for several periods of time.
- ❖ The permanent closure of the Centre Congregation meeting in Yateley School.
- ❖ The closure of all Parish groups that usually take place in the Church.
- ❖ The suspension of Baptisms, Weddings and Funerals for several periods of time.
- ❖ The closure of Café 46 and Discoveries for several periods, including the furloughing of Staff.
- This meant that the services in Church were curtailed for a significant part of the year although services were maintained through different online formats.
- The effects of Covid restrictions resulted in lower income in both Church and Businesses. Current assessment suggests that Business income is returning but Church Giving (along with most other Churches) continues to be at a lower level for the moment.
- The PCC used the lockdown in the early part of 2021 to complete refurbishment works in both the Church and Oasis areas of the building.
- Seeking to return to Church Life in a proactive way, the PCC appointed two Schools and Families Pastors in 2021.
- The PCC had a day away in October 2021 to assess priorities for the coming year.

## Strategic Priorities

The outworking of the existing strategies has been severely curtailed by the effects of the pandemic but St Peter's, staff and congregation have worked tirelessly to work within the guidelines to maintain as much continuity as possible. In the early part of 2021, the PCC identified and agreed a new set of strategic priorities:

- 1) **To seek to build the Kingdom through the fulfilment of the Vision Statement**, agreed by PCC in November 2020, as follows:

Our Vision is for St Peter's to be a Church that is Rooted, Seeking and Reaching:

- ❖ Rooted in Word and Spirit
- ❖ Seeking God in Prayer and Worship
- ❖ Reaching out in the Presence and Love of Jesus

All that happens within the life of St Peter's, at every level and in every group should be accountable to the Vision and answerable to it.

### The outworking of this in 2021

- ☞ All Staff and PCC decisions have been subjected to the Vision as the minimum standard against which all we do is measured.
  - ☞ There is an ongoing work (although at the early stages) to ensure efficient communication and appropriate use of email, the website and social media.
- 2) **To equip people as followers of Christ, fulfilling their God-given potential** as they exercise their gifting and calling with servant hearts. This will be achieved through teaching programmes, linked to Home Groups and applying (as far as is possible) to all areas of Parish life, foundation and outreach courses and leadership training, undergirded with a clear pattern and structure of prayer.

### The outworking of this in 2021

During 2021, St Peter's has:

- ☞ Established and based all decisions on the Vision Statement.
  - ☞ Followed teaching programmes including "From Lockdown to the Promised Land" and "Distinctive Discipleship"
  - ☞ Ensured that All Home Groups follow the same study pattern and notes.
  - ☞ Seen the licencing of BCM candidates in Outreach, Preaching and Creation Care.
  - ☞ Established a Bereavement Journey Course.
- 3) **To become a Kingdom community** that has an inter-related network of relationships expressing God's irresistible grace to people of all ages, whilst intentionally seeking to reach the younger generations.

### The outworking of this in 2021

The pandemic has stifled many attempts to build community through social-based events but this is being addressed in 2022 through fellowship times between services, social and



fundraising events and a home-based Parish Weekend of events.

- 4) **To understand and actively participate in the worldwide Church of God**, locally, nationally and internationally, sharing our resources, financial, skill-based and Gift-based. Missional support will be agreed, based on a 10% of all Parish giving, including fees for occasional offices, not excluding Share.

The outworking of this in 2021

The PCC agreed a revised tithing formula which will be applied in 2022 and will involve four Mission Partners, one of which will be a focus of a weekend each term. The choice of the partners involved considering a balance of “home” and “overseas” missions, large and small, in addition to the continued support of other mission groups.

- 5) **To build a clear, comprehensive and shared understanding of the relationship between the Church and the businesses** (Discoveries and Café 46). This will essentially involve a degree of separation where management, administration, staffing and day to day financial matters of each will be separated. Yearly accounts will incorporate all aspects of the Church and business life. A Business Strategy Document (BSD) laying out what this means in practice will be agreed by PCC in the early part of 2022 with full consultation with Managers, Parish Staff and the Business Committee regarding the implications in practice for all involved.

The outworking of this in 2021

The PCC established a review in the spring of 2021 which will report in early 2022 and aim to be implemented in the spring and consequential changes to St Peter’s Office Staff be in place by the summer.

## **Building Resources**

- ❖ St Peter’s has limited meeting building resources and storage is often an issue. The refurbishment work has enabled there to be a fresh respect for the building and was accompanied by significant attempts to ensure proper use of storage.
- ❖ An increase in activities post-pandemic means that there is less potential for building income generation. Priority is given to Parish based use of our resources.
- ❖ The completion of the Church refurbishment required the PCC to develop a longer term buildings strategy. In 2021 this meant:
  - The completion of refurbishment works.
  - Continued repair of the building as required.
  - Replacement of the cooker and commencement of kitchen refurbishment.
  - Replacement of external noticeboards.
  - Work on drains and initial applications for man-safe and lychgate repairs.
- ❖ A container was purchased and placed within the grounds of Discoveries, to provide storage for major items that are used infrequently.
- ❖ A longer term phase of works involves a more major regeneration work which would potentially involve making St Peter’s fit for purpose, including completion of the kitchen and toilet provision (ensuring DDA compliance).

## The Future

The pandemic continues to over-shadow every aspect of life and in the 2020 report it was stated that “It will only be at the end of 2021 that the PCC will be able to gain a true perspective of the nature of the St Peter’s Community that will emerge from this period of time.” Sadly, 2021 has not seen an end to the pandemic and such aspirations will, it is hoped and prayed, be addressed in the second half of 2022.

At a day away in October 2021, the PCC agreed the following priorities for 2022:

- ✦ Explore worship for families which is not on a Sunday
- ✦ Look at what we provide for Youth
- ✦ Build a women’s ministry
- ✦ Provide a tea & service for older folk
- ✦ Improve our Communications
- ✦ Connect everyone to a Home Group
- ✦ Grow younger (and older) worship leaders
- ✦ Build confidence for people to share their faith
- ✦ More outdoor services

It is encouraging that many of these are already being addressed.

The establishing of a Vision and revised Strategic Priorities has enabled the congregation to have a clear understanding of ministry and missional priorities. Bringing these together, there is a need to establish a Mission Action Plan (PMAP) in order to understand how these will guide St Peter’s into the future.

The completion and implementation of the strategic review will enable the parish to move from what has become a business-focussed approach to a missionally-focussed approach, where the businesses are secondary but very important in supporting the day to day activities of St Peter’s. There is a need for additional employed staff in areas crucial to growth.

The recovery from the pandemic will greatly determine the way forward regarding other ministry staff appointments. The appointment of a Youth Pastor would be an aspiration but will be dependent on the financial recovery providing funding. Ultimately, a Worship Pastor would be the desire, in order to facilitate and encourage the development of worship and leaders in St Peter’s. It is recognised that this will not be realised for some time to come.

Financially, St Peter’s is in a strange position: relying greatly on the business profits rather than congregational tithes in order to pay for the Church ministry. This is being addressed although it is recognised that it will take a substantial amount of time for a shift in thinking and giving to take place.

## The Community Hub

The support of government furlough schemes and careful management by the Treasurer, along with the response of the wider Yateley community, meant that Discoveries and Café 46 returned to good business turnover in the latter part of 2021. A great deal of this success has been down to the hard work and dedication of the staff and volunteers, especially the two managers. It is hoped that the implemented results of the strategic study into management and governance of the businesses will encourage this continued positive progress.

Cornerstone Counselling has undergone significant change in 2021, after registering as a separate charity in 2020. Its connection with St Peter's is still very strong, although not a legal part of it.

## The Church Community

St Peter's is a Christian Community which is seeking to build a Kingdom in Yateley that is attractive and has integrity. It is seeking to be a place where people can primarily discover a relationship with the God who created them, the Saviour who redeemed them and the Holy Spirit who will empower them to live life to the full. As a counter-cultural understanding of society, the way in which the community of Yateley (and beyond) encounter the Church and (we pray) the God they worship has changed and continues to change. The context in which the community changes through generations and the contemporary secular age is cynical about those who hold a passionate view of a faith that cannot (by its very nature) be rationalised. St Peter's, therefore, is seeking to build on the foundations of those who have gone before and do so in an uncertain world and future.

The end of 2021 did not see the hoped-for end of the pandemic and whilst there is greater optimism for 2022, the Church continues to work under restrictions that curtail activities. External research (involving fellowships similar to St Peter's) suggest common themes of reduced income, attendance and levels of volunteer commitment but it is hoped that a renewed sense of vision in 2022 will address these trends.

The statement from the report last year still rings true:

*The recovery after the pandemic is a future which is totally unpredictable and offers challenges as well as opportunities. .... With (so) many factors impossible to quantify, St Peter's has to return to core values and understanding of its foundation:*

- ❖ *That the Church offers something that is invaluable and money cannot buy.*
- ❖ *That living worship seeks to meet people where they are.*
- ❖ *That the Vision God has given us gives us a sense of purpose and direction.*
- ❖ *That God is unchanging in his love and infinite in his resources.*
- ❖ *That the Church will continue to grow as in every generation, past present and future.*

*Emerging from a period that has been unique in the lives of everyone at St Peter's, none of us know what the future holds but with faith, faith applied in worship, in life and in pursuing the Vision, St Peter's has as wonderful a future as it has ever had, sure in the embrace of the God they worship.*

Approved by the PCC on

8<sup>th</sup> March 2022

Signed on their behalf



Rev Tim Storey (PCC Chairman)



## STATEMENT OF RESPONSIBILITIES OF THE MEMBERS OF THE PAROCHIAL CHURCH COUNCIL

Under the Church Accounting Regulations 2006 and the Charities Act 2011, the Parochial Church Council (PCC) is required to prepare financial statements for each financial year, which give a true and fair view of the state of the financial position of the PCC at the end of the year, and of its financial activities during the year (unless the PCC is entitled to prepare financial statements on a payment and receipt basis). In preparing those financial statements, the members of the PCC are required to:

- select suitable accounting policies and then 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, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the PCC will continue in operation

The members of the PCC are responsible for keeping proper accounting records, which disclose and ascertain with reasonable accuracy at any time the financial position of the PCC and to enable them to ensure that the financial statements comply with the Church Accounting Regulations 2006 and The Charities Act 2011. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection for fraud and other irregularities.

## INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF ST PETER'S CHURCH, YATELEY FOR THE YEAR ENDED 31 DECEMBER 2021

I report on the accounts of the association for the year ended 31 December 2021, which are set out on pages 15 to 22.

### Respective responsibilities of trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirement of Section 144(2) of the Charities Act 2011 (the Act) does not apply. It is my responsibility to examine the accounts under section 145 of the 2011 Act; follow procedures specified in the General Directions given by the Charity Commissioners under Section 145(5)(b) of the Act and to state whether particular matters have come to my attention.

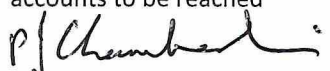
### Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

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

 29 March 2022

Paul Chamberlain FCA, DChA  
Elm House, Tanshire Park, Shackleford Road  
Elstead, Godalming, Surrey, GU8 6LB



PAROCHIAL CHURCH COUNCIL OF ST. PETER'S, YATELEY

Statement of Financial Activities  
for the year ended 31 December 2021

		Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds	
	Notes				2021 £	2020 £
<b>Income and endowments from:</b>						
Donations and legacies	2(a)	170,200	32,248	0	202,448	198,641
Other voluntary income	2(b)	0	14,798	0	14,798	12,485
Trading activities	2(c)	199,924	0	0	199,924	148,664
Church activities	2(d)	8,032	0	0	8,032	11,578
COVID-19 support	2(e)	47,914	0	0	47,914	64,765
Income from investments	2(f)	940	0	299	1,239	2,170
<b>Total</b>		<u>427,010</u>	<u>47,046</u>	<u>299</u>	<u>474,355</u>	<u>438,303</u>
<b>Expenditure on:</b>						
Trading activities	3(a)	182,305	0	0	182,305	185,718
Church activities	3(b)	211,118	61,772	0	272,890	208,917
Church management and administration	3(c)	76,311	1,200	0	77,511	60,313
<b>Total</b>		<u>469,734</u>	<u>62,972</u>	<u>0</u>	<u>532,706</u>	<u>454,948</u>
<b>Net (expenditure)/income before exceptional items and transfers</b>		<u>(42,724)</u>	<u>(15,926)</u>	<u>299</u>	<u>(58,351)</u>	<u>(16,645)</u>
Exceptional items	3(d)	0	0	0	0	(14,474)
Transfer between funds	16	15,402	(15,402)	0	0	0
<b>Net (expenditure)/income before investment gains</b>		<u>(27,322)</u>	<u>(31,328)</u>	<u>299</u>	<u>(58,351)</u>	<u>(31,119)</u>
Net gains/(losses) on investments	4	0	0	1,475	1,475	392
<b>Net movement in funds</b>		<u>(27,322)</u>	<u>(31,328)</u>	<u>1,774</u>	<u>(56,876)</u>	<u>(30,727)</u>
Total funds brought forward		874,077	257,777	29,912	1,161,766	1,192,493
<b>Total funds carried forward</b>		<u>846,755</u>	<u>226,449</u>	<u>31,686</u>	<u>1,104,890</u>	<u>1,161,766</u>

None of the Parochial Church Council's activities were acquired or discontinued during the above financial period.

There were no recognised gains or losses other than the net movement of funds for the financial periods shown above.

The notes on pages 17 to 22 form part of these financial statements.

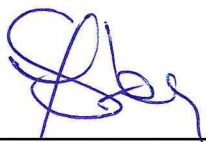
**PAROCHIAL CHURCH COUNCIL OF ST. PETER'S, YATELEY**

**Balance sheet  
as at 31 December 2021**

	Notes	2021		2020	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5		1,201,671		1,215,514
Investments	6		12,741		11,267
			<u>1,214,412</u>		<u>1,226,781</u>
<b>Current assets</b>					
Stock		2,432		1,995	
Debtors	7	5,504		8,609	
Cash at bank and in hand		<u>130,771</u>		<u>199,395</u>	
		<u>138,707</u>		<u>209,999</u>	
<b>Creditors: amounts falling due within one year</b>	8	<u>65,113</u>		<u>60,913</u>	
<b>Net current assets</b>			73,594		149,086
<b>Total assets less current liabilities</b>			<u>1,288,006</u>		<u>1,375,867</u>
<b>Creditors: amounts falling due after one year</b>	9		163,116		199,029
Provisions for liabilities	10		20,000		15,072
<b>Total assets</b>			<u><u>1,104,890</u></u>		<u><u>1,161,766</u></u>
<b>Funds of the Church</b>	11				
Undesignated			89,057		166,508
Designated			757,698		707,569
Restricted			226,449		257,777
Endowment			<u>31,686</u>		<u>29,912</u>
			<u><u>1,104,890</u></u>		<u><u>1,161,766</u></u>

The notes on pages 17 to 22 form part of these financial statements.

The financial statements on pages 15 to 22 were approved by the Parochial Church Council on.....8/3/2022.....



Rev Tim Storey  
PCC Chairman



Mr Nick Norton  
Treasurer

## PAROCHIAL CHURCH COUNCIL OF ST. PETER'S, YATELEY

### Notes to the financial statements for the year ended 31 December 2021

#### 1 a) Accounting convention

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities Statement of Recommended Practice, SORP 2015. The financial statements have been prepared under the historical cost convention, except for the valuation of investment assets at market value.

#### b) Funds

General funds represent the funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC.

Funds designated for the purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law.

#### c) Income

Voluntary income is recognised when the monies are received. Income tax is recognised at the same time as the associated covenant or Gift Aid donation.

Income from sales and from fund raising events and other activities is accounted for gross.

#### d) Consecrated and beneficed property

Consecrated and beneficed property is excluded from the accounts by S.10(2) of the Charities Act 2011. No value is placed on movable church furnishings held by the church wardens, on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property.

All expenditure incurred during the year on consecrated or beneficed buildings and moveable church furnishings, whether it be maintenance or improvement, is written off in the Statement of Financial Activities, except for the chairs purchased in 2003 and 2010 which were capitalised as fixed assets.

#### e) Tangible fixed assets and depreciation

Depreciation is calculated to write off the cost of tangible fixed assets over their expected useful lives using the following rates:

Furniture and equipment	- 25% per annum on reducing balance basis
Freehold buildings	- Straight line basis over 50 years
Freehold land is not depreciated	

#### f) Investments

Investments are valued at market value as at 31st December. Any gain or loss is taken to the Statement of Financial Activities on an unrealised basis.

#### g) Stocks

Stocks are stated at the lower of cost and net realisable value.

#### h) Provisions

Provision is made as at 31st December for the estimated amount of grants to be paid to missions and charities out of the income for the year in accordance with the policy of the PCC.

#### i) Pensions

The company operates a defined contribution scheme for the benefit of the employees. Contributions are recognised in the profit and loss account when due.

PAROCHIAL CHURCH COUNCIL OF ST. PETER'S, YATELEY

Notes to the financial statements  
for the year ended 31 December 2021

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2021 £	2020 £
<b>2 Income and endowments from:</b>					
<b>(a) Donations and legacies</b>					
Planned giving:					
-Covenants and gift aid	114,087	0	0	114,087	107,713
-Income tax recoverable	30,384	6,392	0	36,776	34,209
-Other planned giving	3,805	0	0	3,805	3,780
Collections	10,002	1,200	0	11,202	10,926
One-off donations	11,922	24,656	0	36,578	42,013
	<u>170,200</u>	<u>32,248</u>	<u>0</u>	<u>202,448</u>	<u>198,641</u>
<b>(b) Other voluntary income</b>					
Other community hub donations	0	14,798	0	14,798	12,485
	<u>0</u>	<u>14,798</u>	<u>0</u>	<u>14,798</u>	<u>12,485</u>
<b>(c) Trading activities</b>					
Shop sales of donated goods	109,050	0	0	109,050	91,582
Café 46	90,874	0	0	90,874	57,082
	<u>199,924</u>	<u>0</u>	<u>0</u>	<u>199,924</u>	<u>148,664</u>
<b>(d) Church activities</b>					
Counselling	0	0	0	0	5,834
Church hall lettings, etc	497	0	0	497	556
Fees	3,069	0	0	3,069	2,551
Outreach and social activities	4,466	0	0	4,466	2,637
	<u>8,032</u>	<u>0</u>	<u>0</u>	<u>8,032</u>	<u>11,578</u>
<b>(e) COVID-19 support</b>					
Support income received	<u>47,914</u>	<u>0</u>	<u>0</u>	<u>47,914</u>	<u>64,765</u>
<b>(f) Income from investments</b>					
Dividends and interest received	<u>940</u>	<u>0</u>	<u>299</u>	<u>1,239</u>	<u>2,170</u>

# PAROCHIAL CHURCH COUNCIL OF ST. PETER'S, YATELEY

## Notes to the financial statements for the year ended 31 December 2021

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
3 Expenditure on:				2021 £	2020 £
<b>(a) Trading activities</b>					
Shop salaries	66,671	0	0	66,671	68,475
Shop running costs (incl repairs)	15,339	0	0	15,339	13,959
Café 46 expenses	37,217	0	0	37,217	28,291
Café 46 salaries	63,078	0	0	63,078	74,993
	<u>182,305</u>	<u>0</u>	<u>0</u>	<u>182,305</u>	<u>185,718</u>
<b>(b) Church activities</b>					
Diocesan parish share	103,734	0	0	103,734	111,076
Church running costs	15,706	0	0	15,706	17,112
Fabric upkeep and maintenance	32,543	43,614	0	76,157	15,932
Outreach and social activities	8,226	8,248	0	16,474	6,254
Youth and community ministry	0	5,000	0	5,000	6,000
Counselling expenses	0	0	0	0	4,273
Mission giving	20,909	0	0	20,909	15,532
Independent examiner's fees	3,300	0	0	3,300	3,200
Depreciation	26,700	4,910	0	31,610	29,538
	<u>211,118</u>	<u>61,772</u>	<u>0</u>	<u>272,890</u>	<u>208,917</u>
<b>(c) Church management and administration</b>					
Salaries	64,290	1,200	0	65,490	48,163
General expenses	12,021	0	0	12,021	9,930
Professional fees	0	0	0	0	2,220
	<u>76,311</u>	<u>1,200</u>	<u>0</u>	<u>77,511</u>	<u>60,313</u>
<b>(d) Exceptional items</b>					
Cornerstone Counselling	0	0	0	0	14,474
New church heating system	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,474</u>

Cornerstone Counselling was registered as a separate charity with effect from 10 June 2020. The expenditure of £14,474 related to the bank balances transferred to the new entity at this time. Results prior to this date have been consolidated within St. Peter's accounts. Cornerstone continues to occupy space within St Peter's Parish Office and a Service Level Agreement is in place between the parties.



# PAROCHIAL CHURCH COUNCIL OF ST. PETER'S, YATELEY

## Notes to the financial statements for the year ended 31 December 2021

### 4 Gains/ (losses) on investments

The net realised losses and unrealised gains in the year totalled £1,475 (2020:£392)

### 5 Tangible fixed assets

	Freehold Land and Buildings £	Furniture & Equipment £	Total £
<b>Cost</b>			
At 1 January 2021	1,414,784	76,494	1,491,278
Additions	0	17,767	17,767
Disposals	0	0	0
At 31 December 2021	<u>1,414,784</u>	<u>94,261</u>	<u>1,509,045</u>
<b>Depreciation</b>			
At 1 January 2021	218,894	56,870	275,764
Charge for year	22,996	8,614	31,610
Disposals	0	0	0
At 31 December 2021	<u>241,890</u>	<u>65,484</u>	<u>307,374</u>
<b>Net book values</b>			
At 31 December 2021	<u>1,172,894</u>	<u>28,777</u>	<u>1,201,671</u>
At 31 December 2020	<u>1,195,890</u>	<u>19,624</u>	<u>1,215,514</u>

The freehold land and buildings is comprised of Chaddisbrook House, Reading Road and the annexed land and was acquired in 1990. These are shown at historical cost and include improvements works undertaken in 2017.

### 6 Investments

503.25 shares in the CBF Investment Fund and £1,726.4 2.5% Consolidated Funds at total historical cost of £1,930 (2020: £1,930).

	2021 £	2020 £
<b>7 Debtors</b>		
Amounts falling due within one year:		
Income tax recoverable	660	4,113
Prepayments and accrued income	1,431	912
Other debtors	<u>3,413</u>	<u>3,584</u>
	<u>5,504</u>	<u>8,609</u>
<b>8 Creditors</b>		
Amounts becoming due and payable within one year:		
Accruals and deferred income	6,197	6,139
Other creditors	6,274	4,068
Other loans	<u>52,642</u>	<u>50,706</u>
	<u>65,113</u>	<u>60,913</u>

# PAROCHIAL CHURCH COUNCIL OF ST. PETER'S, YATELEY

## Notes to the financial statements for the year ended 31 December 2021

	2021 £	2020 £
<b>9 Creditors due in over one year</b>		
Other loans	163,116	199,029
	<u>163,116</u>	<u>199,029</u>

Included in both creditors due in less than and over one year is a concessionary, non-secured loan from Winchester DBF which is charged at a below market rate of interest. It is repayable in equal instalments over 10 years. During the year £3,745 (2020: £4,907) of loan interest was incurred and this is shown within General expenses.

<b>10 Provision for liabilities</b>		
Provision for mission and charity payments	<u>20,000</u>	<u>15,072</u>

	Unrestricted Funds Undesignated £	Designated £	Restricted Funds £	Endowment Funds £	Total £
<b>11 Analysis of funds</b>					
Fixed assets	29,734	951,755	221,139	11,784	1,214,412
Current assets	91,794	21,701	5,310	19,902	138,707
Total liabilities	<u>(32,471)</u>	<u>(215,758)</u>	<u>0</u>	<u>0</u>	<u>(248,229)</u>
	<u>89,057</u>	<u>757,698</u>	<u>226,449</u>	<u>31,686</u>	<u>1,104,890</u>
Balances brought forward	166,508	707,569	257,777	29,912	1,161,766
Movements in year	<u>(77,451)</u>	<u>50,129</u>	<u>(31,328)</u>	<u>1,774</u>	<u>(56,876)</u>
Balances carried forward	<u>89,057</u>	<u>757,698</u>	<u>226,449</u>	<u>31,686</u>	<u>1,104,890</u>

Designated funds include "St Peter's Land" and other funds held for the operation of various church activities. "St Peter's Land" includes the freehold land and buildings and surplus monies raised for those assets after acquisition, maintenance and related project costs - having excluded costs to match the restricted donations for the project received in previous years. These latter are shown as a restricted portion of the fixed assets. The balance of "St Peter's Land" at 31 December 2021 was £748,368 (2020: £730,162) which consisted of £12,371 held in bank accounts and £951,755 corresponded to the depreciated cost of the property (less outstanding loans/creditors of £215,758).

Funds shown as restricted are comprised of the proportion of the freehold building funded by restricted donations and any special collections not yet paid on. During the year a legacy of £500 was received in respect of the Church Bellringers and £24,213 towards the Church refurbishment project. The total refurbishment funds of £43,614 received over the last two years were spent in full during 2021. A further £975 of the Home Alone legacy and the £5,000 balance brought forward for the Youth Ministry were distributed during the year. The balance of the COVID funds to be distributed in 2021 totalled £1,655 leaving a restricted reserve of £226,449 carried forward.

Endowment funds include the "Brown's Prize" (where the income is to be used to provide youth competition prizes) and the balance of the Geaves fund.

<b>12 Mission and grants</b>	
Grants paid during the year included the following payments of £1,000 or over, some of which related to previous years:	

	£
Colombo Theological Seminary	3,000
Compassion	2,500
Good news for everyone	3,000
IFES	1,500
Open Doors	3,000
Count everyone in	1,000
Foodbank	1,072

## **PAROCHIAL CHURCH COUNCIL OF ST. PETER'S, YATELEY**

### **Notes to the financial statements for the year ended 31 December 2021**

#### **13 Transactions with members, staff and connected persons**

During the year there were an average of 18 employees (2020 - 17). The salaries costs in notes 3(a), 3(b) and 3(c) include total social security costs of £3,913 (2020 - £4,200)

None received more than £60,000.

The public liability insurance, in circumstances where the incumbent churchwardens and PCC are insured, extends to personal liability of individual members of the PCC and its employees.

Apart from the small amount of reimbursed expenses included within note 3(b), no member was paid any benefit.

#### **14 Financial commitments**

The PCC is responsible for maintaining the Church building and is aware from Quinquennial reports that the building has some major issues to be addressed, including work on the Church tower. Urgent Phase 1 refurbishment work in the Church and Oasis, including flooring, lighting and redecoration, was completed in early 2021 at a total cost of over £43,000, fully funded by congregational donations and related Gift Aid. A new cooker was fitted in the Church kitchen for around £12,000 and repair and replacement of churchyard drains was carried out for over £20,000. Phase 2 involves more major regeneration work which would potentially make St Peter's fit for purpose, including the kitchen, toilet provision (ensuring DDA compliance), the west entrance, porch and entrance area. With available funds reduced significantly by the pandemic, work has to be prioritised and the provision of disabled toilet facilities is being considered as the first project in 2022.

#### **15 Pension commitments**

The Church operates a defined contribution scheme for its employees. The amount outstanding at the end of the year relating to employer pension contributions was £2,621 (2020: £1,606)

#### **16 Transfers between funds**

Periodic transfers are made from the Restricted Fund to the General Fund to reflect payments made in respect of the building project.